

Hartela's general occupational safety and environmental requirements

GENERAL

The purpose of these requirements is to clarify Hartela's (=Client) safety and environmental requirements and to ensure a safe construction site, environmentally responsible construction and minimisation of harmful impacts on nature. Compliance with the requirements is absolutely essential. Deviations are only permitted with prior written agreement with the Client.

1. THINGS TO CONSIDER AT THE CLIENT'S CONSTRUCTION SITES

- The Contractor must comply with the principle of proactive occupational safety.
- The Contractor must be familiar with and comply with the legislation, official regulations, the developer's/Client's instructions and environmental legislation related to its operations.
- The Contractor must identify the environmental impacts of its operations and proactively reduce environmental emissions, material waste and refuse.
- The Contractor must supervise its own and its subcontractors' performance, quality and timing.

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 person in charge must prepare a written task-specific safety plan (TTS, Appendix TU0041d) for all work stages before starting work.
 - Work can only be started after all members of the work team have reviewed and signed the TTS. If the work team is supplemented later, the Contractor will take care of TTS orientation and signatures.
 - If the working conditions change or something unexpected happens, and the work is interrupted, the hazards are identified and the work is only resumed once a safe working method has been ensured.
 - The TTS must always be updated in connection with changes.
- Prerequisite for the first instalment: TTS delivered and approved by the Client's site management.

3. SITE PASS, PERSONAL ID AND ELECTRONIC ACCESS CONTROL

The Contractor shall add its own and its subcontractors' employee information to the Zeroni access control system. The information must be in order and approved before starting work. This is a prerequisite for the Client to be able to issue a site-specific access permit. It is forbidden to work on the construction site without a valid access permit.

The Contractor shall ensure that each of its employees uses the Valtti card to clock in and out of the construction site's electronic access control system on a **daily basis**.

4. GENERAL AND SITE-SPECIFIC INDUCTION

The Contractor shall ensure that its employees have completed site-specific induction in the electronic Zeroni system. The employee receives an electronic link to complete it (strong authentication) once the Contractor has entered all the necessary employee information in Zeroni.

In addition, all persons working on the construction site are required to:

- Always have a valid Valtti card available for display and clocking in and out



- Attend **at least one** of the following general occupational safety training sessions: Occupational safety card ®, ePerehdytys® (Rateko) or occupational safety training in accordance with the PSK 6830 standard
 - Any other qualifications required by the work (e.g. road safety, railway safety)

For a young employee (aged 16-17), a notification of the young employee must be submitted to the Regional State Administrative Agency. A report on the submission of the notification must be submitted to the Client in writing.

5. ACCIDENT INSURANCE, PERMITS AND QUALIFICATIONS

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

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. All necessary permits and qualifications are presented to the Client. The Contractor shall also store the above-mentioned documents in the Zeroni system.

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 markings by adding a yellow-green high-visibility mark/sticker to the slinger's helmet.

The Contractor's employees who handle or may be exposed to products containing diisocyanates must have completed user training in the use of chemicals containing diisocyanates.

6. 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. The Contractor shall also supervise its employees' use of personal protective equipment and immediately intervene in failures.

The following types of personal protective equipment must always be used when working and moving on the Client's construction 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, as 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, the Client will address any failures with sanctions specified in more detail in section 13.

7. ENVIRONMENT, WASTE MANAGEMENT AND DUST CONTROL

7.1. Prevention of adverse environmental impacts

The Contractor shall identify the environmental impacts of its operations and proactively strive to reduce harmful environmental emissions, such as greenhouse gas, chemical, noise, dust and vibration emissions. The Contractor must inform the Client immediately of any environmental damage at the construction sites.

7.2. Waste and construction site tidiness

Everyone is responsible for keeping the construction site clean.

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 construction site's sorting instructions must be followed. The Contractor shall sort the waste generated directly into the Client's sort-specific waste containers (indoors/outdoors). 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.

7.3. 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, for example, appropriate equipment and machines with local extraction in all work activities that generate dust. It is also necessary to purify the air in a room and prevent the spread of dust from the work site by subdividing and vacuuming the room, if necessary. In addition, where necessary, workers must be provided with suitable respiratory protective equipment. When vacuuming quartz dust, the vacuum cleaner must always be a class H vacuum cleaner.

7.4. Hazardous substances

The Contractor shall report all substances used by it at a construction site to the site's management and shall make all material safety data sheets available to the Client before starting any work.

8. OCCUPATIONAL SAFETY INSPECTIONS

Weekly occupational safety inspections are carried out on the construction site by the Client, based on building construction and engineering safety indicators (TR and MVR). The Client'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 these immediately with regard to its employees, activities, equipment and machinery. Whenever possible, such recordings 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 the Client'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.

9. 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 take part in the shared occupational safety events arranged on site.

Contractors must report to the Client'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 the Client's sustainability reporting and for construction at taxonomy-eligible and environmentally classified sites.

The Contractor shall provide EPD certificates for all materials/products it uses that have an EPD.

The Contractor must take sufficient care to prevent negative environmental impacts and must immediately notify the Client of any possible environmental damage on the construction sites.

10. FAILURE TO OBSERVE THE REGULATIONS

The Client has the right to remove from the site any of 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 replacements for 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, the Client, 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 occupational safety and environmental requirements* directly from the Contractor's next payment instalment or invoice.

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

1. Written warning

EUR 100/failure subject to 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
- working on site without a site pass
- 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 a change in waste fraction will be carried by the Contractor who neglected the sorting (additional sorting work at the site or a change in the fraction classification at the waste reception)

4. Neglecting to correct safety observations identified separately in TR and MVR inspections within the agreed schedule: dangerous deficiencies (e.g. opening covers, railings) 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

