

Carlsberg Group Health and Safety Requirements

1. The requirements below apply to all contractors and their subcontractors providing services on Carlsberg sites (which for these purposes includes suppliers), except for those highlighted in red, which are applicable to high risk contractors only. Please see below for the definition of a high risk contractor.
2. These requirements do not apply to providers of temporary staff, member of the public visiting our sites.

CONTRACTOR RISK LEVEL	TYPE OF ACTIVITY
Low Risk Contractor	Activities involving only common, simple, day-to-day hazards, e.g. office-based activities, catering, ordinary cleaning, manual handling of light materials, manual repacking/labelling, and other simple tasks done from permanent safe work locations.
High Risk Contractor	Activities involving any high-hazard work (e.g. work at height, hot work, hazardous line breaking, electrical work, handling of hazardous chemicals, demolition, trenching/excavation, confined space entry, critical lifting and civil construction), or the use of powered industrial trucks (forklifts) or other powered equipment.

3. If a contractor provides different services, they can be grouped by risk category and the respective requirements must be applied accordingly.
4. If the activity is not listed above, the Carlsberg contracting manager should evaluate the risk exposure (severity and frequency) and decide the most appropriate level.

Carlsberg Requirements

1	Compliance to legal and Carlsberg requirements
	The contractor must:
1.1	Comply with all local legal and Carlsberg health and safety (H&S) requirements;
1.2	Ensure equipment and tools to be used are fit for purpose, in good working order and complying with applicable laws and regulations.
1.3	Ensure all workers have completed the medical assessments required by local legislation and corresponding medical certificates have been obtained. Where these certificates stay in possession of the contractor, a declaration from the contractor confirming that this requirement has been met should be provided.
1.4	Define and conduct any exposure monitoring and medical surveillance required by local legislation, based on the risk exposures of the activities performed at Carlsberg premises.
1.5	In cooperation with the Carlsberg ordering party, actively participate in observations, OHS inspections and audits of works conducted (e.g. weekly audit)

1.6	Obtain medical certificates (if required by local legislation) for all activities involving confined space entry, work at heights above 2.0 meters and where semi/full face respirators are being used (including rescue operations). Where these certificates stay in the possession of the contractor, a declaration from the contractor confirming that this requirement has been met should be provided.
1.7	Provide copies of the certificates of inspection of equipment involved in high hazard activities (e.g. pressurized gas containers, self-contained breathing apparatus, cranes, hoists, elevating platforms, soil drilling, demolition equipment).
2	Qualification and training
	The contractor must
2.1	Ensure workers are appropriately qualified and trained in the H&S risks, controls and requirements related to the contracted works.
2.2	Ensure workers attend the Carlsberg site H&S induction.
2.3	Present certificates of professional training and/or qualification when required by local legislation.
2.4	Ensure only licensed professionals are authorized to perform electrical works, operate cranes, heavy vehicles and forklift trucks, and operate pressure systems (above 1.0 bar g).
2.5	Before commencing work, ensure workers pass Carlsberg's test after the site H&S induction about the site minimum H&S requirements for their activities.
3	Work planning and execution
	The contractor must:
3.1	Maintain a high standard of housekeeping on the job location at all times.
3.2	Cooperate with Carlsberg personnel in defining safe ways of working and when observed or coached for H&S. Take proper action when H&S deviations are identified.
3.3	Provide the required Personal Protective Equipment, to at least similar standard as that used by Carlsberg (can be provided by Carlsberg if agreed in advance). If local legislation requires fit testing of specific PPE, the contractor must ensure the testing is completed and documented.
3.4	Carefully address potential interferences and conflicts between activities performed by other contractors or Carlsberg personnel must be carefully addressed during work planning.
3.5	Follow the agreed ways of working, report any need for change beforehand and stop work and inform if method changes are required, new risks are identified, or an incident occurs.
3.6	Report incidents and unsafe conditions related to the contracted works. If the contractor is notified later by its workers of an incident happened at Carlsberg premises, the contractor must notify the Carlsberg Contracting Manager immediately.
3.7	Analyse all incidents at Carlsberg premises resulting in medical treatment, restricted work or medical leaves. Carlsberg will coordinate the incident analysis process, with active participation and cooperation of the contractor H&S representative. Should the analysis result in actions to be pursued by the contractor, the follow up and completion of those actions must be informed to the Carlsberg Contracting Manager.
3.8	Ensure that for all planned activities there is a risk assessment, a standard procedure or a work method statement clearly defining risks associated with the task, precautions (including protective equipment, if any) and risk control methods. The risk assessment must include also the relevant environmental risks (e.g. emissions to surface water, rainwater sewers, soil or air, environmental noise) stated also by Contractor Manager and Area Manager from Carlsberg Site.-
3.9	Comply with the location's lock-out and tagging procedures.
3.10	Ensure first aid equipment and rescue equipment.

3.11	Inform Carlsberg in advance of the use of industrial chemicals and Material Safety Data Sheets provided together with the risk assessments above mentioned. These materials must be always stored in areas with secondary spill containment systems (e.g. curbs, dikes, collection trays, impervious surface rooms).
3.12	Ensure that high-hazard activities are preceded by a permit-to-work (according to site procedures), properly reviewed and approved by a designated Carlsberg competent person.
3.13	Where required by the type of work, provide all required safety equipment, e.g. additional fire extinguishers, fall protection, autonomous air supply, ventilation equipment, air monitors, etc.
3.14	Ensure that areas where high-hazard activities are being performed are properly signed and barricaded to prevent the entrance of unauthorized personnel and vehicles.
3.15	Ensure that task-based detailed risk analysis (JSA / Method Statement / any other similar tool) is developed in consultation with local subject matter expert before the start of the works.
4	H&S management and resources onsite
	The Contactor must
4.1	Define and track, in accordance with Carlsberg, the H&S performance indicators
4.2	Always have a person in charge of H&S from Contractor's local offices to support the activities at Carlsberg sites;
4.3	Define, in agreement with Carlsberg, the H&S support structure required. If the duration of service is greater than 2 weeks and the contractor workforce onsite is greater than 25 people, at minimum a H&S resource must be appointed to be present onsite during the execution of the works. For workforces between 10-25 people, a part-time resource is advised.
4.4	Ensure that appointed H&S resources are in compliance with the local regulations, e.g. if professional qualification is required for the type of work and number of people onsite.
4.5	Ensure that only authorized representatives are drive into the Carlsberg site premises or the construction site.
4.6	Follow all traffic rules on Carlsberg site including parking, loading & unloading restrictions, vehicles follow maximum speed of 20 km/h and in areas where people move the maximum speed of 8 km/h/
4.7	Define, in agreement with Carlsberg, the H&S management plan and support structure required. The plan must also address the use of subcontractors.
4.8	For high risk activities of any duration with a contractor workforce onsite greater than 10 people, ensure that H&S resource is appointed and present during the execution of the works.
4.9	Ensure that after Re-commissioning the equipment/working area allowed to re-start the equipment is save.
5	Special requirements for high-hazard activities (according to the type of work)
5.1	<p>Hot work: Any works involving welding, flame cutting, disk cutting, grinding or potential generation of sparks or heat in areas where combustibles and/or flammables could be ignited, or where an explosive atmospheres could occur.</p> <p>The contractor must:</p> <p>5.1.1. Ensure there is a permit-to-work approved by a competent person. Only works performed in a designated and approved hot-work area are exempted from the permit-to-work process.</p> <p>5.1.2. If the works require the impairment of fire protection systems (e.g. detectors, alarms, sprinklers hydrants), ensure a specific authorization is in place (either as part of the permit-to-work or in separate).</p> <p>5.1.3. Provide fire watch as required by location procedures, including during and post-job for at least 2 hours.</p> <p>5.1.4. Provide additional fire extinguishers if required for the approval of the permit-to-work.</p>

	<p>5.1.5. Provide gas welding and cutting systems with directional gas flow fittings (back-flow valves, and flashback arrestors (where applicable)-</p> <p>5.1.6. Ensure torches are turned off and removed from confined spaces when not in use.</p> <p>5.1.7. Shield arc welding and cutting to protect people working in the vicinity from the direct rays of the arc.</p> <p>5.1.8. In areas where an explosive atmosphere could occur, carry out atmosphere testing prior and during execution of the works. Where applicable, explosion-proof equipment should be used.</p> <p>5.1.9 Ensure to not use open fire and smoke within the plant outside designated areas.</p> <p>5.1.10 Ensure nit blocking any passageways constituting escape routes, emergency exists, including vertical and horizontal exists from cable tunnels.</p>
5.2	<p>Critical lifting – Non-routine lifting that involves loads > 1 ton or complicating risk factors (using more than one crane on the same load at the same time, loads heavier than 75% of the SWL, unstable loads, proximity electrical cables, service lines, buildings or processing equipment).</p> <p>The contractor must</p> <p>5.2.1. Ensure cranes and hoisting equipment are operated by qualified personnel and in accordance with equipment specifications(including size and load)</p> <p>5.2.2. Ensure cranes, cherry pickers, boom trucks and/or any equipment with outriggers used for hoisting and/or lifting have mats placed underneath said equipment.</p> <p>5.2.3. Develop a Critical Lift Plan and submit for approval by a qualified professional.</p> <p>5.2.4. Ensure chains, cables and hooks are in good physical condition. Hanging hooks shall be free to pivot when lifting or pulling a load. Load chains and cables shall not be used as slings.</p> <p>5.2.5. Ensure all equipment and accessories are subject to a regular inspection program and dates of the latest inspection is clearly indicated.</p>
5.3	<p>Work at Height: works above 2.0 m performed from non-standard surfaces.</p> <p>The contractor must:</p> <p>5.3.1. Ensure there is a permit-to-work approved by a competent person:</p> <p>5.3.2. Use of personal fall protection systems.</p> <p>5.3.3. Ensure each ladders has a clearly marked load capacity, approved uses and certificate of conformity. Ladders must be inspected before use and, in case of any signs of cracks, corrosion, or other defects, the ladder must be rendered unusable.</p> <p>5.3.4. Ensure used scaffolds are modular and compliant to standard EN 1004 (mobile), EN 12810 (façade) and EN 12811 or other international equivalent.</p> <p>5.3.5 Ensure that erection or dismantling of scaffolds is performed by specialized and certified companies approved by Carlsberg , an inspection tag must be maintained at the scaffold, in accordance with the location requirements.</p> <p>5.3.6 For any work 2.0m or above from a non-standard working surface.(e.g. areas with unguarded floor or wall openings & edges, fragile surfaces such as cable trays, pipe-racks, tile roofs, skylights, glasses, single, extension, telescopic and step ladders, crane forklift suspended baskets, telescopic or articulated boom lifts, suspended cradles) the permit-to-work is required</p> <p>5.3.7. Ensure that Mobile Elevating Work Platforms (MEWP) are fitted with standard railing systems, anchor-points for personal fall protection, movement alarms, base and platform controls, including emergency stop. Each MEWPs should have clearly marked load capacity, approved uses and certificate of conformity.</p> <p>**Use of forklift man cages are not allowed.**</p> <p>5.3.8. Ensure floor and wall openings must be securely protected.</p> <p>5.3.9. Ensure works on roofs and other fragile surfaces have a safe work method statement addressing access and egress, surface robustness, fall protection and work execution method.</p> <p>5.3.10. Ensure that only trained personnel shall be allowed to perform works at height.</p>

5.4	<p>Confined Space Entry:</p> <p>Contractor must:</p> <p>5.4.1. Ensure there is a permit-to-work approved by a competent person:</p> <p>5.4.2. Measure the oxygen levels before and during entry. The oxygen levels for confined space entry at Carlsberg facilities is between 19.5% and 23.0%.</p> <p>5.4.3. If other hazardous substances could occur, measure them against the acceptable limits before and during entry (e.g. flammables, toxic substances)</p> <p>5.4.4. Provide safety attendants as specified by the permit-to-work.</p> <p>5.4.5. Provide any additional equipment required, such as autonomous air supply, ventilation equipment, rescue equipment, etc. Equipment must be certified for the use with confined spaces.</p> <p>5.4.6. Ensure that all equipment used for confined space has been recently inspected (with clearly marked inspection dates), Certificates must be presented if required.</p> <p>5.4.7. Only allow trained personnel to perform confined space entry.</p> <p>5.4.8. Ensure workers have been medically assessed and considered fit for entry.</p> <p>5.4.9. Define a rescue plan prior to any confined space entry.</p>
5.5	<p>For other high-hazard activities such as:</p> <ul style="list-style-type: none"> - breaking into lines and equipment containing hazardous substances; - electrical works on energized systems operating at greater than 50VAC or 120VDC or any works on systems > 1 kV; - ground disturbance deeper than 500 mm (e.g. excavating, digging, trenching, plowing, drilling, etc.); - demolition of building or structures. <p>Refer to the requirements of all previous sections related to high risk contractors.</p>
6.	<p>Environmental protection rules:</p> <p>Contractor must:</p> <p>6.1. Collect materials intended for the performance of works and generated waste in places agreed with the Carlsberg ordering party, in a manner ensuring environmental protection.</p> <p>6.2 Ensure to protect soil, water and ground surface by preventing contamination with harmful substances, e.g. oils, lubricants, paints, products containing hazardous substances and preparations.</p> <p>6.3 Not perform actions causing destruction of lawns and greenery used to bind soil,</p> <p>6.4 Do not use devices containing radiation-emitting substances without agreement with the competent authorities and Carlsberg.</p> <p>6.5 Do not introduce harmful substances, hazardous substances and mixtures into the sewage system of the plant,</p> <p>6.6 Do not leave unsecured hazardous substances and containers which were emptied of these substances at the Carlsberg ordering party's premises.</p> <p>6.7 Be aware about full legal liability for consequences of breaching the obligation to protect the environment and not counteracting in order to reduce the risk and is obliged to remove the effects of environmental degradation at its own expense.</p>

List of Non-conformities and observations

<i>"ZERO TOLERANCE"</i>	
1	Staying at the plant premises in a condition indicating consumption of alcohol, the state of intoxication or under the influence of intoxicants and bringing alcoholic beverages or intoxicants to the plant premises
2	Attestation of an untruth in the declaration on the qualifications of the employees being delegated for work (this concerns in particular additional qualifications, welding, hoist operator licences, validity of the periodic examinations and OHS and fire protection trainings, etc.)
3	Change of the working method without agreement with the Carlsberg ordering party and without reassessment of risk for the task
4	Independent modifications of electrical or gas equipment and systems, constructing additional electricity or gas take-off points and bypassing safety systems.
5	Commencement of particularly hazardous works without permit/order for particularly hazardous works.
6	Leaving a particular hazardous work place by the team leader or supervisor in the case of works requiring constant supervision
7	Violating of Life Saving Rules practice during performing activities marked on red in the Carlsberg Requirements chapter 5.
8	Introduction of harmful substances, hazardous substances and mixtures to the plant's sewerage system, polluting water protection zones and their direct vicinity,
9	Other behaviour posing threat to life and health of persons remaining on the premises of the plant, based on the decision of the director of the Carlsberg site.

5. System of penalties and instruction

If any of the following violations exist upon inspection:

- One "Zero Tolerance" nonconformity;
- Three nonconformities in categories other than "Zero Tolerance" mentioned under Carlsberg Requirements above;
- Repeated nonconformity in two subsequent inspections

the Carlsberg ordering party has the right to charge a penalty -in the amount of:

- for orders and contracts with the contract value of up to: **10 000 EUR;** **10 % of the order value** per violation
- for orders and contracts above the contract value of **10 000 EUR;** **1 000 EUR** per violation

In the event of nonconformity with the "ZERO TOLERANCE" category, the Carlsberg ordering party reserves the right to:

- suspend works without compensation
- remove the Contractor/Supplier's employee from the premises or site of the Carlsberg ordering party

Penalties shall be settled within 30 days from issuance of the notice requiring payment of penalty.