

HSSEQ Requirements

Kraftringens HSSEQ-requirements for all suppliers

Innehåll

1	We at Kraftringen	2	15	Information and IT security	4
2	Coordination responsibility	2	16	Handling of personal data / GDPR	4
3	Orderliness	2	17	Nonconformity reporting	4
4	Identification	2	18	Right to audit	4
5	Access to facilities/offices and visitor management	2	19	Termination of contract	4
6	Training requirements and certificates	2	20	Personal protective equipment	4
7	Photography	2	21	ID06	5
8	Alcohol and drugs	3	22	Occupational health and safety (OH&S) plan	5
9	Fire protection	3	23	Work on the road	5
10	Risk Management	3	24	Noise, dust, odours, and vibrations	5
11	Waste management	3	25	Soil and water	5
12	Eco-friendly travel	3	26	Crisis management	5
13	Chemical management and product selection	3	27	Hot flammable work at temporary workplaces	5
14	Security, confidentiality, and security legislation	3	28	First Aid	5
			29	Excavation works	5

1 We at Krafrtingen

A safe, healthy, and motivating work environment and a sustainable company are important strategic areas for Krafrtingen. We create a safe and healthy culture when we live up to our values Courage, Responsibility and Commitment and act according to three golden rules:

- We interrupt work that poses danger
- We take personal responsibility for our own and each other's work environment, health, and safety
- We learn from our incidents and mistakes

Our HSSEQ-requirements are fundamental and applies to all who work on our workplaces, both our own and hired staff, suppliers, and subcontractors as well as other partners.

This document consist of general requirements that apply to everyone and requirements that apply to construction and civil engineering work, maintenance work, installation work or similar on a temporary workplace or our facilities.

It is the supplier's responsibility to communicate, implement, and make sure that Krafrtingens HSSEQ-requirements are complied with in own operations and by subcontractors.

Additional requirements can be set in individual agreements.

2 Coordination responsibility

Within Krafrtingen, unless otherwise announced, Kraft- ringen is responsible for coordination of the occupational health and safety (OH&S) management in accordance with the Work Environment Act. Everyone has a responsibility to stay informed about this. Suppliers who operate on Krafrtingen's workplaces must cooperate and be active in the work of preventing accidents and ill health.

Every supplier is responsible for their staff's working environment and safety in accordance with employer liability. Suppliers are also responsible for their hired staff, trainees etc. who work on Krafrtingen's workplaces on their behalf.

The supplier must act actively for a good coordination of the work and ensure that good knowledge of workplace conditions and applicable rules is maintained.

Each individual employee has a responsibility to stay informed and compile with rules and routines that apply in the workplace.

3 Orderliness

The workplace must be kept tidy both during the work and after the work has been completed. Equipment must be stored at designated storage locations. Operating room (switchgear and electrical space) must not be used for storage of unauthorized equipment and materials.

4 Identification

Everyone who works on behalf of Krafrtingen must always be able to present valid identification and be able to show which mission and on whose assignment the work is performed.

5 Access to facilities/offices and visitor management

Permissions to gain access to Krafrtingen's facilities/offices must be acknowledged personally by the person in charge as instructed by Krafrtingen. Permissions are handed out in the form of keys, cards, tags, codes etc. Visitors must be registered and may not be left without an escort.

6 Training requirements and certificates

The supplier's employees must have the skills, knowledge and experience required for the task. All training and courses required for the supplier to be able to carry out

the assignment are paid for entirely by the supplier, unless otherwise agreed. A valid certificate must be presented upon request.

The supplier's employees (including any subcontractors) must, at the client's request, take part of information or training from Krafrtingen.

7 Photography

Within Krafrtingen's operations/business, in some cases, there's a complete or partial ban on photographing, filming or other forms of images. However, there are cases when contractors and others need to take photographs for the sake of documentation or to report accidents, incidents, and risk observations to Krafrtingen and this is allowed but must be made with an awareness of current legislation and regulations.

Pictures/movies may not, unless it is necessary in the assignment, include:

- labelling, lettering or other information that can be used to identify plant parts
- location indicators other than municipality name only
- description in the form of street name or known objects
- distribution station- or network station object or name of the same station
- metadata that can reveal any information specified above, such as geotagging

Doors to spaces where arc guards are located is sign- posted and photography is strictly not permitted there. In accordance with the General Data Protection Regulation (GDPR), personal data may not be disclosed without the written consent of the person to whom the photographs relate. In connection with the consent, the person must be informed about the processing of these data.

In addition to the above, files may only be stored in a place specified by Kraftringen and may not be distributed outside Kraftringen unless special permit has been granted.

8 Alcohol and drugs

There's zero tolerance for the use of drugs and alcohol on all Kraftringen's workplaces. Smoking is only allowed in designated areas.

9 Fire protection

There are designated fire protection coordinators at Kraftringen's facilities and offices.

You as a supplier must always be aware of:

- Who the fire protection coordinator is at the place where you work,
- Where the escape routes are located,
- Where the assembly point is located,
- Where fire extinguishers and other protective equipment are located,
- The address of your location (needs to be stated to 112 if necessary).

It is strictly forbidden to, without permission, block escape routes, fire doors or otherwise prevent the function of fire doors, as well as to interfere with other protection systems so that the intended protective effects is adversely affected. Approved, functional and sufficient fire-fighting equipment must be available for immediate extinguishing action if there is a fire hazard or flammable goods are included in the work.

Gas cylinders, when not in use, must be collected at a designated and warning-marked location.

10 Risk Management

Suppliers to Kraftringen must have a documented risk management process to identify risks and reduce the likelihood and consequences of their occurrence.

Before work is commenced, those affected must be informed of risks at work and what measures need to be taken to work safely.

11 Waste management

Principles of the waste hierarchy must be followed. The product equipment or service must be designed/executed in such a way that the waste hierarchy can be applied in a simple and efficient manner. Generated waste must be sorted and disposed of in accordance with laws and local regulations. No waste may be left behind, other than by agreement, on Kraftringen's facilities, stations, or other locations where work is carried out.

12 Eco-friendly travel

Suppliers must, as far as possible and where appropriate, use virtual meeting technology instead of travelling. When travelling to and from the clients' facilities, the supplier's staff should primarily choose to travel by public transport.

13 Chemical management and product selection

When selecting a product/item, the product selection-exchange-, and precautionary- principles must be applied. Prohibitions under REACH, EU Water Framework Directive and the RoHS Directive must be complied with, and substances on the Candidate list avoided².

Digital solutions for access to the list of chemicals and safety data sheets are accepted provided that applicable legal requirements can be complied with.

Chemical products, equipment containing chemical products and fuels must be stored, transported, and handled leak-proof and fireproof. Supplier must ensure that absorbents and other decontamination equipment is available to handle any leakage. Handling of chemical

products and other risk sources must be carried out in accordance with performed risk assessments.

Pesticides/chemical control is not allowed except with the permission of the Client.

14 Security, confidentiality, and security legislation

Kraftringen's operations contain, to a large extent, activities of vital public importance. Parts of the operation are covered by the Protective Security Act, which aims to protect information and activities that are of importance for Sweden's security against espionage, sabotage, terrorist offences and certain other threats. If the supplier will handle information placed in a security protection class higher than *limited secrecy*, a Security Protection Agreement must be signed between the parties.

In cases where the supplier will only handle information in a security protection class *limited secrecy, consequence level C*, a nondisclosure agreement (NDA), with an accompanying appendix on security protection measures, must be signed with the supplier.

Access to facilities and/or systems in consequence level C (see PMFS 2022:1) and higher, requires a security protection agreement and security investigation of relevant personnel.

An NDA with individuals may be required if Kraftringen deems it necessary.

15 Information and IT security

The supplier is responsible to handle Kraftringen's information in accordance with the routines and instructions received. In cases where the supplier is producing information on behalf of Kraftringen, the supplier shall ask for support in classifying that information.

The Supplier is responsible for ensuring that employees comply with the rules for handling Kraftringen's information and applicable security measures. Unclassified information must be treated as internal information. Special

² <https://www.kemi.se/lagar-och-regler/reach-forordningen/kandidatforteckningen> (Swedish Chemicals Agency, in Swedish).
<https://www.echa.europa.eu/web/guest/candidate-list-table> (European Chemicals Agency (ECHA), in English).

consideration must be given to handling and communication outside Krafrtingen, e.g., on the way to and from the workplace, and by phone, e-mail or social media.

Krafrtingen and its suppliers are subject to the Act (2018:1174) on information security for socially important and digital services.

16 Handling of personal data / GDPR

If the supplier will handle personal data in cases where Krafrtingen is considered being the Data controller, a Data Processing Agreement must be signed. In other handling of personal data, each party is considered as being the Data controller and has an obligation to ensure that relevant legislation, e.g., but not limited to, the General Data Protection Regulation (GDPR), is followed.

17 Nonconformity reporting

The Supplier must report nonconformity to Krafrtingen on a regular basis. This includes all accidents, near-accidents, risk observations and incidents within the work environment, environment, electrical safety, safety, and security protection.

It also includes complaints and quality deviations. Incidents concerning personal data must be reported to Krafrtingen promptly.

Reporting shall be made to the contact person(s) appointed by Krafrtingen. The written report must include name and contact details of the reporter, a description of the event, the timing, any action taken, and who has been further informed. It is the Supplier's responsibility to ensure that events at subcontractors are also reported to Krafrtingen. Urgent/serious events are reported orally immediately and then supplemented by a written report³.

If necessary, Krafrtingen can send further instructions to the supplier regarding reporting of issues to our issue tracking system, if so, these also apply.

In addition to reporting to Krafrtingen, notifications must be made in accordance with relevant authority's current legislation. In case of uncertainty about reporting requirements or what measures should be taken, this should be discussed with the Client.

Krafrtingen shall be assigned to investigations and given the opportunity to participate in investigations made by the supplier if the need arises. The investigation, as well as measures must be handed over to the client's contact person.

18 Right to audit

Krafrtingen has the right to carry out follow-up/audit at the supplier as well as any subcontractors regarding compliance with contracts. Such follow-up/audit may be reported or unannounced. In the event of nonconformity, measures must be taken in accordance with a timetable drawn up in consultation with the Client's contact person. Follow-up/audit can be carried out by Krafrtingen's own staff or an independent 3rd party.

19 Termination of contract

Upon termination of a contract or assignment, the Supplier must:

- Return all assets belonging to Krafrtingen
- Delete all information belonging to Krafrtingen in such a way that it cannot be restored.
- Return all permissions received in the form of keys, ID cards, tags, codes etc.

Permissions may not be used after the assignment or contract has been terminated, nor may it be transferred to another person during or end of contract.

20 Personal protective equipment

Personal protective equipment includes equipment and clothes intended to be worn by a person to protect against one or more risks which could threaten his/her safety or health during work, as well as any accessory intended to meet that objective.

It is the Supplier's responsibility to provide correct protective equipment based on the nature of the work and Krafrtingen's rules, to ensure competence for the use of the equipment and to follow-up that the protective equipment is always used.

Instructions about personal protective equipment from Krafrtingen, the coordinator, BAS-U (H&S coordinator for implementation), or similar must always be complied with. The protective equipment must always be adapted to current work and surroundings.

In general, the following applies to everyone who performs work or stays on Krafrtingen's facilities:

- Protective helmet (chin strap for construction and civil engineering work)
- Safety shoes with toecaps and puncture resistant soles
- Full-cover clothing
- High visibility clothing Class 3 on top

In the case of activities with electrical hazard, protective equipment in flame- and arc-protective materials must be worn – full-cover clothing, gloves, visors, and neck protection.

Based on the risk assessment carried out, requirements for further personal protective equipment may emerge, such as safety glasses, hearing protection, gloves, chain-saw-adapted protection, height-adapted protection, further notice clothes based on traffic environment and similar.

³ Incidents involving accidents with personal injury, incidents with a risk of personal injury, threats and violence, environmental damage, trespassing, theft and vandalism must be reported to Krafrtingen immediately.

21 ID06

Valid ID06 must be worn visibly on the construction site.

22 Occupational health and safety (OH&S) plan

In accordance with current Swedish legislation, working environment plans with risk assessments must be drawn up for all construction and civil engineering work.

23 Work on the road

All regulations from the road operator must be followed. Unless otherwise agreed with Kraftringen's representative, the Swedish Transport Administration's regulations and competence requirements for "Work on the road" and local traffic regulations must be complied with.

24 Noise, dust, odours, and vibrations

Measures to reduce dusting works, noise, disturbing odours, or vibrations must be taken to minimise exposure for employees, workers in adjacent area and to third parties as well as the environment. The Supplier is responsible for the required protection if necessary.

25 Soil and water

Work in soil and water must be executed in an environmentally friendly manner. Valuable habitats and biodiversity must be considered. Existing regulations or special decisions from authorities for the soil or water area in question must be complied with.

If contamination in soil or water is suspected or found, the work must be stopped immediately, and the Client, as well as the municipality's environmental office contacted promptly.

26 Crisis management

The supplier must have documented procedures for accident management, emergency preparedness, crisis management and crisis communication.

27 Hot flammable work at temporary workplaces

All hot work at temporary workplaces must be performed according to the Swedish Fire Protection Association's rules.

28 First Aid

For people working at Kraftringen's workplaces, training and refresher courses in First Aid and Cardiopulmonary Resuscitation (CPR) must be carried out at least every three years.

29 Excavation works

Excavation work must be carried out in accordance with the manual "Excavate safely" or equivalent instructions. If the implementation is limited by project-specific conditions, such as external obstacles or limited space, necessary risk assessments and measures must be taken, based on the prevailing conditions instead.

Bringing the right energy.
From Skåne to the World.

