



H2's Rules of order and protection

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H2's Rules of order and protection

H2's goal with this document

The main objective of this document is to be an informative basis for company personnel, subcontractors and other partners such as suppliers and clients.

At our workplaces there will be:

- H2 Employees
- Subcontractors (UE)
- Conveyors
- With several

Most accidents are caused by people making hasty / incorrect decisions, which means that in most cases they can be prevented. For us as a contractor to be a reliable partner, it is necessary that all our partners follow the same goal as us. Not least be aware of them.

Before the first day of working at H2

In the case of contract signing, you approve the following rules and regulations that have been set by us and the document H2_Checklista_UE.pdf has been correctly submitted and completed to the project manager.

Completed the construction industry's safety training:

<https://buc.se/utbildningar/safe-construction-training-svenska/>

This is to ensure that everyone in our workplaces has an understanding of the most common risks and knowledge about how they are handled safely. All employees at H2 have or will receive an invitation to this training on an ongoing basis.

- Before the work is to start, a start-up meeting takes place at the workplace where the schedule, work steps, risks and work environment plan are reviewed.
- Each week thereafter a UE meeting takes place with follow-up on how each UE is doing with their tasks and if there are any obstacles. This meeting is mandatory to attend.
- The professional groups that are to build vehicles / machines where specific qualifications are required must show proof that they have completed the training.
- Persons who are to perform work where Hot Work is required must be able to show proof that training has been completed (searchable register is available)
- Equality policy and victimization. Working at H2's sites you are obliged to follow our Equality policy where we do not tolerate discrimination against gender, ethnic origin, religion and other beliefs, functional variations, sexual orientation and age. H2 does not tolerate any kind of offensive treatment, threats or sexual harassment against employees at H2 or subcontractors.

Passing in and attendance registration

By law, as a construction business, we must keep an electronic personnel carrier. A staff lieutenant is a list of those who work at the construction site and when they have started and completed each work session. The purpose of the staff leagues is to counteract black labor and promote healthy competition in the construction industry! We, as a contractor, maintain responsibility by providing a staff member for check-in and check-out. This also applies to "[General rules for connection to the ID06 system for companies 2 2019](#)"



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Your responsibility thus becomes in accordance with 4.2 Conditions for workplaces using the ID06 system:

- Has a valid ID06 card, which should be visible;
- Upon request, can present valid identification (passport or other photographic identification)
- Notify which of the company's employees have the right to be in the workplace. The pre-registration must contain the company's business name, corporate identity number and the employees' names and ID06 card numbers.
- Check in at the beginning of the day
- Check out at the end of the day
- Immediately notify location management in the event of a fault with a card or card reader.
- Not to use System Checkout as a method of checkout.
- Otherwise comply with applicable laws and regulations.

Should employees / UE have forgotten their card, there is the possibility to log in via the AddMobile app, but then the person in question must have a valid ID document with them. This is done only in exceptional cases.

Orderly and tidy up

At H2 Entreprenad's workplaces, it is important to constantly follow order and find out, and we expect that all who stay in the workplace follow our rules:

- At meals / breaks, each person is responsible for picking away and cleaning after himself.
- Pick up after you in the work area before you go home for the day. It is always more motivating to come back the next day to a clean workplace.
- Dispose of junk every day, in the right container.
- Materials should only be stored at designated locations, walkways and transport routes must be kept free.

Waste disposal

We protect the earth and thus sort waste / garbage at our workplaces.

- Waste must be sorted at source in the intended place at the workplace. If this is not complied with, H2 reserves the right to fine the company that does not comply with these rules.
- Hazardous waste must be sorted and disposed of immediately in the manner prescribed for each product.

Risks at work

Each workplace is unique and at workplace introduction, place management goes through APD, work environment plan and environmental plan. These are available in BOON where risks for each workplace are presented. With that written, the construction industry is a risk in itself which makes it even more important to go in with a basic knowledge and understanding of the risks that can arise in the work area that should be the focus of the day.

To address any risks at work:

- Work preparations for all tasks, including risk assessments.



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- Subcontractors should always have a work preparation with risk assessments prior to work steps and these should be handed over to H2 site management.
- All subcontractors and H2 personnel, when in the workplace, must participate in safety rounds.
- Supplementary work (which is not stated in the contract) must be anchored with project managers before they are carried out.

Point out any risks when they are discovered to site management.

Safe behavior

At H2, we work to safely perform our duties on a working day.

- At our workplaces we do not take any shortcuts due to lack of time or because it is convenient. That is to say nothing "I just".
- Helmet and safety shoes must always be worn in the work area, other protective equipment should be used if the task requires it. No exceptions!
- At our workplaces, we must intervene if someone has a risky behavior and if there are visible safety deficiencies. Notify H2's location management unless otherwise helpful.
- Immediately report incidents, injuries and accidents of any character to H2's site management.
- At a construction site, it is important to keep good vigilance and maintain the attention to its task and surroundings. When using technical aids, one should remove oneself from risk areas. We advocate hands-free completely.
- Private use of the telephone takes place during breaks and not during work.

Workplace design

When registering at the workplace, APD is reviewed with location management. Updated APD plans hang on the board in the establishment. This is updated weekly and should be used as a basis during the UE meeting.

Guards

- Protective devices must be checked before work commences, if deficiencies are detected, this must be reported to the site management.
- Protective devices must not be removed without permission from the site management. If approved, it must be restored immediately.

Fall protection

In the first place, railings and work platform must be used, personal fall protection equipment should only be used where fixed fall protection cannot be used. Each person is responsible for further checking fall protection before work commences.

Dust and allergenic substances and materials

Steps must be taken to minimize or screen dusting work. This is so that other occupational groups do not need to be exposed to the dust that may arise. This requires planning, and choosing methods, machines and equipment where the dust should be reduced as close to the source as possible. Ex. This includes irrigation of the road, dust protection on conveyor belts, integrated suction on the machine / tool, vacuum cleaning, spot extraction and water spraying.



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Noisy business

As we work in the construction industry, it is inevitable with higher noise levels, what we should work to the greatest extent is to find alternative methods and machines to minimize the noise that can occur in the workplace.

Regarding the permitted time for noisy activities, this is governed by the Swedish Environmental Protection Agency's constitutional collection (NFS 2004: 15). Hence the following table applies:

Local – noise receiver	Noise levels and times (dBa)		
	KI 07.00 – 19.00	KI 19.00 – 22.00 as well as Saturday, Sunday and public holidays KI 07.00 – 19.00	Every day KI 22.00-07.00
Housing schools and care rooms			
Equivalent sound level	60	50	45
Momentary noise levels	70	60	55
Office			
Equivalent sound level	70	65	-
Momentary noise levels	80	75	-
Industries			
Equivalent sound level	75	70	70
Momentary noise levels	85	80	80
Night work:	Mandatory permit between 22.00-07.00 every day		
To the table:			
If the construction activity is less than a month	The guide values are increased by 10 dBA		
If the construction operation is less than six months	The guide values are raised by 5 dBA		
Equivalent sound level	Average noise level for a longer period of time		
Momentary noise levels	Short-term sounds "peaks"		
Measurement site (location of the target value)	At the premises facade		

Source: Swedish Environmental Protection Agency's general advice on noise from construction sites NFS 2004: 15

There may be regulations and local regulations in the municipality that the work is carried out with longer going requirements on noise levels or the time when the work may be carried out.



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Fire protection

H2 contracting as fully contracted is responsible for minimizing existing fire risks.

- Smoking is only allowed outdoors in the designated area.
- Hot work may only be carried out by the person who holds a current certificate of education, including:
 - Hot jobs ([Fire Protection Association](#))
 - Flammable work ([construction industry training center](#))
- Gas bottles, when not in use, should be stored in the designated place with a visible warning sign. With protective hood on, stored upright and well anchored. This is excellent on APD.
- With plastic in the workplace, demands are placed on storage and handling, as well as extra attention when preparing hot work.
- Evacuation routes must always be kept free.

Electrical safety

- Electrical cables should be covered or suspended as far as possible to minimize trip risk.
- Only qualified installers or electricians may intervene in electrical cabinets, wiring and more.
- All electrical tools, equipment and cables should be checked regularly.
- Damaged power cables must not be used, notify location management if you see damaged cables.

Chemical products / Dangerous products

- All occupational categories / subcontractors must submit a chemical list and safety data sheet for the products to be used in the project.
- When using particularly hazardous substances, a work preparation with risks must be shown for site management before work starts.

Alcohol and drugs

At our workplaces there is zero tolerance for alcohol and drugs!

This means that everyone who works at H2's workplaces must follow the policies below.

[H2_Alkoholodrogpolicy](#)

[H2_Trafiksäkerhetspolicy](#)

A person who is affecting or having a hangover is a danger both to himself and his environment. Alcohol and drugs must not be present in our workplaces.

Affected persons will immediately be removed from the workplace without delay. Respective employers are responsible for their staff.



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Measures taken when order and protection rules are not followed

The rules of order and protection apply to everyone in the workplace and are always attached to the agreement / documentation at signing. Also available on H2's website. H2 is responsible for going through the workplace introduction and each subcontractor is responsible for his own staff.

If these rules and regulations are not followed, the following applies:

For subcontractors:

Infractions	Measure	Consequence
First	Conversation / oral dismissal	A dismissal takes place and the UE's manager is notified. H2 again informs which rules apply. The event is noted.
Second	Fines / Replacement of staff	Signing up takes place and if the UE is not corrected, he / she is rejected from the workplace. Contact UE workforce, require personnel change. Consider white.
Third	Penalty / Termination of agreement	Contract is made and UE is rejected from the workplace. UE's management is contacted for calls for action. Cancellation of agreements may be relevant if UE's management does not take action.

A dialogue shall take place on a continuous basis between site management and the relevant subcontractor / supplier for solutions to the situation arising.

För H2's staff:

Infractions	Measure	Consequence
First	Personal conversation as well as remembrance that takes place both orally and in writing.	A personal dismissal is made by the nearest manager and the event must be noted by HR.
Second	Written warning 1	Personal notice and the event must be noted again, written warning to be attached to HR.
Third	Written warning 2	An employee is informed that he does not comply with the rules of procedure. Rejected from the workplace with payroll deductions. The following day, conversations are conducted with the employee, written warning.