

# **Health, Safety & Environment conditions, as well guidelines Amagerværket**

**Version 01- 2019**

<b>1. INTRODUCTION .....</b>	<b>5</b>
<b>2. DECISIONS .....</b>	<b>5</b>
<b>3. GENERAL CONDITIONS.....</b>	<b>6</b>
3.1 COOPERATION .....	6
3.2 AUTHORITIES.....	6
3.3 REGISTER FOR FOREIGN SERVICE PROVIDERS (REGISTRET FOR UDENLANDSKE TJENESTEYDERE ”RUT”).....	7
3.4 RECOGNITION OF FOREIGN PROFESSIONAL QUALIFICATIONS .....	7
3.5 CANTEEN.....	7
3.6 THEFT.....	7
3.7 FOOD AND BEVERAGE.....	7
3.8 ALCOHOL AND SMOKING .....	7
3.9 SANCTIONS .....	8
<b>4. EMERGENCIES &amp; ACCIDENTS.....</b>	<b>8</b>
4.1 EMERGENCY RESPONSE PLAN .....	8
4.2 FIRE.....	8
4.3 EMERGENCY EXERCISES.....	8
4.4 ACCIDENT & NEAR MISS .....	8
4.5 FIRST AID EQUIPMENT.....	9
4.6 ENVIRONMENTAL INCIDENTS.....	9
<b>5. SAFETY INSTRUCTIONS .....</b>	<b>9</b>
5.1 SAFETY INSTRUCTION - VISIT.....	9
5.2 VISIT-MEETING .....	9
5.3 SAFETY LEAFLET –”IMPORTANT INFORMATION ON ENVIRONMENTAL AND SAFETY ASPECTS AT AMAGERVÆRKET”.....	10
5.4 “STOP UP & THINK!” .....	10
<b>6. ACCESS TO AMAGERVÆRKET.....</b>	<b>10</b>
6.1 ACCESS CARD .....	10
6.2 WORKING HOURS.....	10
6.3 PARKING.....	10
6.4 SPEED LIMITS.....	11
<b>7. PERSONAL PROTECTION.....</b>	<b>11</b>
7.1 AMAGERVÆRKET’S’ RULES FOR PERSONAL PROTECTION .....	11
7.2 PERSONAL PROTECTION.....	11
7.3 RESPIRATORY PROTECTION .....	11
7.4 ATEX EQUIPMENT .....	12
7.5 HEADLAMP .....	12
7.6 COMPANY NAME ON WORKWEAR .....	12
<b>8. TRANSPORT.....</b>	<b>12</b>
8.1 TRANSPORT SERVICES .....	12
8.2 DANGEROUS GOODS .....	13
<b>9. PRESENT CONDITIONS .....</b>	<b>13</b>
9.1 SECURING THE POWER PLANT AND ISSUE OF WORK PERMIT .....	13
9.2 WORKING NEAR A PLANT UNIT IN OPERATION .....	13
<b>10. SUPPLY.....</b>	<b>13</b>
10.1 WATER AND DRAIN.....	13
10.2 ELECTRICITY .....	14

10.3	CABLE DRUM .....	14
10.4	PRESSURE AIR .....	14
<b>11.</b>	<b>WORKING AREAS .....</b>	<b>15</b>
11.1	SAFETY PRECAUTIONS .....	15
11.2	COVER OF OPENINGS .....	15
11.3	ESTABLISHMENT OF RAILS .....	15
11.4	BARRIER – HAZARDOUS ACTIVITIES .....	15
11.5	BARRIER – WORK AREAS .....	15
11.6	BARRIER - MATERIALS .....	15
11.7	NOISE .....	16
11.8	DUST .....	16
11.9	CONFINED SPACE .....	16
11.10	WATCHMAN .....	16
11.11	POWER SUPPLY / SEPARATION TRANSFORMER .....	16
11.12	WORKING AT HEIGHTS .....	17
11.13	PRECAUTIONS WHEN WORKING AT HEIGHTS AND WORK AT MULTIPLE LEVELS .....	17
11.14	EXCAVATIONS .....	17
11.15	PRESSURE TESTS .....	17
11.16	WELDING .....	17
11.17	HOT WORK .....	18
11.18	LEAD-THROUGH .....	18
<b>12.</b>	<b>TECHNICAL MEANS .....</b>	<b>18</b>
12.1	CRANES AND MATERIAL LIFT .....	18
12.2	LADDERS .....	18
12.3	BOOM LIFT .....	18
12.4	SCAFFOLDINGS .....	18
12.5	LOCAL EXHAUST VENTILATION .....	19
12.6	VENTILATION .....	19
<b>13.</b>	<b>CLEANING AND ORDER .....</b>	<b>19</b>
13.1	WASTE .....	19
13.2	ACCESS WAYS / WALKWAYS .....	20
13.3	DUST REMOVAL .....	20
<b>14.</b>	<b>WORKPLACE ASSESSMENT (WPA) / WORK PROCEDURE/ RISK ASSESSMENT .....</b>	<b>20</b>
<b>15.</b>	<b>CHEMICAL (SUBSTANCES AND MATERIALS) .....</b>	<b>20</b>
15.1	MSDS AND WORKPLACE INSTRUCTION (WPI) .....	21
15.2	ASSESSMENT OF CHEMICALS .....	21
<b>16.</b>	<b>SITE HUTS AND STORAGE .....</b>	<b>21</b>
16.1	AREA OVERVIEW .....	21
16.2	SITE HUTS .....	21
16.3	STORAGE FOR MATERIALS / EQUIPMENT .....	21
16.4	STORAGE OF PRESSURE CYLINDERS .....	22
16.5	STORAGE OF CHEMICALS .....	22
16.6	DELIVERIES .....	22
16.7	TENT WORKSHOPS .....	22
16.8	WASTE HANDLING & WASTE CONTAINERS .....	22
16.9	LIGHTNING AT THE SITE HUTS AND IN THE STORAGE AREA .....	23
16.10	CLEANING OF THE SITE HUT AREA AND THE STORAGE AREA .....	23
<b>17.</b>	<b>ACCESS ROADS .....</b>	<b>23</b>

17.1	WEATHER RELATED PRECAUTIONS .....	23
<b>18.</b>	<b>MEETING ACTIVITIES.....</b>	<b>23</b>
18.1	KICK-OFF MEETINGS .....	23
18.2	COORDINATING MEETINGS .....	24
18.3	SAFETY MEETINGS .....	24
18.4	SAFETY ROUNDS .....	26
<b>19.</b>	<b>HANDING OVER AND HAND-OVER .....</b>	<b>26</b>
<b>20.</b>	<b>EDUCATION &amp; CERTIFICATES.....</b>	<b>26</b>
20.1	CERTIFICATES.....	26
20.2	AMAGERVÆRKET'S' DEMANDS FOR EDUCATION IN ADDITION TO STATUTORY REQUIREMENTS .....	26
<b>21.</b>	<b>FORWARDING DOCUMENTATION TO AMAGERVÆRKET .....</b>	<b>27</b>
<b>22.</b>	<b>HEALTH AND SAFETY PLAN .....</b>	<b>27</b>

## 1. Introduction

The present document states the general conditions that apply for anyone who provides a service for Amagerværket. This document can be read independently in case a job does not condition an HS plan or as an appendix to the HS plan on larger assignments/ projects.

HOFOR Amagerværket is environmentally certified by the international standard ISO14001 and work environmentally certified by OHSAS18001.

These certifications imply Amagerværket to introduce Health & Safety management and Environmental management in order to organize and control activities which has impact on internal and external environment and work environment.

## 2. Decisions

According to the agreement, the contractor will carry out all services as an independent contractor in order to avoid employer/employee relations between Amagerværket and the contractor.

The scope of supply always includes the contractor's own supervisor, who will assign the work for their own employees. The contractor thus has the managerial responsibility for the service. The supervisor must be able to communicate in Danish/English. The contractor's supervisor must be present at the site during the performance period, unless the client has accepted exceptions from this

The contractor must comply with the requirements set by Amagerværket unconditionally.

The contractor must bring all necessary materials required for the service in question unless otherwise agreed.

Also, the contractor must bring all necessary tools and hoisting equipment, including welding machines, hanger, ropes, wires, chains, pulleys and capstans, which is required for the job unless otherwise agreed.

The contractor must ensure that all safety precautions are respected. In case the contractor ends his work before it is safe to remove the safety precautions, all safety precautions must remain in place, until they are unnecessary or replaced.

The contractor must make sure that the work is carried out with appropriate caution. The contractor is responsible for all damages and accidents caused by negligent behaviour.

Amagerværket must have free access to all areas of the project.

Amagerværket can impose a contractor to coordinate the safety work within their work area.

The contractor must ensure that safety activities within his area are coordinated including:

- Access roads and escape routes
- Cleaning up
- Covering / closing off
- Suction / ventilation
- Lightning
- Crane coverage

The contractor must ensure that all services enclosed in the assignment, are planned, coordinated and performed according to regulations, demands according to the contract, and to Amagerværket's' internal guidelines.

The contractor shall ensure that the measures for the common areas agreed with Amagerværket are initiated, maintained and supervised effectively.

The contractor must contribute to ensure that Amagerværket's' planning, delimitation and coordination will promote the employees' health and safety at site as intended.

The contractor must take into consideration, those directions regarding planning and coordination of health and safety on the site, given by the clients HS coordinators.

The contractor must – in connection with planning and execution of the tasks – fulfil the general principles regarding prevention (annex 1 in the executive order regarding execution of the work) and the special principles regarding prevention (annex 2 in the executive order regarding building and construction work)

Amagerværket has the right to take action and stop the work if the safety precautions are considered to be insufficient.

If the contractor or his employees ignore the instructions given by Amagerværket's' supervision, they can be immediately dismissed from the site.

The contractor must allow Amagerværket to carry out an independent audit of their company in order to verify the compliance with HOFOR and Amagerværket's' HS conditions.

### **3. General conditions**

#### **3.1 Cooperation**

The contractor must respect Amagerværket's' instructions concerning order, safety, work environment, environment and other circumstance as well as demands from The Danish Working Environment Authority (AT) and other authorities during the work at the project site.

The work must be organised and carried out with great consideration to other projects and activities taking place at the same time, in order to keep the cooperation with the other contractors free from clashes and disagreements.

It is the responsibility of the contractor to make any sub-supplier aware of relevant contents of this description and make sure that the sub-supplier instructs his own employees.

#### **3.2 Authorities**

Amagerværket applies for the building permit, digging permit and casting permission etc.

Amagerværket will register the construction site to the Danish Working Environment Authority (AT), if required.

A contractor cannot apply for dispensation from the Danish Working Environment Authority without Amagerværket's' written accept.

### 3.3 Register for Foreign Service Providers (Registret for Udenlandske Tjenesteydere "RUT")

Foreign companies performing work in Denmark must register. Foreign services (stationed employees and self-employed) performing work in Denmark must register in RUT, the Register of Foreign Service Providers. The official registration in RUT is made on the website ([Virk.dk](http://Virk.dk)). If log-in has not been made before, a user account may be created when language has been selected.

Documentation of registration must be submitted to the HS coordinator by email at least 2 weeks prior to commencement of work at the construction site.

The client is obliged to notify the Danish Working Environment Authority if documentation for registration with RUT has not been handed over three days after the commencement of work at the construction site.

### 3.4 Recognition of foreign professional qualifications

Companies using foreign labour must be aware that foreign workers are not allowed to work in Denmark unless their qualifications or/and education have been recognized by the Working Environment Authority.

The following qualifications require recognition - you or your employer must seek this recognition:

- Lift service engineers
- Forklift truck drivers
- Boiler attendants
- Crane drivers (only mobile cranes, tower cranes and truck cranes exceeding 25 tonne-metres)
- Refrigeration engineers
- Scaffold erectors (not rolling tower- and trestle scaffolds)
- Operators of telescope loaders
- Work with asbestos
- Welding pursuant to the Executive Order on carcinogenic substances and materials.

For further information see <http://engelsk.arbejdstilsynet.dk/en>

### 3.5 Canteen

The contractor is welcome to use the canteen on Amagerværket.

Canteen opening hours are from 7 - 9 am and again from 12 - 13 pm

It is not permitted to wear dirty work clothes in the canteen. For hygiene reasons, hands, faces and hair must be cleaned before the canteen is accessed.

### 3.6 Theft

All thefts on the premises of Amagerværket will be registered and reported to the police.

The contractor must contact Amagerværket if they experience thefts.

### 3.7 Food and beverage

Eating and drinking is not allowed inside the plant. Except drinking water.

Glass packaging e.g. bottles are not allowed outside the mobile site hut area.

### 3.8 Alcohol and smoking

It is forbidden to bring and consume alcoholic drinks and/or use of any drugs on the premises including the site huts.

Persons who are drunk or intoxicated on the premises will be expelled from Amagerværket immediately

Smoking is prohibited everywhere at Amagerværket with the exception of selected smoking areas. Rules for e-cigarettes are identical to regular cigarettes.

In these smoking areas there will be a green ashtray and smoking within a range of two meters from the ashtrays will be allowed.

### 3.9 Sanctions

If the legislation and health and safety regulations are not complied with, HOFOR will apply the following sanctions. This applies to both the responsible supervisor and his employees.

The sanctions apply to all physical actions where there is a clear violation of the rules described. The severity of the violation determines the degree of the reaction or the sanction.

#### Sharp reminder

No immediate risk of accident - but must be corrected immediately, e.g. missing helmet.

- Oral reprimand, if this is not respected
- Oral warning, if this is not respected
- Written warning, if this is not respected
- Expelled from Amagerværket

#### Stop the work

Significant imminent danger - e.g. work in 3 meters deep excavation without support/ bung.

- Oral warning, if this is not respected
- Written warning, if this is not respected
- Expelled from Amagerværket

## 4. Emergencies & Accidents

### 4.1 Emergency response plan

Amagerværket has prepared an emergency response- and evacuation plan.

The emergency response- and evacuation plan is an appendix to the HS Plan. The emergency- and evacuation plan is also to be found in the safety leaflet "Important information on environmental and safety aspects at Amagerværket"

### 4.2 Fire

The site huts and materials must be placed correctly to avoid spread of fire.

The contractor must secure own site huts and own stored materials from fire. The contractor must place a portable fire extinguisher close to flammable materials.

In regards to performing *hot work* Amagerværket can request the contractor to provide with a fire watch during and after the work.

### 4.3 Emergency Exercises

The contractor is obligated to participate in fire and safety exercises at Amagerværket without compensation.

### 4.4 Accident & Near miss

In the event of a near miss or an accident, the contractor must immediately inform the HS coordinator.

In the event of an occupational accident and serious near miss, the contractor employer must conduct a root cause analysis as well as what preventive measures the contractor will initiate to prevent it from repeating. A copy of the root cause analysis must be forwarded to the HS coordinator. On the forthcoming safety meeting, all incidents will be discussed.



Amagerværket conducts root cause analyses by using blackboard meetings. In case of an accident or near miss, the contractor's employees and supervisor must participate in the root cause analysis at the blackboard meeting.

#### **4.5 First aid equipment**

The contractor must bring his own first aid kit including eyewash.

#### **4.6 Environmental incidents**

If any oil and / or chemicals are spilled, immediately clean and clean with the most suitable means. Larger oil or chemical spillage should be reported to the contact person or control room immediately. Collecting, cleaning and depositing oil spill and / or spillage of other chemicals must be handled in cooperation with Amagerværket.

Amagerværket's environmental coordinator must be informed of all environmental accidents.

### **5. Safety instructions**

Amagerværket has implemented several initiatives to strengthen the safety instruction obligation for external contractors, in order to ensure fully safe work performances.

#### **5.1 Safety instruction - VISIT**

The contractors' employees must complete an online video-based safety instruction and test before access to Amagerværket can be granted.

The test must be completed no later than one week before access to Amagerværket is required. Access to Amagerværket cannot be granted unless the test has been completed.

When a task is assigned to a contractor at Amagerværket A/S, the contractor must make a profile for each employee which are to perform the task, at HOFOR A/S' website.

<https://www.hofor.dk/baeredygtige-byer/amagervaerket/adgang-til-amagervaerket/admission-procedure/>

When an employee has been recorded in the system, Amagerværket will send an e-mail with a unique login to the website, to the employees in question.

The test is personal and via the login the employees must watch the instruction videos and complete the associated test.

The estimated time for this is approximately 20-40 minutes per employee

Once the employee has passed the test, the test will be valid for one year.

Exempt from the VISIT the requirement is chauffeurs that arrive with deliveries corresponding to "package mail".

However, if a chauffeur is to carry out work on the Amagerværket, for example, using the truck crane, the driver must take VISIT.

#### **5.2 VISIT-meeting**

VISIT-meeting is a short version of VISIT and is intended for external partners who shall attend a meeting at Amagerværket.

Everyone who has to work at Amagerværket or walk independently around Amagerværket must take the full VISIT test.

### **5.3 Safety leaflet – "Important information on environmental and safety aspects at Amagerværket"**

It is the responsibility of the contractor to ensure that all his employees have received, read, understood the leaflet "Important information on environmental and safety aspects at Amagerværket".

### **5.4 "Stop up & Think!"**

Each employee must every day actively respond to the points in the checklist "Stop up & Think" (A6 pad). This applies for start up of the daily tasks as well as for new assignments.

## **6. Access to Amagerværket**

### **6.1 Access card**

The contractor's employees will receive access cards to Amagerværket.

The access card is personal and is used as identification. The access card must be worn visible at all times.

All access to Amagerværket is via existing gates.

The access card must be used for recording entry to and exit from the site at the card terminals. Registration for presence will be used in case of evacuation from Amagerværket. For this reason, it is important that all employees are registered.

The contractor will be charged DKK 500 per lost access card.

### **6.2 Working hours**

The contractor must plan and manage the assignments in a way so it complies with the statutory order on resting periods and resting days.

The gate is open in the period 6:00 to 17:00.

Work outside these hours must be arranged in advance with the contact person and operations must be informed.

### **6.3 Parking**

#### Outside the gates

All vans and private cars must be parked in designated parking area outside the plant. The gate keeper will issue a parking permit. Reverse parking is mandatory.

#### Inside the gates

##### Point 1.

The contact person from AMV can arrange for cars to drive in and pick up / unload materials, tools and goods. The driver must constantly stay by the car. As soon as the materials, tools and goods are loaded / unloaded, the car has to drive outside the gates again and park in the parking area. A driving permit is not necessary for this work.

##### Point 2.

The contact person can authorize the gate keeper to issue a parking permit to workshop vans when the work is carried out from the van. (daily / maximum 30 days maximum). The parking permit must be visible in the windshield at all times. If the car is used at the workplace, but the employee is not constantly by the car, e.g. performing thermograph work, a barrier around the car must be established the same way as with materials and the car must have a special parking permit.

If the car is parked on an inappropriate / "illegal" place the contact person on Amagerværket will be contacted.

#### 6.4 Speed limits

Signs indicate the speed limits (20 km/h) for vehicles at Amagerværket. The traffic laws must always be observed on Amagerværket.

### 7. Personal protection

#### 7.1 Amagerværket's' rules for personal protection

At Amagerværket it is required to wear safety helmet, safety glasses, long trousers and safety footwear when staying and working inside the fence and on the power plant.

At Amagerværket it is required to use high visibility clothing Class 2 (DS / EN ISO 20471) or higher on all outdoor areas with motorized traffic.

Exceptions:

- Between the pavilions and the administration building when the road is crossed at the pedestrian crossing.
- When walking on the blue access ways, the same rules apply as for the use of all other personal protection equipment (PPE). I.e. you are allowed to walk on the blue access ways without high visibility clothing, but only to and from the changing room - when you meet in, and when you go home from work. In all other cases, you have to use high visibility clothing when walking on the blue access ways.



High visibility clothing class 2 is marked with the following pictogram with the number 2 instead of an X.

Safety helmet must be EN397 and LD approved

Safety goggles must be EN166 approved

Safety footwear must be a closed shoe with steel toe and nail protection – class S1P or S3

Trousers must be fitted with long legs

High visibility clothing as minimum - class 2 (DS / EN ISO 20471)

#### 7.2 Personal protection

The contractor's employees must use the required personal protection required and suitable for the task according to the Danish Working Environment Authority's order on use of personal protection.

The contractor provides all the necessary protection required for the job in question.

#### 7.3 Respiratory protection

AMV does not allow the use of filtering dust masks known as "coffee filter" when carrying out tasks. Only for short-term inspection.

Air-supplied or turbo-respirator must be used for all welding, grinding and cutting operations in metal.

For other work where, according to applicable legislation, there is a requirement for respiratory protective equipment, always use an air-supplied respirator or turbo respirator when working time exceeds 3 hours in one day.

Amagerværket allows the use of a good quality filter mask suitable for the task, for work in a period of less than 3 hours a day. It must be advised that there are **no** filters for masks that effectively protect against welding fumes and these masks must not be used for welding tasks.

For outdoor welding work, use suitable respiratory protective equipment as a minimum. As a starting point, it is suitable with overpressure respiratory protection, but the choice of respiratory protection may depend on welding and cutting methods, side effect etc. In addition, the conditions in the industry manual "Working Environment for Welding" must be observed.

Use air supplied respiratory protective equipment where there is a risk of oxygen shortage, e.g. in tanks and containers.

It must be possible to combine the respiratory protection with other required personal protective equipment such helmet and welding visor or have these built in.

#### **7.4 ATEX equipment**

Working in explosive atmosphere (ATEX) you need a special instruction and permit.

When working in ATEX Zones, the contractor must use ATEX approved equipment, including personal protection (e.g. respiratory protection and safety footwear) and clothing (minimum antistatic protective suit). The contractor must ensure that his staffs are equipped with and uses ATEX approved equipment, including personal protection and clothing in when performing work in ATEX Zones.

#### **7.5 Headlamp**

When working in confined spaces such as tanks, boilers, ducts, absorbers etc., each employee must be equipped with a headlamp. The headlamp must ensure that the employees, in case the lighting in the area fails, are able to orient themselves and safely exit the confined space. When working in ATEX zones head lamps must be ATEX approved.

#### **7.6 Company name on workwear**

The contractor's employees must wear workwear with company name. Subcontractors must also wear workwear with company name. Company names for subcontractors may be from the subcontractor's own company. Exempt from the requirement for company names on workwear are carriers.

The contractor's work environment representative or occupational safety officer shall wear a green helmet.

## **8. Transport**

### **8.1 Transport services**

In the case of transport services, the contractor must comply with all the conditions applicable to the transport of the product concerned. This must be done according to their contracts / standard terms and the latest versions of the transport manual. For mineral products and chemicals, "Handbook for transport of mineral products for Amagerværket" applies. The transport manual describes the delivery procedure and pickup procedures from a truck arriving at Amagerværket until the truck leaves Amagerværket again. The Transport Handbook is a dynamic document that is regularly reviewed. In case of revision, Amagerværket issues a new version to the relevant contractors.

## 8.2 Dangerous goods

Transport of dangerous goods must be labelled according to ADR, and the transport service contractor is responsible for the unloading.

Dangerous goods must be approved by the receiving organization at Amagerværket, and a safety plan related to receiving and storage must be elaborated.

## 9. Present conditions

The contractor and his employees are not allowed to trespass on plant areas outside the scope of the work area.

### 9.1 Securing the power plant and issue of work permit

Before work can begin on Amagerværket a task and unit specific work permit from the control room must be issued. The control room will take necessary actions in order to secure and disconnect components so work can be performed safely.

The contractor receives a verbal work permit from the contact person from Amagerværket when the work can begin. Once the contractor has finished the work, he reports this to his contact person, who then reports back the control room.

### 9.2 Working near a plant unit in operation

The contractor must be aware that they are entering at a workplace with high pressure and high temperatures, risk of fire and explosions etc. It is therefore very important, that the work is performed by highly qualified employees, with the right education and behaviour. The contractor must be aware that some assignments can expose the employees to hazardous chemicals where procedures and requirements for personal protection can be more rigorous.

When working on Amagerværket the contractor must instruct his employees never to interfere with a unit / component in operation, unless the unit in question is secured and a specific work permit for the assignment has been issued.

If interfering is necessary due to the scope of work, Amagerværket must approve how and when the interfering can take place.

The existing equipment must be properly covered by the contractor, to avoid contamination or damage when working close to it. The contractor must provide the right cover material. Further, the covering must be agreed on and approved by Amagerværket.

Amagerværket must be informed immediately if contamination or damage happens on any of the units. The contractor must repair the damages free of charge, in agreement with Amagerværket. This also applies to damages on paintwork.

In regards to digging/excavations and other works, which will increase loads on the terrain, e.g. the use of cranes, the contractor must collect all necessary information on cables, underground constructions, quay structure and obtain a digging permit from Amagerværket before works can start. In addition, the contractor must take the necessary arrangements to secure the recognized condition.

## 10. Supply

### 10.1 Water and drain

Water for construction use can be obtained from assigned water outlets at Amagerværket. The contractor must lead his pipes from the outlet to the work site, as instructed by Amagerværket. The contractor must make sure that the taps and pipes are in good conditions, and also secure the system during periods of frost.

All installations must be carried out by an authorized company, and all necessary approvals must be presented by the contractor.

Drains must connect to the outlet on Amagerværket. Expenses for this will be paid by the contractor.

Amagerværket cannot be held responsible for disconnections of the water supply.

Water pipes must be disconnected from the outlet, and the drain must be disconnected from Amagerværket's outlet. The outlet must be plugged correctly after ended use. Exceptions from this demand will be charged the contractor.

Expenses for water consumption and public expenses for waste-water disposal will be paid by Amagerværket, if the consumption is reasonable.

When consuming larger amounts of water, to for instance cooling, the contractor must install individual meters, and hold the expenses for consumption and disposal.

## 10.2 Electricity

Amagerværket establishes a site distribution board from where the contractor can supply his switchboards. Establishment and maintenance of the switchboards are enclosed in each contract. The contractor must inform Amagerværket on his maximum power requirement.

The contractor must take care of all necessary sub-distribution arrangements and make sure that the temporary cables are placed according to Amagerværket's instructions. The contractor is responsible for shielding, inspection and maintenance of these cables.

Electrical installations must be carried out by an authorized electrician and all necessary approvals must be provided for.

The contractor must perform a statutory inspection of all site installations and site boards/ switch boards every 3<sup>rd</sup> month. Immediately after the inspection, the electrician must send a signed copy of the inspection to Amagerværket. The contractor can be imposed expenses in connection to a failed/overdue inspection if a new inspection is effected by Amagerværket.

Amagerværket cannot be held responsible for disconnections of the power supply.

Electrical installations must be disconnected if no longer in use. Exceptions will be charged to the contractor.

Expenses for electricity will be paid by Amagerværket, if the consumption is reasonable.

When consuming larger amounts of electricity to for instance heating or cooling, the contractor must install individual meters, and hold the expenses of the consumptions.

## 10.3 Cable drum

Due to fire hazards, cable drums must be drawn/rolled out when used.

## 10.4 Pressure air

Compressed air connections at Amagerværket can be used. The contractor will run his pipes to the site of use in accordance with Amagerværket's instructions. The contractor ensures good condition of his pipes.

## 11. Working areas

### 11.1 Safety precautions

All safety precautions like covering, barrier and area marking are part of the supply, unless otherwise agreed.

### 11.2 Cover of openings

Openings in floors, roof surfaces and walkways etc. must be covered by a fixed and suitable top cover. The top cover must be able to withstand the expected weight strain in the area. Barriers and cover materials must be made of wood or another firm material, which also works in poor visibility and can handle the expected load.

### 11.3 Establishment of rails

Barriers / area close off / fences must be established around all excavations, wells and at openings in the floor, roof surface and walkways where it is impossible to use a top cover. The barriers must be established according to the Danish Working Environment Authority's rules. A white signboard giving information on owner, mobile number, project and reason and duration must be installed on the barrier.

### 11.4 Barrier – Hazardous activities

Always put up barriers in connection with hazardous activities. Hazardous activities may be crane work, risk of falling from height, working in height, ATEX zones, epoxy work, requirements for the use of special personal protective equipment, etc. This work must always have a yellow signboard on the barrier on which the contact person must specify what the hazardous activity concern, as well as the contact information. The contact person is responsible for proper barrier.

Barriers with yellow signboards of hazardous activities must not be crossed without prior agreement with the contact person who has established the barrier, and must not be crossed without regards to the special safety requirements that apply in the area (must be indicated on the sign on the barrier)

The yellow signboard must be used for all barriers where hazardous work occurs. As soon as the hazardous work no longer is present, the sign must be removed. If the barrier is retained, replace the yellow signboard with a white signboard.

### 11.5 Barrier – work areas

It must be assessed from job to job whether there is a need for a barrier around the work area. This is done during the dialogue between the operation staff and the contact person. In particular, it will be necessary when you have to define a work area, prevent free passage for unauthorized persons, to separate several activities in the same area, have established workstations, etc. If the work area barrier is put up, use a white signboard, where the contact person makes sure to tick the "Work area" field. If there is hazardous work in the work area, follow the guidelines for *barriers – hazardous activities*. The contact person is responsible for proper barriers. Barriers marked as work area may be crossed, but you must demonstrate increased attention.

If there are more entries to the work area, use multiple signboards - one per entrance so that you are never in doubt of which kind of barrier is set and who is responsible.

### 11.6 Barrier - materials

The contact person will assess whether there is a need for a barrier. This is required if the material is situated at access ways, the material contains pointed / sharp objects, materials can be run into or similar situations. Use a white signboard on barriers around material areas, where the contact person makes sure to tick the "Materials" field. The contact person is responsible for a proper barrier. Barriers, marked as a material area, may be crossed, but you must demonstrate increased attention.

It is **prohibited** by law and on Amagerværket to use barriers made of safety marking plastic band/ tape.



### 11.7 Noise

The contractor must contribute to noise reduction by using noise reduced equipment. Pure (sinusoidal) tone and interference peaks from equipment must be avoided and will not be accepted. The contractor must noise reduce the equipment or use other equipment not producing pure-tone and interference peaks. Amagerværket can reject noisy equipment giving of pure-tone and interference peaks.

It is forbidden to use loudspeakers and music systems on Amagerværket.

### 11.8 Dust

The contractor must reduce dust problems to the widest extent possible at the source. The contractor must provide local exhaust ventilation with collection containers for dust and dirt at the work places. See section 12.5. Repertory protection must be used if the process ventilation does not effectively removes the dust. See section 7.3.

### 11.9 Confined space

Confined spaces are defined as:

1. All rooms, tanks, ducts, shafts, wells, pipes and restricted access areas where a person cannot move freely during work and leave the room unobstructed.
2. Room, duct, tanks, area with poor ventilation / poor air quality, hazardous materials and substances.
3. Areas where employees do not normally or rarely come. Rooms not designed for long-term stays.

You should, as far as possible, try to avoid work in confined spaces; eg. by the work being carried out from a position outside the confined space.

A risk assessment must always be performed by the contact person before access to a confined space. For this purpose, Amagerværket's WPA (*WPA for work in enclosed spaces*) must be used

### 11.10 Watchman

In case of work in confined spaces or single-handed work, a watchman shall be used.

The watchman must be instructed by the contact person in the following:

- Where to call in case of an emergency.
- Where he is located.
- How to act.
- Clarify linguistic challenges – are you able to understand the watchman and can the watchman and the employee in the confined space understand each other.

See detailed description on separate handout card - Instruction of watchman in Amagerværket's *WPA for work in confined spaces*.

### 11.11 Power Supply / Separation transformer

A confined conductive space is a space whose constraints wholly or substantially consist of metallic or conductive parts, and where a person with a large part of his body is likely to come into contact with the surrounding conductive parts - and where there are only limited opportunities to avoid contact.

Confined conductive spaces may in this connection be e.g. smaller containers, boilers, distributors, mills, pressure tanks, tanks, ship sections and similar confined spaces where there are limited possibilities to avoid contact with the conductive parts.

A protective transformer / separation transformer must be used when using tools and light in an electrically conductive space.

Only one appliance may be connected to each protective transformer/ separation transformer.



### 11.12 Working at heights

Make use of technical means e.g. rails, scaffoldings or personal hoists when working in height to avoid the risk of falls. If the work in heights cannot be planned and executed without the risk of falls, use fall-arrest equipment.

Always prepare an emergency plan when using fall-arrest equipment, and arrange for a supervisor to be present.

### 11.13 Precautions when working at heights and work at multiple levels

When working in places with risk of falling objects e.g. materials and tools, which can hit persons or equipment, action must be taken to effectively secure persons and equipment etc. It is the contractor's duty to establish the necessary fences and barriers, as well as to remove it when it is no longer required.

### 11.14 Excavations

As to digging /excavation and other jobs, which give increased loads on the ground, the contractor must collect all necessary information on cables and get an excavation permit from Amagerværket before the assignment can start. The contractor must take the necessary measures to secure installations, excavations, etc.

### 11.15 Pressure tests

Pressure tests of pipelines and /tanks must be performed according to The Danish Working Authority, regulation no. 2.1.3.3, dated January 1996 – "Trykprøvning af fastopstillede trykbeholdere, rørledninger & transportable trykbeholdere" (Pressure testing of fixed pressure tanks, pipelines and portable pressure tanks).

Pressure tests using gas or water must be agreed with Amagerværket. The contractor must establish barriers before the pressure test is performed.

### 11.16 Welding

Welding smoke must effectively be removed by local extraction with return to the outside. Air-supplied- or turbo masks must be used for all welding, grinding and cutting operations in metal. (See section 7.3 for details on respiratory protection)

Indoors, whenever technically practicable, low-pressure extraction must be used with a return to the outside. In addition, the conditions in the industry manual "Working Environment for Welding" must be observed:

- Always use low-pressure extraction. Place the suction properly and carefully. Move the suction along, as you weld.
- Only use high-pressure extraction when low-pressure extraction is practically impossible and supplement with air-supplied respiratory mask.
- Use suitable respiratory equipment for processes that develop ozone.
- Always use extraction, even when you are using turbo mask, or air-supplied mask to safeguard your colleagues.

For outdoor welding work, use suitable respiratory protective equipment as a minimum. As a starting point, it is suitable with overpressure respiratory protection, but the choice of respiratory protection may depend on welding and cutting methods, side effect etc.

Ensured that no other employees in the work area are exposed to welding smoke.

Only persons who have undergone special training may carry out welding, grinding and cutting in **stainless steel**.

Only persons who have undergone special training may carry welding, grinding and cutting in metal, which involves exposure to smoke. (§17)

#### **11.17 Hot work**

You must obtain a permit for hot work from the contact person.

The contractor's employees must hold a certificate for "Hot works" (DBI). The contractor must bring all the necessary fire equipment in order to carry out "Hot work". Depending on the nature of the work, Amagerværket can require that the contractor must provide fire watch during the hot work.

Requirement for training and education see section 20.2

Hot work includes all work where there is a risk of igniting building parts or materials. Hot work is defined as roofing, welding, flame cutting, angle grinding, soldering, drying, heating, weed-burning, use of sabre saw and other heat generating tools used for machine assembly, alterations and extensions, modernizations, maintenance, repairs, etc.

#### **11.18 Lead-through**

Openings made in walls or floor structures for lead-through, in connection with installations or system components, must be closed every day with a suitable material to avoid the spreading of fire.

## **12. Technical Means**

### **12.1 Cranes and material lift**

Cranes and material lifts/hoists must be approved and inspection and maintenance must be documented according to the applied legislation. Documentation must be presented on request. Defect equipment or equipment that has not been maintained according to the applied legislation will be dismissed from the site.

Cranes, lifts etc. can only be mounted by agreement with Amagerværket.

Amagerværket will assign hooking points for lifting. Hooking/hoisting are not permitted in gratings, stairs, machine components, pipes etc. It is the contractor's responsibility to carry out the hooking according to applicable rules, and not to exceed the accepted load of the hooking point.

For all tasks where lifting / hoisting of heavy materials or components is required, the contractor shall prepare a lifting plan/ working description describing the work of lifting, hoisting, barrier and hooking points.

### **12.2 Ladders**

Work from ladders are, as a basic rule, not permitted. The work shall be planned using scaffolding or lift, wherever possible

### **12.3 Boom lift**

When working from boom lifts, fall arresting belts must be used. The harness must be used according to the lift supplier's instructions.

### **12.4 Scaffoldings**

Only educated scaffolding staff must carry out scaffolding. The scaffolding must not be used before the scaffolding responsible has approved the scaffolding and placed his sign of approval, declaring the scaffolding legal and ready for use. The sign of approval must name the scaffolder, the user, accepted loads, date of erection and date of inspections. Scaffolding must be inspected min. once every week.

Only employees with scaffolding education can make changes to the scaffolding. If the scaffolding is changed, the approval sign must be updated with new date and signature.

The contractor must erect and dismantled the scaffoldings according to the agreement with Amagerværket. Duration and location must also be agreed with Amagerværket.

If multiple assignments are carried out in the same period, and in the same area, the use of the scaffolding must be coordinated between the contractors and Amagerværket.

Working from ladders, stools etc. placed on scaffold decks is not permitted

### **12.5 Local Exhaust Ventilation**

When welding, flame cutting and grinding, local suction must be established take to prevent the spread of harmful particles and gases to the surroundings.

According to the Danish Working Environment Authority's guidance, At-Guide D.2.16-2 and the Order of Cancer, exhaust ventilation must be with a return to the outside. Respiratory protection must be used if the local extractions used do not effectively remove the contamination. See item on respiratory protection under item 7.3.

### **12.6 Ventilation**

If substances are used which emit flammable, harmful or toxic fumes, the contractor must ensure that the affected room is well ventilated in accordance with the Amagerværket.

Working with hazardous substances must be planned, in order to avoid that toxic fumes will spread to other parts of the site, build up in mechanical components or building constructions. If there is a risk of hazardous gas concentrations, a gas alarm gauge must be installed.

In addition, the contractor must ensure that no ignition source is used inside the buildings, where flammable fumes have an opportunity to accumulate.

## **13. Cleaning and order**

During the construction period, materials and tools must be kept in order. The entire project site, including storage and assembly site, must be kept clean and orderly. Neither materials nor tools may be placed, or abandoned, in a way that it can be a nuisance or danger to any person.

The supplier must regularly clean up after his own activities, as a minimum every day at the end of the workday. The supplier must regularly dispose of waste and excess materials, as well as remove tools, equipment etc. that are no longer used.

At least once a week, the contractor must carry out thorough cleanup and cleaning within his area of work, such as Friday at the end of the workday. In addition, if considered necessary, Amagerværket can prepare a clean-up and cleaning. Amagerværket is entitled to let the cleaning be done at the contractor's expense.

General responsibilities for cleaning in common areas is stated in the contract or in the HS Plan.

### **13.1 Waste**

Materials, garbage and similar things, which may be carried by the wind around the site, must be secured or placed in closed containers.

Flammable waste like wood wool, twist and cardboard boxes must be removed every day.

Remove discarded and used materials to avoid mix-up with new materials.

See section 16.8 for further details on waste sorting.

### 13.2 Access ways / walkways

The contractor must continuously help keeping the access ways clear. Each contractor must clean up after himself.

If a contractor's own work or transportation of materials causes waste/ spills on the access ways, the contractor must immediately arrange for removal.

### 13.3 Dust removal

Dust must be removed from buildings by vacuum cleaning. Cleaning in ATEX areas must be carried out in agreement with Amagerværket.

## 14. Workplace assessment (WPA) / work procedure/ risk assessment

The contractor must within 2 weeks before start up, forward the workplace assessment / work procedure to the HS coordinator for review and comments.

The contractor must ensure that the provided WPA's/ risk assessments/ work procedure completely covers the planned works and considers the local conditions. The contractor must make adjustments in their general WPA's to the necessary extent, and supplement with additional specific work procedures and safety instructions.

The contractor's WPA must contain the following items:

1. Identification and analysis
2. Description and evaluation
3. Inclusion of sick days
4. Priorities and action plan
5. Follow-up on action plan

### **If a procedure is evaluated not to constitute a risk – an explanation on why is required.**

Any simple yes/no's on a checklist, or similar, is not considered a sufficient answer, and will not be accepted.

The WPA's must be elaborated according to type of work, technical means, substances and materials, working procedures, working processes, as well as local conditions including the organisation of the work site.

The WPA must be elaborated having due regard for the general precautionary principles. Please consult the Danish working environment authority "Executive Order on the Performance of Work - 559 - 17. June 2004"

The WPA must as a minimum elaborate on the contractor's choice of personal protective equipment and technical means.

The contractor must, before **particularly hazardous work** is initiated, cf. Annex 1 of the Executive Order 1516 on building and construction work, prepare **a risk assessment** of the individual activities the employer has on the construction site.

The supplier must notify HOFOR's HS coordinator and present the risk assessment for the work no later than two weeks before particularly hazardous work is initiated.

Risk assessments must be available on the site

## 15. Chemical (substances and materials)

### 15.1 MSDS and workplace instruction (WPI)

All chemicals must be properly labelled, and there shall be a material safety data sheet(MSDS) and a workplace instruction (WPI) of all substances and materials used by the contractor to for the work. MSDS and WPI must be available in Danish and the language of the employees.

### 15.2 Assessment of chemicals

A list of chemicals taken to Amagerværket must be submitted to the HS coordinator / environment coordinator for approval in relation to List of Undesirable Substances.

The contractor must ensure, and on the request of HOFOR, demonstrate that substitution principles of the Regulations on work with substances and materials comply with the contractor's choice of substances and materials.

Paint must be labelled with a MAL code.

## 16. Site huts and storage

### 16.1 Area Overview

Where to place site huts, parking area, storage and containers for materials and tools must be agreed with Amagerværket, and will appear from the area overview, which will be included in the HS Plan for the project.

### 16.2 Site Huts

The site huts can be connected to Amagerværket's' power supply, water supply and drain.

Site huts must not be used outside normal working hours. It is prohibited to stay the night anywhere on the power plant's property – huts and parking area included.

Dogs and other pets are not allowed on the power plant property.

Amagerværket will establish the required and statutory illumination of access roads, at the site huts and parking area.

Site huts left unused will be removed at the contractor's expenses.

### 16.3 Storage for materials / equipment

The contractor must establish appropriate storage for his materials, in order to protect them against the weather.

During the project period, the contractor must avoid storage of materials that will increase the fire load. The authority's regulations must be followed, where storage is necessary.

Galvanized and painted parts must be stored in such a way, that rust cannot be transferred to the galvanized or painted parts, from bedplates, beams or similar.

Further, materials must not be stored as so water remains in pockets or hollow spaces.

There must be no less than 2 meters of clear passage by fences and around buildings, power cabinets and stored materials etc. In some cases, exceptions can be agreed with Amagerværket.

Normally, materials cannot be store near the working place. The contractor must therefore expect internal transport at the project site.

Materials must be unloaded at the assigned storage location. If not possible, the material must be transported to the storage area as soon as possible.

#### 16.4 Storage of pressure cylinders

Pressure cylinders must be stored upright - empty as well as filled.

Pressure cylinders must be secured against overturning.

Pressure cylinders must be protected against impact.

Pressure cylinders must be secured during transport.

There must be posted a warning sign "Warning - gas under pressure or In case of fire remove cylinders to a safe place" where cylinders are stored.

#### 16.5 Storage of chemicals

All other chemicals than oil:

- For all other chemicals than oil it applies, that the chemical must be stored in storage room or on a drip tray that can contain minimum the content of the largest container stored.
- If the tank is not placed on a drip tray, for example during the handling, the tank must be under permanent supervision.
- All minor amounts of oil must be handled in the same way as chemicals.
- Storage of diesel fuel must be in ADR approved contractor tanks.

#### 16.6 Deliveries

Deliveries to the contractor must be clearly labelled.

##### Information on the receiving party:

Amagerværket, Kraftværksvej 37.

2300 København S

The name of the receiving contractor and contact person

Do not expect crane or truck at your disposal when loading and unloading.

Larger supplies which demands unloading by crane or truck must be notified to Amagerværket

The contractor must arrange for his own lifting gear and employees to receive the deliveries.

Drivers must have completed VISIT if the driver is to do work, such as using the truck crane. (See section 5)

Drivers must wear the applicable personal protective equipment when staying and working at Amagerværket. (See section 7)

#### 16.7 Tent workshops

Use of own tent workshops is possible, but must in each case be agreed upon with Amagerværket.

#### 16.8 Waste handling & waste containers

Minor amounts of waste from the contractor and sub-contractors must be sorted/separated in containers located on Amagerværket's waste container site. Separation of the waste must take place in accordance with the Copenhagen Municipal Waste Regulations and Waste Management Instructions at AMV.

Throughout Amagerværket, there is containers for waste collection that contractors can use. In addition, additional containers for daily waste are placed the in site hut area and are emptied by Amagerværket.

Contact Amagerværket's waste manager if there is need for help to handle and sort the waste.

If the supplier has additional larger quantities of waste to be disposed of, contact the environmental coordinator. If the waste requires notification in accordance to the Copenhagen Municipality's Waste Regulations, please contact the environmental coordinator 14 days before the waste is to be disposed of.

All waste fractions that the contractor himself brings out of Amagerværket must be weighed on Amagerværket's truck scale using a waste fraction-weighing card given by the environmental coordinator.

#### **16.9 Lightning at the site huts and in the storage area**

Lightning of the access roads in the site hut and to the storage area, will be established by Amagerværket according to the acts of the Danish Working Environment Authority.

Amagerværket cannot be held responsible in case of power failure.

#### **16.10 Cleaning of the site hut area and the storage area**

Each contractor is responsible for regular cleaning the working areas, and remove waste, materials and tools, as well as moving objects which are a hinder to the project progress.

Also, each contractor is required to clean the sit hut area and their storage area regularly.

### **17. Access roads**

The contractor must re-establish roads and areas, in case they are damaged by deliveries.

Access roads, walkways and stairs must at no time be blocked in partly or completely, without permission from Amagerværket.

Amagerværket will install orientation lighting in common areas.

#### **17.1 Weather related precautions**

The contractor is responsible for planning and implementing the winter measures within their own work area.

Responsibility for winter measures in common areas is stated in the contract and / or HS Plan.

Weather-related precautions must be implemented in due time, and to an extend that will mitigate the weathers influence on time and quality.

Scaffoldings and other open constructions must be covered for the winter. Snow must be moved from scaffoldings and constructions.

Common areas, parking areas and roads will be cleaned, maintained and snow cleaned by Amagerværket.

Expenses for the contractual winter precautions must be paid by the contractor.

### **18. Meeting activities**

#### **18.1 Kick-off meetings**

Amagerværket's HS coordinator will send an invitation for kick-off meeting to take place approximately 1 week before start on site. The meeting will hold the following agenda:

1. Site organization / health and safety organization
2. Health and safety introduction for employees
3. Access to the plant - Contact person and admission cards
4. Work permit, instructions on site – Stop & Think!



5. HS Plan - Safety Leaflet - Emergency Plan
6. Hazardous work, the contractor's work place assessment (WPA) and Work Place Instruction (WPI)
7. Time schedule details
8. Resources and statutory educations / training
9. Parking
10. Site huts
11. Storage containers for materials and tools and waste handling
12. Need for access to power, water and drains
13. Cranes and hoist at construction site
14. Agreements on common areas
15. Scheduling of construction meetings and participations
16. Scheduling of health and safety meetings and participations
17. Scheduling of Safety rounds and participations
18. Information of client (coordinator) on involvement of subcontractors
19. Miscellaneous

All contractors or their representatives, members of the safety organization on the construction site or representatives of the contractor of the companies which do not have a working organization must participate in the kick-off meetings.

The above applies to all contractors, even in cases where contractors become involved at a later stage in the process, such as subcontractor or sub-supplier. There will in this case be called for new kick-off meetings with the newcomers. Start-up of new suppliers/contractors must be notified to the client/ HS coordinator no later than 2 weeks before starting work on site.

### **18.2 Coordinating Meetings**

Amagerværket's' HS coordinator may invite to coordinating meetings, and/or daily morning meetings, to coordinate daily activities and health and safety conditions. Every supplier/contractor must be represented by one person who can make decisions related to the supply.

At these coordinating meetings, it can be agreed that a Workplace assessment (WPA) related to a specific job shall be prepared. The contractor must sign the WPA if more supplies are involved.

### **18.3 Safety Meetings**

In general safety meetings will be held every second week. During periods of overhaul safety meetings will be held every week.

Agenda:

1. Minutes of previous meeting
2. Introduction
3. Accidents and near miss accidents
4. HS Organisation
5. Health and safety plan (HS plan)
6. Changes/additions to the Health and Safety plan (HS plan)
7. Resources and equipment
8. Work in progress and scheduled work
9. Upcoming work involving hazardous work
10. Common areas, interfaces
11. Safety round – Model work place
12. Health and safety challenges – suggested solutions
13. Information from contractors
14. Information from health & safety representatives
15. Information from the HS coordinator / client/ environment



16. Previous information from the HS coordinator / client/ environment
17. Information from the authorities
18. Miscellaneous
19. Action list
20. Phone and mailing list

Amagerværket/ HS coordinator invites to safety meetings. Amagerværket/ HS coordinator writes the minutes, and distributes a copy to all participants and the project organisation – and a hardcopy can be found at the info board located at the access point to the site hut area.

Safety meetings will be held in Danish. Minutes will be written in Danish.

Each contractor must be represented by at least one foreman and one safety representative at the safety meetings.

If the contractor has less than five employees on site, the foreman/supervisor must represent the contractor at the safety meetings. If a contractor only has one person on site, this person must represent the contractor at the safety meetings.

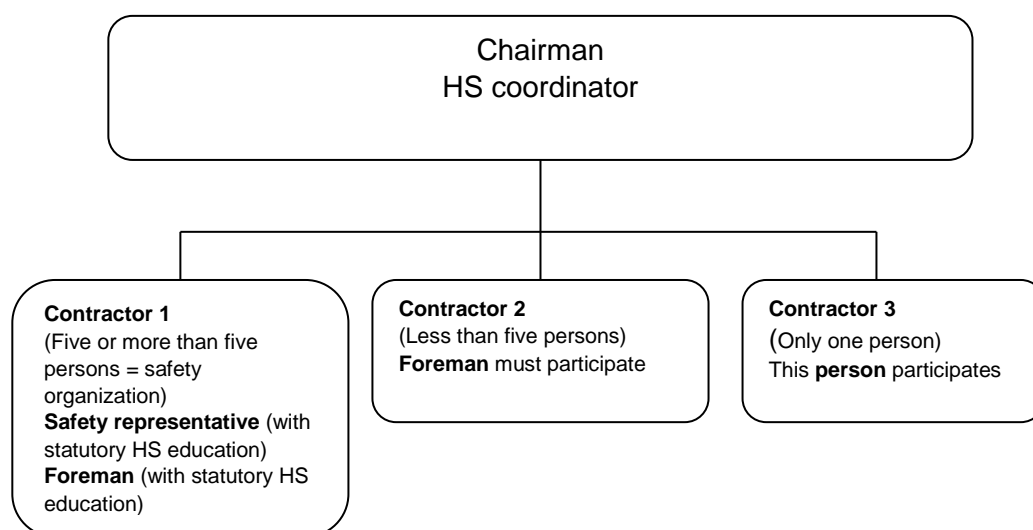
Foreman and safety representative must have completed and be able to document their statutory health & safety education – it is not enough to be registered for the statutory health & safety education.

Further, the working environment training must have been completed in Denmark. Amagerværket must receive documentation for the training no later than 2 weeks before the work begins.

It is a requirement that the foreman/ supervisor must be available and well prepared for the job. This does not mean that the foreman has to be at the site full time, but he has to be within reach.

The contractor is responsible for the contractor or his representative, as well as employed members of the safety organization on the construction site; all participate at the client's safety meetings.

The contractor is responsible for his subcontractors participate at the safety meetings with corresponding persons as mentioned above.



The contractor is responsible for distributing the information from the safety meeting to the contractor, his subcontractors and for their own employees on site.

The presentation must be done in a language that the employees can understand.

The contractor is responsible for providing the contractors and its potential subcontractors with reports from coordinating safety meetings to their own employees at the site. The distribution must be in a language that the employee can understand.

#### **18.4 Safety rounds**

The contractor's safety group will in cooperation with Amagerværket perform a safety round every week. The safety round is carried out in accordance with the "Model workplace" and will be reported and handled at the upcoming safety meeting.

The contractor is responsible for distributing the information from the safety rounds to the contractor, his subcontractors and for their own employees on site. The information must be given in a language that the employees can understand.

The contractor is responsible for providing the contractor and its potential subcontractors with results and decisions from safety rounds to their own employees on the site. The information must be given to all employees in a language that the employee can understand.

Weekly environmental rounds are carried out during overhauls where focus is on waste handling and chemicals.

### **19. Handing over and Hand-over**

It is agreed with the contractor to what extent the workplace is taken over as agreed how the workplace should be cleared before leaving

The contractor must re-establish the area, unless agreed otherwise with Amagerværket.

If the area differs from the tender documents the contractor must inform Amagerværket before the work is started.

Amagerværket has the right to re-establish the area at the contractor's expenses if the area is not handed over as agreed.

### **20. Education & Certificates**

#### **20.1 Certificates**

Certificates of relevant statutory training required to perform the services, must be forwarded to Amagerværket and be presented on request. See section 3.4 for information on Recognition of foreign professional qualifications.

Where the assignment requires special competencies, documentation in the form of relevant educational certificates must be presented. For example, hot work or work in ATEX zones.

If the contractor shall work in or near ATEX zones, the contractor must, through an internal information course given by Amagerværket before the work can commence

#### **20.2 Amagerværket's' demands for education in addition to statutory requirements**

Employees, who are to carry out *hot work*, must have completed an education in hot work according to the demands from DBI (Danish Fire Safety Institute). European guideline CFPA E Guideline No 12 - 2012 F - Fire safety basics for hot work operatives.

Employees, who are to install and maintain the electrical installations in areas with danger of explosions, must be educated in accordance with 60079-14.

## 21. Forwarding documentation to Amagerværket

Certificates on relevant statutory educations required for providing the services, must be forwarded Amagerværket, and be presented on request.

The contractor must forward the documentation to Amagerværket not later than 2 weeks before the kick-off meeting.

- Statutory educations
  - §17 for welding and grinding
  - Health and safety education (Supervisor, foreman and safety representative)
- Certificates
  - Truck
  - Crane
  - Welding
- Amagerværket's' demands on education
  - Hot work (DBI - Danish Fire Safety Institute)
  - ATEX (Installation and maintenance of electrical installations in EX area no. 60079-14)
- Workplace assessment (WPA)
- Registration in RUT
- Material safety data sheets for chemicals /MPI
- Report on substitution of substances and materials

## 22. Health and safety plan

When Amagerværket has signed a contract with a contractor, the contractor must actively participate in the identification of potential risks which may occur in connection with the provided services.

Amagerværket (Client) prepares a Health and Safety plan (HS plan) which is applicable and must be complied with during the project's execution.

The contractor can expect to be invited to participate in the following work environment activities in connection with the preparation of PSS

- HAZID
- HAZOP