

## Skanska's Occupational Safety, Environment, Product and Logistics Requirements for Material Procurement

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This appendix includes requirements to the supplier (hereinafter the Seller) with respect to products and materials used, and goods delivery and unloading. Skanska's (hereinafter the Purchaser) target is zero losses, accidents and environmental damages in the delivery chain. The Seller shall undertake to observe the requirements and to take care of that their subcontractors and haulage companies comply with the requirements for their part.

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### 1. REQUIREMENTS FOR PRODUCTS AND MATERIALS

The Seller is responsible for ensuring that the building product meets the requirements established by the designer and arising from Finnish legislation and regulations. The Seller is responsible for ensuring that the building product is suitable for intended use, as well as for 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 Seller undertakes not to supply to the construction site any aforementioned products that do not possess a CE marking. The Seller is obligated to deliver the clarifications regarding the CE marking to the Purchaser 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 the building product is not subject to CE marking, the building 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 Seller shall provide the Purchaser with the certificates proving 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 Purchaser. The product approval certificates must be in the Finnish language.

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

The Seller 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 Seller must be able to prove traceability of the products delivered by it and the quality assurance methods to avoid counterfeit goods. The Seller 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 delivered by the Seller 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 Seller, the Seller must be prepared to deliver these to the Purchaser. The Seller 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, at the request of the Purchaser, the Seller is required to prove that the product complies with the certification requirements and to submit to the Purchaser 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 Seller must also submit the information related to transportation (e.g., transport distance, transport weight) for environmental certification reporting.

The Seller shall also submit to the Purchaser the Material Safety Data Sheets in the Finnish language of the chemicals to be delivered by it.

The materials delivered 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 delivered, the Seller 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 Seller 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 delivered by the Seller must be traceable. The Seller must make sure that on request, the supplier is capable of submitting to both the Seller and the Purchaser 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 Seller and of the company that imported the rock to the EU area.

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

- What selection criteria have been used with respect to the rock and rock supplier in order to ensure compliance with the Purchaser'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.

## **2. REQUIREMENTS FOR DELIVERY AND UNLOADING**

### **2.1 Equipment and load**

The Seller and the haulage company employed must comply with the Purchaser's instructions regarding transport equipment. If necessary, the Seller should hold a kick-off meeting at the construction site for checking the site access roads and unloading locations. The Seller 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 Seller 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 Seller must ensure that the weights specified in the consignment note / waybill correspond to the actual bundle weights. The driver must request signing of the consignment note for acknowledgement of receipt at the work site after unloading of the cargo.

The Seller 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 Seller 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 Seller must ensure that there is no snow or ice between bundles. Additionally, the Seller must 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 Seller should use hardened plastic or rubber discs under the base beams to improve friction.

## 2.2 Arrival to work site and induction

The driver must comply with the specified time of arrival to the work site. 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 Purchaser 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 Purchaser has the right to refuse to take the delivery if the arrival has not been called in. If necessary, the Purchaser 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 Purchaser 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 Induction Portal and at site induction to safe unloading in that particular site. The online course has to be taken before site arrival.

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

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 Purchaser may give concerning the driving route to the site as well as to the correct unloading site. Under no circumstances is the load to be unloaded outside of correct unloading site.

## 2.3 Protective equipment

The construction site's safety regulations on the use of personal protective equipment also apply to the driver. The Purchaser recommends that the Seller 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
- Suitable 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 Purchaser (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 Purchaser recommends that trucks should be equipped with reverse radars.

## **2.4 Managing unloading risks**

Before unloading the cargo, the driver should assess the risks involved together with the Purchaser (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 ensure that the materials have not frozen stuck to each other.

The Seller/driver should provide the Purchaser with instructions if there are special circumstances to be noted in unloading and handling the delivered materials.

If, for reasons attributable to the Seller, the cargo cannot be safely unloaded at the construction site, it is to be left intact and returned to the Seller for reloading, and a new unloading time is to be agreed.

The Seller 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.

## **2.5 Dangerous situations and accidents**

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

## **2.6 Problem situations**

The Purchaser 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 Seller or the hauling company is obliged to find a replacement employee immediately.

## **2.7 Driving off the work site**

The driver together with the Purchaser 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 Purchaser may give concerning the driving route when driving off the work site.