

**Port of Thyboron environment and health and safety requirements
for
contractors and suppliers**

Contents

1. Prevention rules and guidelines	3
2. Operational level	6
3. Port of Thyboron initiatives	8
4. Special requirements for contractors	9
5. Appendices	11
Appendix 1: QHSE (Quality, Health, Safety and Environment) policy	11

Port of Thyboron environment and health and safety requirements for contractors and suppliers

In the Port of Thyboron, we take health and safety and eco-management seriously. We have an important responsibility for health and safety and the environment, both as an employer and site developer.

We expect the port’s suppliers and contractors to promote safe and healthy work areas, with a focus on preventing near misses and accidents and minimising environmental impacts. All contractors, suppliers or consultants who provide services to or work for the Port of Thyboron must therefore conduct their activities in line with the port’s QHSE (quality, health, safety and environment) policy – See the Port of Thyboron QHSE policy. (Appendix 1)

1. Prevention rules and guidelines

The Port of Thyboron has laid down preventative rules within various health and safety areas to make it clear which guidelines for health and safety and the environment the port requires that development of the port takes place under.

The guidelines also aim to ensure that development takes place with the greatest possible focus on a good and safe work environment and without environmental impacts.

The Port of Thyboron has formulated the following guidelines:

<p>STOP principle – before each task</p>	<p>Many accidents could be prevented if we just take care. That is why we want you to always stop and think before you start a task, no matter how small it is.</p>
<p>Apply prevention principles</p>	<p>The prevention principles are:</p> <ul style="list-style-type: none"> • Eliminate or remove risks • Address risks at the source • Limit the area and time within which risks occur • Use safety gear and personal protective equipment <p>The Port of Thyboron is seeking, through a greater focus on health and safety, to eliminate the risk of lost time incidents over time.</p>
<p>Use the necessary personal protective equipment</p>	<p>The following are the minimum requirements on construction sites:</p> <ul style="list-style-type: none"> • Safety shoes • Fluorescent clothing or vest • Helmet showing affiliation • Approved life jacket <p>When working at the quayside (within one metre of the edge) or at risk of falling into the water, a life jacket must always be worn.</p> <p>The front of the helmet must state the name of the contractor and the contracting company.</p>

	Other personal protective equipment, such as safety goggles, face protection, gloves, hearing protection and respiratory protection, must be worn when required by the given activities.
Alcohol-free workplace	The Port of Thyboron will not tolerate any alcohol or drugs on the construction site, or workers coming to the construction site under the influence of the same. This requirement also applies to people visiting the site in connection with deliveries. The developer may, in rare cases, relax the prohibition on alcohol in connection with special events.
Port of Thyboron is a smoke-free workplace	Smoking is only permitted in site huts (not intended for use by others, and appropriately furnished), in line with the contractor's own instructions, or in clearly marked areas of the construction site/site village. Any violations will result in the same sanctions as violations of the other health and safety rules.
Order and tidiness	Good order and tidiness prevent falls and improve efficiency at the construction site. It is therefore important to: <ul style="list-style-type: none"> • Keep work areas clean and tidy • Dispose of waste and left over materials immediately after completing a work task. Waste must be secured so that it does not get taken by the wind. • Have staff assigned and ready to collect any oil spills from the contractor's machinery and operating equipment. • Remove waste from the workplace and transport and sort it in the containers available
Openness	The Port of Thyboron seeks to cooperate openly and constructively with the authorities and professional organisations. The following parties will be consulted in relation to health and safety: <ul style="list-style-type: none"> - Labour market parties - Danish Working Environment Authority - Contractors - Consultants The developer will ensure that the above parties are consulted as necessary in relation to the construction stage
Working with chemical products	<ul style="list-style-type: none"> • The least harmful products must be used • The contractor is responsible for preparing a written chemical WPA (chemical risk assessment) for the chemical products used on site. • The contractor's protective equipment must be stated in the written chemical WPA • The chemical WPA must be available on site and the contractor's safety officer must ensure that employees are instructed in its content.

	<p>Products such as epoxy compounds, isocyanates and polyurethanes are undesirable on the construction site. Any use of them must be coordinated with the health and safety coordinator.</p>
<p>Access to construction sites</p>	<p>Access restrictions at Port of Thyboron construction sites must ensure that everyone is informed about what is going on at the site:</p> <p>Access to the construction site must be via a gate or boom system, and only with a valid reason</p> <p>Everyone who is to be given access to work on the construction site must go through this document.</p> <p>Visitors to the construction sites must not interfere with the construction in any way, or create hazardous situations.</p> <p>Guests do not have free access to the construction site. Guests must always:</p> <ul style="list-style-type: none"> • Be accompanied by a host from construction management, the developer, the consultant or the contractor’s construction management • Use correct personal protective equipment, provided by the contractor/developer if necessary • Be briefed on this document by their host • The Port of Thyboron’s construction coordinator is responsible for visits to the construction site that are not related to work on the construction site
<p>Access roads</p>	<p>Safe and reasonable access roads must always be established on construction sites. Access roads must be established without pot holes or height differences, and kept free of waste and materials</p> <ul style="list-style-type: none"> • If working decks, scaffolding floors, catwalks or the like are more than 2 metres above the ground, a railing or other barrier must be installed • If the underlying surface is dangerous, railing must be installed even at heights below 2 metres • Open holes must always be covered so that there is continual protection against materials, tools or people falling through holes to a lower level • Reinforcement struts, installation pipes, corrugated pipes etc. must be clearly marked with shielding or other markings. <p>Ladders:</p> <ul style="list-style-type: none"> • Ladders may only be used when scaffolding or a lift is not suitable.

	<ul style="list-style-type: none"> Ladders may only be used as a means of access at low heights, and only if there is minimal traffic using them. Only light tools that can be carried in one hand may be transported. <p>The ladders must be affixed at the top and have an appropriate slope so that they are stable. There must be a handle or handhold approx. 1 metre above the upper level.</p>
Workplace accidents, near misses and non-conformities	Contractors are required to report all health and safety accidents, incidents and non-conformities to the developer's health and safety coordinator. They must also propose preventive actions to ensure these accidents do not happen again.

2. Operational level

Excavation work/work at depth	<p>The primary risk of working at depth is landslides. Excavation must always be done in such a way that the danger of landslides is prevented.</p> <p>It must be ensured that:</p> <ul style="list-style-type: none"> The edge of the construction pit is kept free of materials, tools, large stones and traffic, up to a distance of at least 1 metre <p>Construction pits</p> <ul style="list-style-type: none"> Access to excavations must be via a staircase at least 80 cm wide, with handrails on both sides There must be an escape route (e.g. a ladder) close to the work site The working width must be at least 1 metre, measured at knee height Gravel or the like must be laid at the bottom Where the soil is stable and no special measures are required, the trench can have vertical sides up to a maximum depth of 1.70 metres. For excavation depths from 1.70 metres to a maximum of 5 metres, the excavation must have a slope of 1:2 (1 across and 2 up). For excavation depths of more than 5 metres, the slope must be 1:1 <p>Railing</p> <ul style="list-style-type: none"> Railing must be installed around excavations at a height of at least 1 metre, consisting of hand, knee and foot rails. Railing can be replaced by a clear and durable marking at a height of one metre and a distance of at least 2 metres from the edge of the excavation. The marking must not be barrier tape or other non-durable material
Crane work	<ul style="list-style-type: none"> Positioning of cranes is agreed with the contractor's construction manager The health and safety coordinator regularly coordinates among crane drivers in line with the crane coordination plan if there are several contractors at the same workplace Crane operators are responsible for the ground assistance, and the verbal communication between the crane driver and ground assistant must be in a language understood by both

	<ul style="list-style-type: none"> • The ground assistant must be over 18 years of age and have a ground assistant certificate • Cranes must not be operated above people or access roads. Where this is necessary, the access roads must be blocked off while the crane work is in progress, and only by agreement with the health and safety coordinator • Cranes may only be operated by persons over 18 years of age who have a certificate to operate the given type of crane • Mobile cranes must always be on a solid surface • Documentation must be presented showing that statutory crane inspections have been completed <p>The ground assistant and crane operator are entitled and obligated to refuse to do lifting if they are concerned about the given situation.</p>
Work at height	There will be a single contractor responsible for setting up and maintaining scaffolding and lifts for people and materials.
Noisy tasks	<ul style="list-style-type: none"> • When organising his work, each contractor must choose the machining methods and tools that make the least noise • The use of noise rooms or less noisy tools where possible (e.g. prohibition of the use of angle grinders where alternatives exist) may be required • Tasks that are expected to have a noise level exceeding 85 dB(A) must be announced at the health and safety meeting before being commenced. The task must then be coordinated so that other contractors can take any necessary steps to avoid being impacted by the noise. The task must be organised, where possible, so that it is performed at a time when others will not be impacted • The noise level should ideally not exceed 80 dB <p>Hearing protection must be made available when noise exceeds 80 dB(A), and must be used when the noise exceeds 85 dB(A).</p>
Dusty tasks	<ul style="list-style-type: none"> • When organising his work, each contractor must choose the machining methods and tools that generate the least dust • Dust impacts must be minimised by ensuring that proper dust extraction is used with tools, etc. • Dust generated by activities like driving and excavation work must be prevented during dry periods by watering <p>Tasks that generate a lot of dust must be announced at the health and safety meeting before being commenced. The task must then be coordinated so that other contracts are not impacted by the dust.</p>
Hot work	<p>Hot work refers to all types of work where there is a risk of igniting building elements etc. It thus covers all types of work involving an open flame, but also work with tools that generate heat, such as angle grinders, circular saws and drying and soldering tools etc.</p> <ul style="list-style-type: none"> • An agreement form must be completed before commencing hot work, signed by the responsible company manager, fire watch and the tradesman doing the work

	<ul style="list-style-type: none"> • All tradesmen who perform hot work must have completed a hot work training course, corresponding to the hot work certificate programme carried out by the Danish Institute of Fire and Security Technology • The contractor ensures that there is always adequate fire-fighting equipment available on the construction site in common areas. Each contractor is responsible for ensuring that fire-fighting equipment is available close to the work site when performing hot work • There must always be at least one person in each shift who is trained in the use of firefighting equipment • Contractors who perform hot work must provide the necessary fire watch during the work, and for at least one hour after finishing • Remove flammable material from the work site or cover it securely • Tools must be properly maintained and used only as directed by the manufacturer
Work on water	<p>It must be ensured that:</p> <ul style="list-style-type: none"> • The necessary rescue equipment is available when working at the water's edge or on water, and that it is used. • People work together (at least 2) • Work near the quayside and on floating platforms is carried out safely, and is limited as much as possible <p>Floating platforms:</p> <ul style="list-style-type: none"> • Each contractor is responsible for ensuring that floating platforms are approved and comply with the health and safety rules for such equipment

3. Port of Thyboron initiatives

The Port of Thyboron will ensure that the working environment, health and safety on the construction site are taken seriously, and that this is communicated to the right people. The Port of Thyboron therefore understands the need to allocate the necessary resources to the working environment.

The Port of Thyboron has initiatives in relation to:

- Coordinating health and safety work
- Coordinating with construction management, inspectors and external stakeholders
- Documentation

The following documentation for health and safety work will be provided by the Port of Thyboron, the construction management or the health and safety coordinator, where relevant:

- Building project description
 - Health and safety plan
 - General health and safety policy
 - Health and safety programme
 - Inspection reports
 - Minutes from health and safety meetings
 - Notices from the Danish Working Environment Authority
- Follow-up

The Port of Thyboron will continuously assess the need for targeted initiatives that can help with understanding, and initiatives such as:

- Winter measures
- Waste management
- Chemical substances and materials
- Crane work
- Work at height
- Work at depth
- Scaffolding work
- The work of the health and safety organisation

- Inspections

The Port of Thyboron will conduct inspections in the port area to support and ensure that suppliers and contractors provide a good working environment and environment.

4. Special requirements for contractors

The Port of Thyboron requires contractors to be serious about handling the working environment, health and safety on the construction site, and expects them to be very aware that they have a clear obligation to effectively supervise the execution of their work tasks.

The requirement for handling the working environment and safety applies to the contractors' own employees, but also to cooperation with other contractors on site. This will lead to a safer workplace for everyone. The Port of Thyboron has therefore laid down requirements that all contractors must follow.

The term 'contractor' covers contractors, subcontractors, suppliers, hauliers and others who enter the construction site.

Requirements have been set in relation to:

Qualified staff	<ul style="list-style-type: none"> • The contractor's manager must have the following qualifications: <ul style="list-style-type: none"> - Experience in building and construction - Practical experience in managing construction work - The necessary documented knowledge of health and safety - Completed health and safety training <p>In all other areas where there is a statutory training requirement, the employee must have completed the necessary training before commencing the work. Examples include a crane driver's certificate, epoxy work, scaffolding work, forklift driving, etc.</p> <ul style="list-style-type: none"> • At least one person per every ten employees at a contractor must have completed a first aid certificate course, including use of a defibrillator, and a fire-fighting course. • The working language at the port's construction site is Danish:
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	<p>The contractor must ensure that there is always at least one employee on duty at the site who both reads and understands Danish. This person must speak the language or languages spoken by the non-Danish-speaking employees. This employee must be available to serve as an interpreter in relation to safety matters. Work without such an employee on duty is not permitted.</p> <p>All construction and health and safety meetings are held in Danish, and all contractors must be able to provide the required people who speak and understand Danish. It is the contractor's responsibility to explain signs etc. to non-Danish-speaking employees.</p>
Organisation	<ul style="list-style-type: none"> • Each contractor establishes a health and safety group with 1 manager and 1 health and safety representative • Active participation is required in health and safety meetings convened by the health and safety coordinator • Participation in model workplace rounds, convened by the health and safety coordinator • Registration and reporting of workplace accidents and near misses to the health and safety coordinator • Contractors, including subcontractors, must immediately inform the developer of any notices or instructions received from the Danish Working Environment Authority • Each contractor prepares a health and safety plan. • Each contractor conducts safety rounds in their own work areas and coordinates safety work within the contract with subcontractors, and informs them about the emergency response plan. • Each contractor plans, holds and issues minutes of safety meetings
Systematic work	<p>All contractors are subject to the following requirements:</p> <ul style="list-style-type: none"> - The Port of Thyboron's policies and goals must be complied with - Procedures and instructions for their own work must be available to employees. - Effective supervision of own work tasks must be conducted - Incident/cause analyses of workplace accidents must be performed. - Near misses must be documented and forwarded to the health and safety coordinator - Active participation in health and safety work in general - Employee qualifications must be ensured - Participation in health and safety research relevant to the construction site <p>The contractor is responsible for establishing, supervising and maintaining the safety measures imposed on him, following from the developer's delimitation and coordination of safety work</p>
Instruction	<p>The contractor is responsible for instructing his own employees.</p>

5. Appendices

Appendix 1: QHSE (Quality, Health, Safety and Environment) policy

The Port of Thyboron is a busy commercial port. The port was originally established as a fishing harbour in 1914 with the diligence and grit which is so typical of West Jutlanders. Given its strategic location close to fishing grounds, neighbouring countries around the North Sea, gravel pits and the future wind farms in the North Sea, the port has been steadily evolving over the years, and now has four equally significant business areas – fishing, goods handling, maritime services and offshore.

We listen to and work with our customers to create the right framework for the best possible working conditions, and the right infrastructure to cater for widely varying needs. Good service is fundamental in our culture. Providing the best and most flexible service imaginable is part and parcel of our DNA. Find out more on the Port of Thyboron's service policy.

The purpose of our QHSE policy is to ensure high standards of service for the port's customers, users and business partners, to create and maintain the foundations for a safe and healthy working environment and to minimise our environmental *impact*.

In all our operations, we will:

- ❖ Provide services of a high and consistent quality
- ❖ Maintain good and trusting communication with all our stakeholders
- ❖ Strive to understand and meet our customers' needs, and aim for complete customer satisfaction
- ❖ Promote a work culture that achieves our business goals through safe conduct, environmental awareness and the use of quality systems
- ❖ Comply with all applicable legal requirements and guidelines as well as other relevant requirements
- ❖ Eliminate hazards and reduce all risks associated with the operation and development of the Port of Thyboron
- ❖ Create safe and healthy working conditions – both psychosocial and physical – to prevent work-related injuries and illness
- ❖ Protect the environment, e.g. by preventing pollution
- ❖ Use our resources efficiently and measure resource consumption
- ❖ Contribute to the UN Sustainable Development Goals (SDGs) with particular focus on the following five:

SDG 7: Affordable and clean energy

As far as possible, we help to ensure access to reliable and sustainable energy at an affordable price.

SDG 11: Sustainable cities and communities

We contribute to the sustainable and attractive development of the local community.

SDG 12: Responsible consumption and production

We ensure sustainable consumption and production methods in all our activities.

SDG 13: Climate action

We work continually to mitigate climate change as a result of our activities and the consequences thereof.

SDG 14: Life below water

We help to ensure the sustainable use of the world's oceans and their resources.

Management also wants to:

- ❖ Consult and involve employees and OHS representatives in all relevant decision-making processes.
- ❖ Continuously improve management systems to enhance environmental performance, OHS performance and the development of good service.
- ❖ Ensure the necessary education and training of all employees.
- ❖ Provide the necessary resources for implementing and maintaining all QHSE activities.

As regards our vision, mission and values, we have defined strategies and goals to continuously improve the working environment, reduce environmental impacts and improve quality.

Port of Thyboron, 28 September 2020