

Skanska's Occupational Safety, Environment, Product and Logistics Requirements for Subcontracting

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SKANSKA'S OCCUPATIONAL SAFETY, ENVIRONMENT, PRODUCT AND LOGISTICS REQUIREMENTS

This Appendix includes requirements on occupational safety and work environment, products and materials used, and goods delivery and unloading. Skanska's target is zero losses, accidents and environmental damages at a work site. The preconditions for safe work can be achieved by following the rules set out in this document. Subcontractors shall undertake to observe the requirements and to take care of that their subcontractors, suppliers, and haulage companies comply with the requirements for their part.

1. REQUIREMENTS TO OCCUPATIONAL SAFETY AND WORK ENVIRONMENT

1.1 Hazard identification and risk control

The Contractor has to identify and manage the hazards in its work, including the choice of suitable working methods, personal protective equipment, and work clothing.

Before starting work, the Contractor has to either make written Safe Job Analyses (SJA) for the task, or prepare a method statement (considering occupational safety). The SJA is checked and accepted by the Client's work supervisor; a copy of the SJA shall remain with the supervisor. Work will begin only after all work group members have gone through the Analysis.

If the work involves risk of serious injury, advanced work planning is required from the Contractor. High-risk jobs include e.g. working at heights (falling hazard), excavations (risk of collapse), enclosed spaces (risk of suffocation), lifting works (falling objects), unloading (falling loads), use of temporary structures (risk of collapse), or working near underground power cables and overhead lines (risk of electrocution). In such cases, the Contractor shall carefully examine Skanska's instructions

(<https://www.skanska.fi/tietoa-skanskasta/yhteistyokumppaneille/sopimusasiakirjat-ja-ohjeistukset/>)

and present a risk management plan (SJA and complementary plans) at the kick-off meeting. Performance of high-risk work is not allowed without the Client's presence at the work site.

For Client's safety regulations of the site see Skanska package from <http://pakka.skanska.fi>

The Contractor is required to carry out daily work briefing before starting work. The Contractor shall notify a foreman or work supervisor to the Client, whose task is to go through the following issues with his or her workgroup:

1. What issues should be OK before the work starts?
2. What issues have to be noted within a day?
3. What could go wrong? What should be done? Is a SJA needed?
4. What adjacent and overhead works could cause hazards?
5. How will the work be finished?

1.2 Use of personal protective equipment

In addition to the protective measures established through assessment of work-related risks and required by the Client, the Contractor must also follow general personal protection requirements. The following are to be used throughout the time spent on a construction site:

- Hard hat with chinstrap
- Safety goggles
- Protection gloves
- Safety footwear
- High-visibility safety clothing (at least upper body)
- Visible Valti ID card.

The drivers of work machinery must use the previously mentioned equipment when outside their vehicles. Work machinery includes e.g. trucks, ready-mix concrete trucks and cranes. Cell phones may only be used while driving vehicles and machinery if a hands-free device is used.

1.3 Smoking, alcohol and narcotics

Smoking on-site is only permitted at specific locations, which are marked as being for that purpose.

No one may be under the influence of alcohol or drugs on the construction site. The Client is entitled to suspend work on the basis of what he sees and remove an employee from the site, unless respective person can provide any other reason for his condition. Breath test can be used, if the Client has a grounded suspicion of the person being drunk. Breath test is performed on a voluntary basis. By taking a breath test, the person can prove that he is not drunk. In case the person refuses from breath test, he shall be removed from the site.

1.4 Site induction and competencies

The Client as the Project Supervisor of the construction project must collect and report information on the people who work at the shared construction site. The Contractor is required to report employee details that the Tax Administration requires no later than the day before the employee induction to the work site. The Contractor is required to ensure that its employees participate in the work site induction arranged by the Client before starting work and hold construction site passes approved by the Client.

All those working at a site are required to:

- Participate in work site briefings and safety induction training sessions.
- The time for employee induction to the work site must be agreed in advance, no later than the day before. If the induction takes place at another time, the Contractor will be charged €50/person. The employee will be given a permit to enter the site only after induction.
- The Contractor should ensure that his employees are able to communicate with the Client's management.
- The Contractor must ensure that its employees are provided with work guidance covering the work stages with the help of Safe Job Analysis (SJA).
- Each employee must visibly wear a Valtti ID card.
- Occupational Safety Card by the Centre for Occupational Safety. An employee without an Occupational Safety Card is required to complete the Occupational Safety Card course in 10 days.
- Have other possible work competencies required (for example, Road Worker Safety, Track Worker Safety) or permits.
- An employee must be at least 15 years old.

Before starting work, as part of the work site induction, the Contractor's personnel must take the Ready for Work – Work Site Induction online course in Skanska's Contractor Portal. Use of the portal is free of charge, address <http://skanska.fi/urakoitsijaportaali>

1.5 Incidents, accidents and environmental damage

The Contractor must immediately inform the Client of faults and defects observed in working conditions, in methods and in equipment, which may endanger safety, health or the environment. The notifications are registered on a safety observation card or by using the mobile app for safety observations.

In order to improve on-site safety, the Contractor must immediately notify the Client's management of all work accidents and environmental damage that have occurred at the construction site and participate in the investigation process of these. The Client reserves the right of stopping the work during the investigation of a serious accident.

For accident rate calculation purposes, the Contractor must submit a monthly summary of the following information to the Client:

- Work hours at the construction site
- Accidents that resulted in less than one day of absence ('merely a visit to the doctor')
- Accidents that resulted in more than one day of absence
- Work days lost due to accidents

1.6 Working at heights, the risk of falling and lifting works

If there is a risk of falling, including from a height of less than two metres, this risk needs to be mitigated. The first requirement is that the working area has safety railing. In the building frame phase and in bridge construction works, employees performing installation work and those assisting them have to always wear and use a safety harness. If the railings and hole covers are in order, the harness may also be located in the immediate vicinity of the work area.

The Contractor must ensure that the workers fastening loads to the installation crane have adequate abilities and skills for the job. The Contractor is responsible for issue of respective written permits. The employees must present the permits to the Client at the Contractor's kick-off meeting or in connection with the work site induction at the latest. (The Load Fastening Permit form is available on Skanska's external [website](#).)

If, forklifts, trucks or mobile/personnel cranes are used, the Contractor must ensure that the employees concerned have ability and skill to use such equipment safely. This equipment may only be used if the employees have written permission from the Contractor. The employees' licenses or permits must be presented to the Client, either in the form of a list of qualified personnel (at the initial meeting with the Contractor at the latest) or in the form of employee's personal permit for the construction site (at the time of work site induction).

A lifting hook must always be used, when lifting loads using ropes, chains or straps. Loads that might slip can not be lifted with the forklift's / plant's fork.

Fixed equipment to prevent falling must always be used in the lifting cradles of telescopic and articulated booms. Mobile boomed personnel lifts (IpaF category 3b) must be equipped with driver anti-crush device.

In addition, the Contractor must take into account the lifting work requirements pertaining to unloading, specified in section 3. Requirements for delivery and unloading.

1.7 Hot works and fire prevention

When performing hot works, the Hot Work Safety Guidelines 2017 published by the Federation of Finnish Financial Services must be followed. Additionally, the Contractor is obligated to comply with the Client's hot work supervision programme. The Contractor has to assign persons responsible for hot works before performing the work.

The carrying out of hot work operations on the construction site requires a written hot work permit granted by site management. The employee involved in hot work operation should have a valid hot work card. A guard on hot work operations has to be kept at all times during the work and breaks, as well as for at least one hour after the hot work ceases. The Contractor is responsible for organizing the hot work guarding. The employees doing the hot work may not act as the hot work guard during the work. The Contractor must ensure that:

- The hot work locality has adequate protection and fire extinguishing equipment.

- At the hot roof work site, there should be inflammable protective material and demolition equipment so that if fire breaks out an opening can be made in the building to allow extinguishing work.
- The hose attachments in gas welding equipment must meet the requirements of the SFS-EN 1256 standard. The fasteners should achieve a permanent compressional effect. Hose clamps fitted with a worm screw or similar fasteners may not be used.

1.8 Use of angle grinder

230 mm or larger angle grinders used by the Contractor must be equipped with a brake for stopping the rotating blade of the machine.

1.9 Introduction and maintenance inspections

The Contractor has to ensure that acceptance/reception and set-up inspections, and introduction and maintenance inspections of all machines, devices, tanks, scaffolding, etc. in his use, are carried out, in accordance with applicable regulations and standards, as well as to deliver the relevant inspection records to the Client.

1.10 Safety of motor-driven machines and haulage trucks and fuel tanks

Haulage trucks, dumper trucks, wheel loaders, and rumbling vehicles weighing over seven metric tons must be equipped with an operational reversing alarm. When working during twilight or dark, must reversing safety of all the vehicles be secured by using operational reversing alarms, taillights that operate while reversing and/or cameras, accordingly what is practical in each vehicle. When working in road and street areas, the vehicles should have the correct work lights and warning flashers.

Skid steer loaders must comply with the laws of fall protection and cab requirements. The risk of the worker falling must be prevented by a safety cab, protective structure, or other similar device. Skid steer loaders steered from the top must have a safety cab to protect the driver from the weather. If the conditions require the use of a machine without a cabin, must this be agreed separately with the Client on the basis of a risk assessment.

The fuel tanks and barrels of work machines must have double casing. The tank tops should be locked and syphoning prevented. The tank used for storing work machine fuel at the site must comply with the IBC package requirements established by transport regulations of dangerous goods. Respective approval signs must always be attached to tanks.

In the immediate vicinity of the tanks and barrels, there should be equipment for the control of potential leaks of oil and hazardous substances. The condition of machinery equipped with internal combustion engines is to be checked regularly and each machine should have equipment for dealing with oil leakage.

1.11 Work stands

A work stand is a mobile work platform with a wood, aluminium or steel structure. Besides the requirements specified in §66 and annex 6 of government decree 205/2009, they should be in accordance with instructions for ladders and work stands:

https://www.skanska.fi/496fd0/siteassets/tietoa-skanskasta/yhteistyokumppaneille/sopimusasiakirjat-ja-ohjeistukset/safe_work_stands_and_standing_ladders.pdf

1.12 Standing ladders (A-ladders)

Standing ladders may only be used on non-yielding base and in premises of normal room height. Besides the regulation of the government decree 205/2009, they should be in accordance with instructions for ladders and work stands:

https://www.skanska.fi/496fd0/siteassets/tietoa-skanskasta/yhteistyokumppaneille/sopimusasiakirjat-ja-ohjeistukset/safe_work_stands_and_standing_ladders.pdf

1.13 Scaffolding

Scaffolding used must comply with the following scaffolding-related safety requirements.

- In case of movable scaffolding, the minimum width of the working level is 60 cm. Scaffolding over two meters high must have a scaffolding card, guardrails, toe boards, and resting levels at 2-metre intervals. Fall hazard must be minimised also in case of height less than 2 metres. During transfer, there should be no employees or loose items at the work level. The wheels must be locked while there are people working on the scaffolding. The height of the work level shall not exceed three times the minimum support width. If the height of the work level exceeds 0.5 m, the scaffolding must be equipped with an inclined ramp with steps. No vertical ramps are allowed.
- Fixed scaffolding must be assembled and dismantled in accordance with the scaffolding plan or installation instructions and fall protection must be observed all the time. In case there is a risk of falling from the scaffolding, harness attached to a sufficiently strong structure must be used. Any movement of the scaffolding work level should be prevented. Movement from one level to another is to be arranged primarily by steps.
- No part of scaffolding to be assembled may be used before it is inspected and accepted for use. The acceptance is indicated on the scaffolding card.

1.14 Environmental obligations and working environment

The Contractor shall name a person responsible for environmental issues, who shall ensure the implementation of environmental obligations and to whom the Client can submit its queries and instructions.

The Contractor shall take care to minimize the environmental impact of its own work. If necessary, the Contractor is required to prepare a separate environmental plan regarding its work or include environmental measures into its method statement. The Contractor is required to follow the Client's environmental plan and waste management plan.

If an environmental certification is applied for the project, the Contractor shall take into account the work procedures necessary for the certification at the work site (for example, work site waste disposal, transportation, material acquisitions, work site cleanliness, and dust control). In addition, at request, the Contractor shall deliver the documentation necessary for environmental certification to the Client.

If the project is carried out in accordance with the criteria of emission-free construction sites, the Contractor is obliged to provide the Client with an equipment list of the vehicles used for internal transportations and machinery used on the work site, and to report to the Client on a monthly or other agreed reporting period on the use of its equipment in accordance with the reporting basis and instructions received from the Client. The equipment must meet the set emission class requirements. The eligibility of the equipment must be certified to the Client. Any changes to the equipment used must be updated in the equipment list and approved by the Client before delivering the equipment to the work site. Refueling in accordance with the conditions or the electricity used to charge the equipment must ultimately be certified, for example, with receipts and a certificate of origin of the electricity. If the Contractor fails to comply with the requirements of the zero-emission site, the Contractor is obliged to pay the

Client a contractual penalty, which the Client will have to pay to the Builder due to the Contractor's negligence.

The Contractor is required to hold valid environmental licences necessary for its activity; the Contractor is required to submit notices as specified by official regulations and guidelines. The licences must be valid and the notices submitted prior to works commencement.

In addition, the Client requires the Contractor to comply with the following provisions on the use of the work site area, delivery of materials to the work site, materials storage, materials storage at workplaces, cleanliness, order and waste management, and dust prevention.

1.14.1 Compliance with provisions on area plan and use of area

The Contractor undertakes to comply with the work site plan and the regulations and guidelines on material ordering, storage, and marking.

1.14.2 Delivering materials to the work site

The Contractor is required to co-ordinate the batch sizes and delivery times of materials that need storage space with the Client's representative in good time before delivery of the material batches. In general, the Contractor is allowed to deliver only a week's supply of materials to the worksite at a time.

The Contractor shall co-ordinate any deliveries in which case lifting or unloading help is required with the Client's representative. Requirements to the accuracy of delivery schedule are work site and supplied goods-specific. For approval of deliveries, the Contractor shall use an electronic logistics calendar, if the Client uses one at the work site.

The Contractor is obligated to receive its deliveries. In case the Contractor neglects to accept its material delivery and the Client must accept it and deliver the materials to the work or storage site, the Client shall not be responsible for possible damaged material and will not inspect any materials upon acceptance.

The Contractor must immediately remove its unnecessary building materials from the site and from the possible intermediate storage area.

1.14.3 Storage of material

The Contractor is required to store its materials in a place appointed by the Client's supervision in accordance with the supplier's instructions. Materials must fit the appointed storage area and may not be stored in any other areas. The Contractor is responsible for cleanliness and order at the storage area, as well as for protecting the materials. Any waste or material blocking the routes or of hazardous nature will be removed by the Client immediately without notice.

1.14.4 Materials storage at workplaces

The Contractor can only take one day's supply of materials to the worksite at a time. However, exceptions regarding the amount of materials stored at the worksite and the duration of storage can be agreed upon with the Client's supervision separately for each work stage.

The Contractor is required to store the materials at the workplace on pallets, beams or in some other way separated from the floor surface, to facilitate dust control and transfers.

1.14.5 Order, tidiness and waste disposal

The work site has to be cleaned and its dry indoor areas vacuumed both before transfer to another site and at end of each working day. Should work be suspended, the employee should immediately clean the work site.

The Contractor is required to follow the Client's waste management plan and sorting instructions. Any waste resulting from indoors works is to be sorted directly into waste bins foreseen for the Contractor. The Contractor shall immediately empty full waste bins to the work site's skips or other collection means, or transfer them to the agreed location to be emptied by the Client. When working outdoors, sorted waste must be taken directly to the skips and other collection means.

In case of works incompatible with this principle (for example, demolition works), the waste management procedures must be agreed upon separately.

The Contractor is to sort hazardous waste separately from other waste, pack and mark it correctly, and deliver it to the location indicated by the Client. Waste taken to the construction site's collection point for hazardous waste has to be noted on the list there. If the Contractor removes its waste (hazardous or other) from the work site, it should submit a report of the amount of waste taken away (by waste types), state the recipient, and present proof of that the recipient holds the license necessary for handling of respective waste.

1.14.6 Dust prevention

The Contractor must choose the materials and working methods such that as little dust as possible will result from the work. Exhaust ventilation (extraction) has to be used with all machinery giving rise to dust (e.g., sanders).

For work where workers may be exposed to concrete, stone, brick or wood dust (e.g., concrete removal, demolition, concrete polishing, surface adjustment by plastering and sanding, tiling, woodworking, painting and filling, masonry work, cleaning, building services engineering), the Contractor needs to prepare a task-specific dust control plan on the Client's form (Task-Specific Dust Prevention Plan, available at Skanska's external website) or on the Contractor's form, the contents of which comply with Skanska's requirements. The Client must approve the plan prior to the commencement of work.

If the project shall be implemented following the purity class P1 requirements, the Contractor shall have to follow the requirements to the indoor climate and cleanliness of construction works set in the P1 dust control plan as well as the implementation package presented in RT 07-11299 "Indoor climate classification" instructions as regards dust and cleanliness control. These may cause additional requirements, among other things, as regards the installation work. Additional information about Skanska's P1 building information modeling (Dust and cleanliness control phases and contract limits) is available at [Skanska's external website](https://www.skanska.fi/tietoa-skanskasta/yhteistyokumppaneille/for-our-international-suppliers/).
<https://www.skanska.fi/tietoa-skanskasta/yhteistyokumppaneille/for-our-international-suppliers/>

2. REQUIREMENTS FOR PRODUCTS AND MATERIALS USED

The Contractor shall co-ordinate the materials used with the Client or developer before works commencement.

The Contractor is responsible for ensuring that the building product meets the requirements established by the designer and arising from Finnish legislation and regulations. The Contractor is responsible for ensuring that the building product is suitable for its intended purpose and conditions, as well as that the products used are compatible (so-called product family). The Contractor is also responsible for ensuring that in the course of product approval, attention is paid to that the products have been tested based on the valid standard considering the application.

Any products granted with a valid harmonised product standard regarding EU's construction product regulation or European Technical Approval (ETA) must have appropriate CE marking. The Contractor undertakes not to install or supply building products to the construction site that do not possess a CE marking. The Contractor is obligated to deliver the clarifications regarding the CE marking to the Client at the time of the transaction or at some other time agreed upon separately, but not later than prior to delivery of the product to the work site.

If any of the building products to be used by the Contractor are not subject to CE marking, the construction product in question must comply with the provisions of the valid Finnish laws, decrees and authorities' regulations as concerns the suitability of the products without CE-marking. In case these products are certified by type approval, certificate of conformity or production's quality assurance, the Contractor shall provide the Client with the certificates proving the verification together with the required attachments and, if necessary, indication of the verification markings attached to the product or packages. Statements verifying site-specific suitability of products and structures must also be submitted to the Client. The product approval certificates must be in the Finnish or English language.

If requested so, the Contractor must deliver to the Client also quality assurance related reports of the manufacture process of all materials/products to be delivered.

The Contractor must comply with the EU General Product Safety Directive 2001/95/EC, the special law legislation on the traceability of product groups and ensure using its own quality assurance measures that the products to be delivered by it do not infringe industrial and/or copyright rights. If requested so, the Contractor must be able to prove traceability and the quality assurance methods of the products delivered by it to avoid counterfeit goods. The Contractor must keep the information necessary for identifying and, if necessary, tracing the products, for example, for recalling or repairing a defective production batch, for at least 10 years.

All of the materials and products used by the Contractor must be accompanied by product information, traceability documents, and material certificates. If environmental product declarations, carbon footprint calculations, M1 certificates, or any other statements of environmental performance regarding the products are available from the supplier, the Contractor must be prepared to deliver these to the Client. The Contractor commits to use the electronic system for collecting product information and enter the data regarding materials delivered, in case the electronic system is in use in the project.

If an environmental certificate for the site is applied for, the Contractor is required to make sure that certification-related requirements to the materials are met and, at the request, submit to the Client documentation required for granting of the certificate on the materials in question, for example, environmental declarations, raw material reports and chemical content specifications. If so requested, the Contractor must also submit the information related to transportation (e.g., transport distance, transport weight) for environmental certification reporting.

If criteria regarding low-carbon have been set for the project, the Contractor shall commit to comply with these instructions e.g. in procurement and possible machine and fuel choices. If so requested, the Contractor must also submit the information and reports that prove the criteria have been fulfilled.

The Contractor shall submit to the Client the Material Safety Data Sheets in the Finnish language of the chemicals to be used by it and enter specification of the chemicals to the site chemicals list before commencing work. The Contractor must store the chemicals in such a way that environmental and health risks are minimized.

The materials used must not contain substances that are banned under Finnish legislation, nor the following:

- > 0.1 weight percent of acrylamide (CAS number: 79-06-1)
- > 0.1 weight percent of the following brominated flame retardants: pentabromodiphenyl ether (32534-81-9), octabromodiphenyl ether (32536-52-0), decabromodiphenyl ether (1163-19-5), and HBCDD (25637-99-4)
- > 0.01 weight percent of cadmium (7440-43-9)
- > 0.1 weight percent of lead (1335-32-6)
- > 0.025 weight percent of mercury (several CAS numbers)
- > 0.5 weight percent of asbestos (several CAS numbers and fibre: 1332-32-4)
- Di(2-ethylhexyl)phthalate (117-81-7)
- Dibutyl phthalate (84-74-2)
- Butyl benzyl phthalate (85-68-7)
- Nonyl phenol (84852-15-3)
- Nonyl phenol ethoxylate (127087-87-0)
- Arsenic (several CAS numbers)
- Halons
- Polychlorinated biphenyls, PCB (1336-36-3, 62788-33-8)

If timber products are to be used, the Contractor should be able to prove on request the origin of the product by using either the PEFC or FSC certification systems, or by reporting the following:

1. The species of the timber delivered, or the wood types used in the products.
2. Where the timber was grown, and the name of the harvesting entity.
3. The volume and price of the timber or timber products delivered.
4. Name and address information of the company that delivered the material to the Client and of the company that imported the timber or the timber products to the country in question or to the EU area.
5. Licenses and documents demonstrating adherence to local laws, and the documents necessary to confirm items 1-4 above.

The rock and building stones used by the Contractor must be traceable. The Contractor must make sure that on request, the supplier is capable of submitting to both the Contractor and Skanska reliable information regarding stone processing for the entire supply chain. The documentation must include the following information:

- Type of rock used.
- Country and area of origin of the rock.
- Exact location of the quarry (with co-ordinate data).
- Name and address information of the refining sites and plants.
- Name and address information of the company that delivered the rock to the Client and of the company that imported the rock to the EU area.

Additionally, the Contractor needs to make sure that the supplier used checks whether Skanska's Supplier Code of Conduct is followed in the production and processing of rock and building stones. If required, the Contractor shall report the following:

- What selection criteria have been used with respect to the rock and rock supplier in order to ensure compliance with Skanska's criteria?
- How has compliance with the selection criteria been verified, how is it monitored?
- Does the supplier participate in some voluntary procedure (such as Fair Stone Standard) aimed at ensuring ethical conduct of the supply chain?

The requirement does not concern recycled rock or products made of such rock.

3. REQUIREMENTS FOR DELIVERY AND UNLOADING

3.1 Equipment and load

The subcontractor, goods supplier and haulage company (hereinafter supplier) must comply with the construction site's instructions regarding transport equipment. If necessary, the supplier should hold a kick-off meeting on the construction site for checking the site access roads and unloading locations. The supplier must ensure the compatibility of the transport equipment with the construction site's unloading equipment. The construction site's unloading equipment often consists in only a tower crane, which requires open equipment or tarpaulins open at the top.

The supplier must follow the construction site's instructions regarding the packing and marking of materials and the order of loading. Individualized delivery contents must be recorded in the consignment note and waybill. Said transport documentation must also include information on bundle-specific weights. The supplier must ensure that the weights specified in the consignment note / waybill correspond to the actual bundle weights. The driver must request from the Client signing of the consignment note for acknowledgement of receipt after unloading of the cargo.

The supplier is always responsible for that the materials delivered to the construction site are loaded in a way allowing safe unloading of the shipment on-site.

- Bundles and pallets must always withstand handling by forklift and lifting by tower crane.
- The supplier must always provide written instructions on handling, lifting, and storage of packages. Bundle weights and any hazardous substance, fragile product, need for protection, etc. markings must be bundle-specific and easy to notice.
- The supplier must ensure that there is no snow or ice between bundles. Additionally, the supplier should ensure that no materials have frozen stuck to each other.
- If necessary, under winter conditions and in case of materials supplied in plastic packages, the supplier should use hardened plastic or rubber discs under the base beams to improve friction.

3.2 Arrival to work site and induction

The supplier must comply with the time of arrival specified by the Client. The agreed time of arrival must be noted in the waybill. The delivery may not be unloaded if it arrives at the wrong time (e.g. there is no-one to receive the delivery). The Client has the right to refuse to take delivery of a load that arrives to the construction site at the wrong time (too early or too late).

The hauler is obliged to call the construction site's contact person no later than two hours before arriving to the site. The Client has the right to refuse to take the delivery if the arrival has not been called in. If necessary, the Client will guide the vehicle to off-site parking and call it to the work site when an unloading site becomes available. Any exceptions to the calling procedure must be agreed upon with the Client beforehand.

The driver must report to the construction site office before driving to the site. The driver participating in the work is entered to the site employees' register and they must not commence unloading until they have received the induction. The induction consists of taking the Ready for Work – Work Site Induction online course in Skanska's Contractor Portal and at site induction to safe unloading at that particular site. The online course has to be taken before site arrival.

Address <http://skanska.fi/urakoitsijaportaali>

The driver not participating in the work, must familiarize oneself with safety of delivery and unloading by watching the video “Valmiina toimittamaan turvallisesti Skanskan työmaalle”. The link to the video is available at Skanska’s website:

<https://www.skanska.fi/tietoa-skanskasta/yhteistyokumppaneille/>

The driver fastening loads to the installation crane must have adequate abilities and skills for the job. The driver must have the employer’s respective written permit confirming this. (The Load Fastening Permit form is available on Skanska’s external [website](#).) The driver must follow any specific instructions that the Client may give concerning the driving route to the site as well as the correct unloading site. Under no circumstances is the load to be unloaded outside of correct unloading site.

3.3 Protective equipment

The construction site’s safety regulations on the use of personal protective equipment also apply to the driver. The Client recommends that the supplier enter in the waybill by default the safety requirements applying to the driver and to the vehicle. The following must always be used on a construction site:

- Hard hat with chinstrap
- Eye protection
- Protection gloves
- Safety footwear
- High-visibility safety clothing (at least upper body)
- An ID card with photo and the person’s tax number (those participating in work must have a valid Valttikortti Card).

Use of other PPE required by the Client (for example, harnesses and respirators) may be necessary on case-by-case basis. Trucks must be equipped with a functional reversing alarm. In addition, the Client recommends that trucks should be equipped with reverse radars.

3.4 Managing unloading risks

Before unloading the cargo, the driver should assess the risks involved together with the Client (and consider an escape route if the load should shift when its bindings are loosened).

If the unloading location is uneven, the driver must engage the vehicle’s support base if possible. The driver must examine the balance of the load and check that the load has not shifted or broken up during transport. The driver should consider the safest order for loosening of the load bindings and always loosen the bindings himself/herself. If necessary, the first bundle to be unloaded should be attached to the vehicle’s HIAB or to a crane’s lifting slings before the load’s binding lines are loosened. If necessary, the driver should use a temporary binding.

In winter, special care should be taken when unloading plastic-packaged materials, as they may be slippery. The driver should remove any snow and ice from the top of the load. Before lifting, the driver should also make sure the materials have not frozen stuck to each other.

The supplier/driver should provide the Client with instructions if there are special circumstances to be noted in unloading and handling the delivered materials. If, for reasons attributable to the supplier, the cargo cannot be safely unloaded at the construction site, it is to be left intact and returned to the supplier for reloading, and a new unloading time is to be agreed.

The supplier must ensure that all of the lifting equipment used is always in working condition. An annual periodic inspection must be made to lifting equipment such as lifting belts, chain slings, and load bars that are attached between a crane and a load, or to the load, so that it

can be grappled. The annual inspection's implementation should be indicated by an inspection mark on the lifting equipment. Lifting slings should not be used for lifting sharp objects such as metal bars.

Access to any areas subject to the danger of objects falling must be restricted so that other work site employees or outsiders cannot enter or end up at the danger zone. For carrying out deadlifts (blind lifts), there must be mobile cranes equipped with radiotelephones.

3.5 Dangerous situations and accidents

The supplier or haulage company must immediately inform the Client of any faults and shortcomings observed in working conditions, methods and equipment that may endanger safety, health or the environment. The supplier or haulage company must immediately report to the Client any work accidents that occur at the construction site, as well as any environmental damage.

3.6 Problem situations

The Client is entitled to remove from the work site or prevent access to it by any persons who do not comply with the aforementioned requirements. The supplier or the hauling company is obliged to find a replacement employee immediately.

3.7 Driving off the work site

The driver together with the Client are to ensure that all shipment restraint devices were fixed in the right position before driving off the work site. The driver must follow any specific instructions that the Client may give concerning the driving route when driving off the work site.