

GENERAL OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS AT YIT WORK SITES

1 Purpose of the occupational safety and health requirements

The purpose of this document is to lay the groundwork for accident-free, undisrupted work and to clarify the instructions and regulations concerning occupational safety and health at the work sites of the YIT Group. The instructions and regulations are issued in accordance with the Finnish Occupational Safety and Health Act, related decrees and authoritative instructions.

Any subcontractor, subsidiary contractor, developer or independent contractor of the developer, etc. working as our partner (hereinafter in this document the *Employer*) must always comply with the occupational safety and health regulations and instructions concerning the work site and issued by the project supervisor.

The *Employer* is equally responsible for its own work and that of its subcontractor. If the *Employer* has been authorised to perform chaining, these occupational safety and health requirements must be attached to each agreement made by the *Employer* and the *Employer* is obligated to ensure that any person assigned for work at the site is informed of all the contents of this document.

2 Occupational safety and health staff on site

As the project supervisor, YIT appoints the occupational safety manager of the site (occupational safety and health manager intended by legislation). The employees at the site elect an occupational safety delegate and two (2) deputy delegates from among themselves.

The *Employer* must report the name and telephone number of the person in charge of occupational safety and health to the occupational safety manager of the site, at the latest by the time the work is started at the site.

If the *Employer* enters a site for which the occupational safety and health staff has already been elected, the decisions made by the co-operation organisation must be complied with on site. If the *Employer* has its own, company-specific occupational safety and health representatives, they are entitled to enter the work site, under the permission of the site's occupational safety manager, to monitor the working conditions of their represented employees.

At other than construction sites, occupational safety and health representatives can be elected for a larger area/target of work.

3 On-site work

3.1 Preliminary induction

At YIT work sites, both the preliminary induction and the access control are electronic. This means that each person assigned for work at the site must complete an electronic preliminary induction before arriving at the site. The preliminary induction must be repeated every 12 months. The preliminary induction can be completed at <https://www.yitgroup.com/en/forsuppliers/siteinduction>. If the preliminary induction has not been completed, the person will not be allowed to enter the site-specific induction and cannot, therefore, start their work at the site.

3.2 Site-specific induction

The site-specific induction is organised at the work site during the agreed hours (standard induction hours). The *Employer* must report any persons assigned for a YIT work site to their on-site contact person at least three (3) working days before said persons arrive on site. If a person arrives at the work site outside the standard induction hours, the *Employer* is charged an additional fee of EUR 150.00 (VAT 0%) for having to conduct the induction outside the standard induction hours.

3.3 VALTTI card

All the persons working at a construction site must carry a photo ID and a tax number. The VALTTI card is an electronic form of identification which functions as the employees' key to the site. In addition, the VALTTI card by Suomen Tilaajavastuu Oy fulfills the identification requirements of the Occupational Safety and Health Act. Anyone not carrying a valid VALTTI card will not be allowed to enter the work site.

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3.4 Veronumero service

In the *Veronumero* service <https://www.veronumero.fi/en/> the *Employer* can register the company with the YIT work site and manage their employee and contact information. The *Employer* can also order VALTTI cards for their employees in the *Veronumero* service.

The *Employer* is obligated to join the *Veronumero* service of Suomen Tilaajavastuu Oy and use its services. If the *Employer* is already registered in the service and has filled in the necessary information, these steps do not need to be repeated. The information of the company and employees must be kept up to date.

If a foreign *Employer* is not able to use the service of Suomen Tilaajavastuu Oy and ensure that its employees have the VALTTI cards as identifiers, work on our sites still requires that the employees carry a photo ID in accordance with the Occupational Safety and Health Act as well as a valid occupational safety card. In that case, the identification must include the person's name, a photograph, a tax number and the name of the *Employer* or an indication that the person is a self-employed worker.

3.5 Young employees

Separate instructions have been given regarding young (16–17-year-old) employees. In accordance with valid legislation, young people under the age of 16 are not allowed to work at construction sites.

4 Work safety plan and work guidance

The *Employer* must always comply with the occupational safety and health regulations issued by the project supervisor (YIT) as well as the related occupational safety and health instructions and plans of the site. The work will not be started and the first installment will not be paid until a work safety plan has been made, approved and delivered to the occupational safety manager of the site.

The supervisor under the *Employer* must make a work type-specific (work) safety plan in co-operation with the employees assigned for the work and before the work is started. The plan must indicate at least the following:

- the work stages of the project, a description of the work and the persons taking part in the work
- identification of the key hazards per work stage (falling from a height, exposure, falls, hazard of a machine or a tool, falling object, etc.)
- risks caused by hazards (severity and consequence)
- risk factors caused by the working environment (traffic, weather, lighting, etc.)
- measures to remove or reduce hazards
- risk factors caused to the working environment by the *Employer's* work (e.g. chemicals)
- managing the waste created during the work and ensuring order (agreed division of responsibilities)

A work type-specific safety plan can be made in connection with the initial meeting of the project or, for example, when starting a new season. The *Employer* ensures that the contents of the work type-specific safety plan are reviewed with the employees and the *Employer* must personally and constantly monitor that the measures agreed upon in the work safety plan are followed. The *Employer* ensures that the plan is thoroughly reviewed with any new persons assigned for the *Employer's* work at the site.

5 Safety observations and occupational accidents

The *Employer* must, without delay, report to the supervisors of YIT (project supervisor) any defects and deficiencies detected in the working conditions, work methods and/or tools that may risk the safety or health of those present at the site. The reports are recorded as required by the site policy e.g. on a safety observation card.

To improve occupational safety and health, the *Employer* must immediately report all the *Employer's* close calls, occupational accidents and environmental damage at the site to the head supervisor of the site and the occupational safety manager. The *Employer* must make a separate, written report of the aforementioned to the supervisors of YIT (project supervisor).

The *Employer* must also personally report any serious occupational accidents (more than 30 days of absence expected) to the local occupational health and safety authorities without delay.

6 Personal protective equipment

The *Employer* is responsible for ensuring that their employees have access to and are using the protective equipment mentioned in this section. The *Employer* must also personally monitor the use of the protective equipment. The types of protective equipment must be selected according to the work type-specific assessment of hazards and risks.

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The *Employer* must ensure that their employees are given sufficient induction and guidance on the appropriate use of the protective equipment.

When working and moving on a work site area, the following personal protective equipment must be worn at all times:

- **Safety helmet with a multipoint chinstrap** (EN 397)
- **Protective clothing** (EN ISO 20471)
 - Reflective high-visibility clothing must always be worn on construction sites (top part at least class 2). In traffic control duties, the protective clothing must be class 3.
- **Safety gloves** (EN 388)
- **Safety footwear** (EN ISO 20345, S1P/S3/S5)
- **Eye protection** (EN 166)
- **Personal fall-arrest harness in work involving a risk of falling** (EN 361)
 - Persons carrying out installation work and those assisting in the work must always use (wear) a harness when working on the top slab during the frame phase and when working on the roof

When required by the circumstances, the following is also considered obligatory protective equipment:

- **Hearing protectors**, to be used when the noise level is above 85 dB (EN 352)
- **Respirators**
- **Knee protection**

Machinery operators and suppliers must use the aforementioned protective equipment when outside the cab. Machinery includes lorries, concrete mixing transport trucks and cranes. The supervisors under the *Employer* and other representatives of the *Employer* must also wear the aforementioned protective equipment when visiting a site.

All the protective equipment must be intact and designed for a construction site, equipped with the CE marking and used according to the instructions of the manufacturer.

7 Permits and qualifications

Each employee working at a work site must have a valid, Finnish occupational safety card granted by the Centre for Occupational Safety. In addition, a valid Roadwork Safety Card is required for those working in traffic areas.

The supervisors under the *Employer* must ensure that their employees are qualified to operate the machinery if the employee needs to use a personnel lift, forklift, etc. in their work. In addition, the *Employer* must give the operator of the personnel lift or forklift (their employee) a work site or machine-specific operating permit. The permits of the employees must be presented to YIT (the project supervisor) either as a list of qualified persons in the initial meeting of the project, at the latest, or as a personal permit of the employee during the site induction.

Any hot work carried out at the work site always requires a written hot work permit granted by the project supervisor. The performer of hot work must have a valid, Finnish hot work card. More detailed instructions and regulations are provided in the work site-specific hot work plan or hot work supervision plan and in the actual hot work permit.

Other permits and qualifications according to work site-specific regulations.

8 Blasting, excavation and particularly noisy work

Before starting blasting and excavation work, a (written) blasting and excavation work safety plan must be made at the work site. The plan must cover the essential safety aspects of the target in question site-specifically. The plan must be made in a specified form and updated as the work progresses.

The local police must be informed of any blasting work at least seven (7) days before the work is started. The head supervisor of the site is responsible for making the report. In addition, if (any) work causes exceptional noise and vibration in the residential surroundings, the report must also be sent to the local environmental authorities at least 30 days in advance.

9 Fall protection, working at height and excavations

If there is a chance of an employee falling from a height of over two (2) metres or if falling can cause other risks (drowning, injury due to reinforcements, etc.), the working area must have protective railings. The protective railing

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must always have a handrail, a lower guide and a skirting board. If the installation of protective railing is not possible, the employee of the *Employer* must use appropriate personal fall protection (safety harness) for the duration of the work. The supervisors under the *Employer* must ensure the location and durability of the fixing point.

Personal fall protection (safety harness) must always be worn in the lift cage of a telescopic or articulated boom hoist or a reach stacker.

Protective covers at the site are marked and cannot be moved. The *Employer* is obligated for their part to ensure that the protective covers are not removed without good reason and that the protective covering is opened after the work has been carried out.

Any excavation carried out on our sites must be implemented by supporting the excavation in order to prevent collapses. Exception to this can only be made if an excavation plan made by a reliable ground and soil specialist is available.

10 Cleaning and order

According to the Occupational Safety and Health Act and general contractual terms and conditions, the *Employer* must remove its own waste from the work target to a location reported by the project supervisor at least once a day. If, regardless of requests, the *Employer* neglects its obligation to clean out its waste, the project supervisor has the right to hire a third party to remove the waste of the *Employer* and charge the *Employer* EUR 50.00 per hour with a minimum compensation of EUR 100.00 per cleaning (VAT 0%) unless otherwise agreed.

Any machinery and equipment causing dust must be equipped with local exhaust.

11 On-site inspections

The *Employer* is obligated, for its part, to ensure that any personnel lifts or other machinery, equipment or scaffolding has been inspected and deemed in operating condition and in compliance with safety regulations before accepting them for use at the work site (implementation inspection). The person under the *Employer* responsible for occupational safety and health must make a record of the inspection and deliver it in writing to the occupational safety manager of the site before work is started with the machine, equipment or scaffolding in question. Derrick cranes and scaffolding must be reinspected by the *Employer* after each occasion when they are moved. The periodic inspection records and other documentation related to the machines and equipment must always be available at the site or in the machine.

Any machine, equipment or scaffolding must not be used without a documented implementation inspection!

A representative of the *Employer* is obligated to take part in the weekly safety inspection when it concerns the *Employer's* work targets or machinery used by the *Employer*.

Any defects and deficiencies observed in the inspections must be corrected without delay.

12 Machinery, equipment and lifting accessories

The *Employer* must ensure that all the machines, equipment and accessories used by them are intact, suited for a Finnish construction site and equipped with the CE marking (or corresponding certificate). The *Employer* must ensure that their employees have received sufficient induction and guidance for the use of the machines and equipment used in the project. The *Employer* must monitor the safe use of the machines and equipment and take immediate action in the event of neglect by an employee.

Lorries, dumpers, wheel loaders and rollers weighing more than seven tonnes must always be equipped with a functioning reversing alarm. Excavators must have mirrors on each side of the cab. When working in a road or street area, the machines must have appropriate, functioning work lights and a warning beacon. In work site conditions, fuels must only be stored in appropriate tanks with double casing or spillage basin. The tanks must be equipped with hoist brackets or an approved lifting accessory as well as oil spill prevention materials.

The *Employer* must ensure that the lifting accessories they are using are always in an operating condition and that their employees have received instruction regarding the safe performance of lifting work. The condition of the lifting accessories must always be visually inspected before use. The *Employer* must ensure the performance of periodic inspections of lifting accessories that are placed between the load and the crane or on the load so that it can be

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grabbed (e.g. lifting slings, chain collars and load beams). The inspection can only be carried out by a person with sufficient information. The periodic inspection must be evidenced by an inspection marking being placed on the lifting accessory or in the inspection record.

Lifting accessories that do not have markings showing the maximum load must not be used under any circumstances!

Deliveries may be unloaded using the loader crane of the vehicle by placing the load in the immediate vicinity of the vehicle if the supplier has ensured the sufficient safety of the other lifting accessories to be used (e.g. reinforcing bar bundles).

13 Trestles, ladders and scaffolding

“*Turvalliset työpukit ja tasotikkaat (a-tikkaat)*” (‘safe trestles and folding ladders’) guidelines of the Confederation of Finnish Construction Industries to be followed.

LEANING LADDERS

Leaning ladders must not be used as work platforms. Leaning ladders may only be used as temporary means of access, for securing and loosening lifting accessories and for other similar one-time works of short duration. If ladders must be used, their sliding and falling must be prevented by using e.g. hook-ended ladders.

SCAFFOLDING (working altitude over 2 m)

All the scaffolding must be inspected before implementation and an inspection record must be made. In addition, the scaffolding must be inspected on a weekly basis. The *Employer* is responsible for inspecting its own scaffolding and delivering the records to the occupational safety manager of the site.

Movable scaffolding must contain an internal access route with steps. Movable scaffolding must have lockable wheels and the scaffolding must not be moved when carrying people.

14 Measurements regarding occupational hygiene, chemicals and hazardous waste

As the project supervisor, YIT regularly conducts various measurements related to occupational hygiene (noise, dust, vibration, gas, etc.). The measurements to be performed will be specified site-specifically. The *Employer* is personally responsible for its special needs regarding the measurements.

The *Employer* is responsible for ensuring that everyone working at the site is aware of the material safety data sheets of the substances they are using and complies with the given instructions. The *Employer* delivers the material safety data sheets to the site before the work is started. The *Employer* must ensure the compatibility of the substances to be used.

When working with hazardous substances such as asbestos or creosote, the work must be performed by complying with statutory inspections and work methods and the employees must have the statutory training.

Hazardous waste must be sorted separately from other waste. Examples of hazardous waste include waste oil, asbestos, chemical residues, lubrication oil, materials soiled by oil, batteries and fluorescent lights.

The *Employer* is obligated to inform the project supervisor immediately if they have detected anything suspicious or exceptional in the hygienic conditions of the site.

15 Deficiencies in occupational safety and health

The project supervisor carries out a weekly occupational safety inspection at the site (with MVR/TR/IKU/asphalt and crushed gravel measurement). Any deficiencies in the occupational safety of the *Employer* must be corrected immediately by the *Employer*.

If the same deficiency with the *Employer* is observed in two consecutive inspections, YIT as the project supervisor will interrupt the work immediately and remove the defective device, for example, from the site at the *Employer*'s expense. The *Employer* may only continue the work once the deficiencies have been corrected.

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In addition, the leaders of the project supervisor constantly monitor the site to ensure good working conditions and occupational safety. As a project supervisor, YIT takes actions against negligence by the *Employer* in occupational safety as follows:

1st incident (any of the *Employer's* employees):

- oral notice and a binding order to rectify the matter (will be entered in the site journal)

2nd incident (any of the *Employer's* employees):

- interruption of work and corrective measures at the expense of the *Employer*
- removal of the negligent person(s) from the site for the rest of the day
- written warning/complaint including sanctions
- Written clarification on corrective measures from the President and CEO of the *Employer*

3rd incident (any of the *Employer's* employees):

- Interruption of work and corrective measures at the expense of the *Employer*
- Removal of the negligent person(s) from the site and cancellation of their access permits until the end of work at the site
- Upon discretion, cancellation of the subcontracting agreement
- Upon discretion, banning the contractor from operating with YIT

If the neglect of occupational safety is severe, the work is immediately interrupted and the aforementioned path of procedure is not followed.

Financial sanctions (VAT 0 %) for defects in occupational safety, unless otherwise agreed:

1. EUR 500 for each occupational safety defect for which a written warning is issued
2. EUR 1,500 for each interruption of work or for each person removed from the site
3. EUR 3,000 for each serious breach against occupational safety

Helsinki, April 5, 2018

YIT Construction Ltd / Occupational safety and health