

CONTRACTOR INSTRUCTIONS

SUNPINE AB



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1 INTRODUCTION

Sunpine works systematically to check its operation's effects on the working environment, health and the external environment. Part of this is the creation of flexible, safe operating processes in our business. This document forms part of our efforts to facilitate work environment and environmental protection for contractors and purchasers.

2 PURPOSE

These instructions seek to ensure the quality of the relationship between Sunpine and its contractors and to reduce the risk of injuries and harm to the environment.

3 FIELD OF APPLICATION

These instructions apply to all operations. Where these instructions refer to another instruction or to legislation, contractors must comply with the latter.

4 DEFINITIONS

Contractor: A supplier of goods, materials, equipment, personnel and/or other service that meets requirements or specified needs and whose price has been mutually agreed within a time frame previously determined with the client. The term contractor may refer either to a legal entity or the entity's employee.

Sunpine contact: The Sunpine employee specified in an order for work, goods or services.

5 DUTIES AND RESPONSIBILITIES

Sunpine's contact must make sure that all of the contractor's contacts under the contractor's charge are familiar with these instructions. The contractor must forward these instructions, along with instructions referred to herein and other instructions necessary for the work, to his organization including any subcontractors.

The contractor's labour-management must be conversant with these instructions and other local regulations and make sure that the contractor's employees comply with them. The latest version of local regulations or other instructions of interest may be obtained at any time upon request to Sunpine's contact.

6 GENERAL REQUIREMENTS

6.1 Training/Information

The following training is required in order for the contractor to carry out work at Sunpine's facility:

- SSG ENTRY basic training in occupational health and safety and the environment. This can be completed interactively on the internet at <http://www2.ssg.se/>
- Sunpine safety introduction and/or Sunpine driver's training

All of the contractor's employees and subcontractors must be able to present a valid SSG card upon request.

The SSG ENTRY CARD also acts as an entry permit to the area.

6.2 Confidentiality

All companies and private individuals who work with Sunpine must first sign a confidentiality agreement. The confidentiality agreement must be signed by an authorized company signatory. Sunpine's CEO signs the

agreement on behalf of Sunpine. Up-to-date confidentiality agreements are available in the business management system. It is the responsibility of Sunpine's contact to make sure the confidentiality agreement is in place before collaboration commences.

6.3 Local Regulations

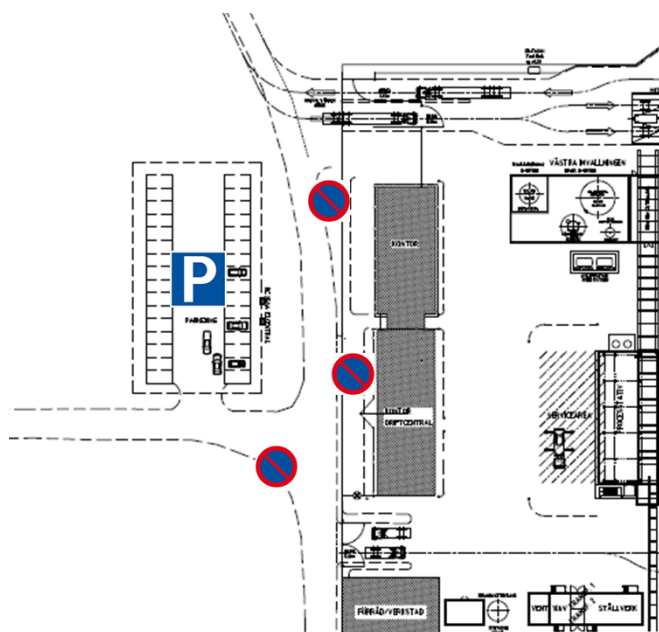
The contractor must be familiar with and comply with local regulations in force at the Sunpine site. Up-to-date local regulations can always be obtained through the Sunpine contact.

Smoking is strictly prohibited within the Sunpine industrial area; smokers are directed to the smoking area currently located outside of the fenced area.

Sunpine has a zero tolerance policy regarding alcohol and drugs.

6.4 Parking

Parking is only allowed in designated parking areas; see below. Parking is forbidden on/at the side of the road and in front of Sunpine's head office. Only vehicles with entry permits are allowed entry to the industrial area.



6.5 Risk Analysis

The contractor must carry out appropriate risk assessments in respect of health and safety, the working environment and the external environment before work is begun in the plant area. In doing so, the contractor must identify any risks that may be associated with the work. Risk assessments must be carried out in connection with new assignments or when working methods are changed.

Sunpine must be provided with a copy of the original risk assessment and the latest version must be available upon request. Sunpine's contact must make sure that the risk assessment is carried out and updated as necessary. The contractor may use his own method for risk assessments; this must be presented and reviewed in connection with work permit processing.

6.6 Documentation and Reporting Requirements

The contractor must submit all of the documents required by these instructions to Sunpine's contact. If a contract is entered into, a copy of the documents listed below must be sent to Sunpine's OH&S organization. The contractor must make sure this is carried out within the specified time frame.

**NOTE!**

Where work to be carried out by the contractor *"is not of short duration and temporary in nature or requires special expertise and does not involve hiring workers under the Agency Work Act (2012:854)"* the matter must be the subject of negotiations with the employee union concerned pursuant to MBL § 38. Sunpine's contact must make sure this is carried out.

Table 1 Documentation and Reporting Requirements

Document required by Sunpine	To be submitted	Requirements described in
Risk Assessments	Two weeks from contract signing but not later than commencement of work + ongoing	
Relevant procedures and instructions for work in hand	Two weeks from contract signing but not later than commencement of work + ongoing	
Inspection certificates for any equipment	Ongoing	AFC.242
Certificates of competence for operators of equipment	Ongoing	AFC.242
Chemicals/chemical products	Two weeks from contract signing but not later than commencement of work + ongoing	AFC.242
Reporting: accident and near-accident statistics	Ongoing	AFC.242
Valid hot work certificate for personnel concerned	Ongoing	AFC.242

6.7 Subcontractors

Sunpine's contractors are responsible for their respective subcontractors. Sunpine reserves the right not to accept subcontractors. The contractor must also report statistics regarding his subcontractors (hours worked, near accidents, accidents and risk assessments, etc.).

6.8 Languages

The contractor and the subcontractor's personnel must either have a command of Swedish and/or English for permission to work inside the facility.

6.9 Permit for Work

All works at Sunpine require a permit before work commences; this applies equally to contractors and subcontractors. Applications must be submitted to Sunpine's contact no later than 14:00 the day before work commences. Permits are issued every morning between 07:15 and 08:30.

The application must include:

- The location (e.g. stativ plan 2, little pump house)
- Description of work
- Any chemicals to be used
- The duration of the work from HH:MM to HH:MM
- Risk assessment for the work
- Requirements for e.g. scaffolding, lifting equipment/safety harness, tractor/forklift and welding blankets etc.

6.10 Temporary Visitors

All visits must be notified to and approved by Sunpine's contact. Sunpine's contact is responsible for the visitors. Sunpine's contact must also provide all visitors with the necessary safety equipment and make sure that visitors are familiarized with the safety regulations

6.11 Insurance Cover

The contractor must have fully comprehensive insurance for vehicles, third parties, employees etc.

7 WORKING ENVIRONMENT, HEALTH AND THE EXTERNAL ENVIRONMENT

7.1 First Aid

In planning his work, the contractor must give due consideration to the nature of the assignment, its scope and special risks and make sure that a sufficient number of people able to provide first-aid are available at the site. Measures must be taken to ensure first-aid knowledge and skills are kept up-to-date.

7.2 Personal Protective Equipment

The contractor must use personal safety equipment to the extent the assignment requires. The contractor is responsible for providing the necessary safety equipment himself.

At least one member of each working party must wear a gas detector at chest height. Gas detectors are available for loan from Sunpine.

7.3 Approved Equipment

All equipment must be fit for purpose and in good condition. Equipment must be CE marked and comply with approved inspection and maintenance procedures. Copies of inspection reports, certificates etc. must be submitted to Sunpine's contact upon request.

7.4 Ladders and Scaffolding

Work on ladders may only take place for assignments below 2 meters or for temporary, short duration works such as the replacement of light bulbs. Scaffolding must be used for long assignments above 2 meters. No modifications may be made to approved scaffolding.

NOTE! The use of ladders on scaffolding is forbidden.

7.5 Lifting Devices

People may only be lifted with lifting devices intended for this purpose. Lifting people with other equipment is prohibited. The contractor must make sure that lifting devices are inspected regularly and that documentation is available on request by the Sunpine contact. The surrounding area must be blocked off during hoisting work. The barriers must be approved by Sunpine personnel.

The contractor must make sure that operators of cranes or other devices are suitably trained and have sufficient experience and skill to operate lifting devices safely. The driver must also hold a driving license. Appropriate certificates must be presented upon request.

Lifting devices must be inspected regularly and the reports from completed inspections must be archived. Any defects must be remedied immediately and the lifting device may not be used until such defects are remedied.

If the lifting device has not been used for an extended period it must be inspected before use. Each lifting device must be clearly marked with an identification number. Copies of inspection reports, certificates etc. must be submitted to Sunpine's contact upon request.



7.6 Hot Work

The term hot work refers to all works using tools/machines that give off heat or sparks in some form. Personnel who perform hot work must have valid hot works permits. Before hot work is begun, gas measurements must be taken by Sunpine.

A fire watcher must be present throughout any hot work. The fire watcher must remain in place 1 hour after completion of the work or for the amount of time specified by the hot work supervisor.

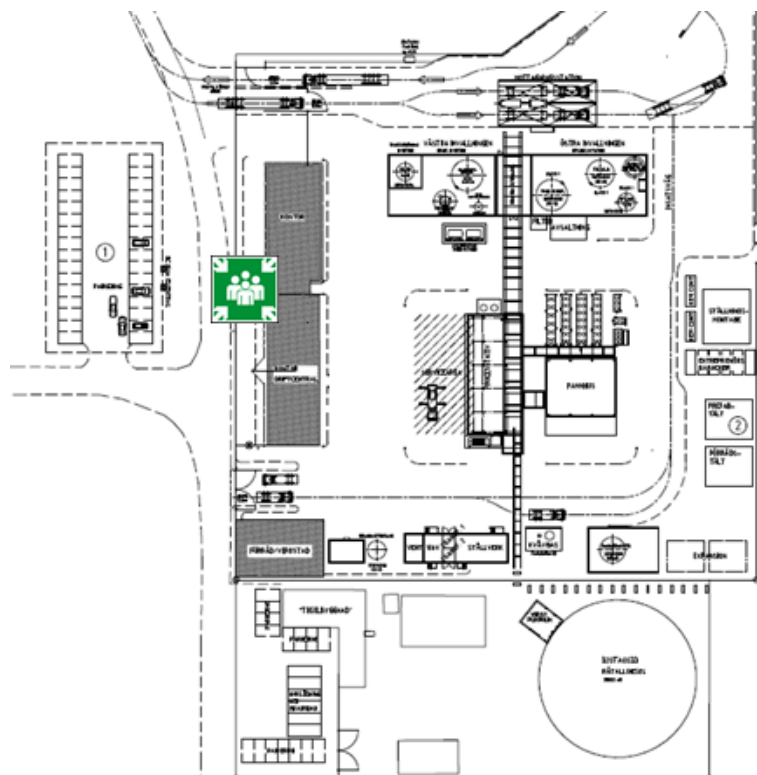
7.7 Fire Prevention

Sunpine's OH&S organization must be informed whenever flammable goods will be used. All evacuation routes must be kept free. Before work is begun, the contractor must make sure that everyone involved in the assignment is familiar with the location of the evacuation routes. The contractor should acquaint himself with the location of fire extinguishers. When not in use, gas cylinders and LPG bottles must be stored together in a specially designated location marked with warning signs. Gas cylinders must always be well secured to prevent their toppling.

The contractor must have sufficient and appropriate extinguishing equipment in his work area.

7.8 Emergencies – Evacuation and Reassembly

The contractor must make sure that everyone is familiar with the location of the reassembly point and must also check that everyone is present at the reassembly point after an evacuation. The contractor must obtain a copy of the evacuation plan from Sunpine's contact. Note that all subcontractor employees, as part of their personal responsibility, are obliged to check the location of evacuation routes from their respective workplaces.



7.9 Radiation Protection

If it is necessary to use ionising radiation apparatuses at the site, an individual must be placed in charge of the apparatus. This individual will be responsible for all contacts with the Swedish radiation safety authority. All permits and maintenance documents must be up to date and available as necessary.

Personnel with sufficient radiation protection expertise for the apparatus must be present before and during operation of the equipment. They must also provide information about where (which areas) and when they must block off an area to prevent exposure within Sunpine's site. They must also provide assistance with blocking off areas and order people away from the blocked area.

The Sunpine coordination manager must be informed and agree to blocking off the area and issue work permits before work is begun.

7.10 Electrical Safety

Unqualified fitters may not perform work on electrical installations, temporary or permanent. Only fuse replacements may be performed. Take care of cables – they are easily damaged. Damaged electrical cables may not be used under any circumstances. If damage to an electrical cable is discovered, notify labour management immediately.

7.11 Chemicals

The contractor must provide Sunpine with a list of chemicals to be used at the site and the safety data sheets for these chemicals. Sunpine may demand that chemicals are replaced if they are considered to present an unnecessary risk for employees or the environment.

The contractor must store and handle chemicals in a safe manner to prevent risks to people or the environment. Storage should usually be in designated containers with spillage collection facilities and the appropriate markings. Gases may only be stored in specially designated spaces that are well ventilated and have clearly marked emergency exits. The contractor must remove all empty chemical containers and chemical residues on an ongoing basis.

When hazardous or poisonous substances are used, the contractor must provide for employee health checks. As part of his risk analysis, the contractor must describe to Sunpine measures taken to avoid exposing employees.

7.12 Traffic Regulations

The speed restriction prevailing inside the Sunpine site is **10 km/h**. Only contractors approved by Sunpine may use vehicles inside the Sunpine site. The driver must hold a driving license and written permission to use the vehicle inside the Sunpine site. Parking at the Sunpine site may only take place in designated places.

7.13 Goods Transport

As a rule, notification of ALL transport to Sunpine sites must be made in advance. The contractor must consult with Sunpine's contact for further information prior to planned goods transports.

7.14 Waste Management

Waste must be sorted in the designated manner; the contractor must direct any questions to Sunpine's contact. Receptacles for source-sorting are available at several places. In case of uncertainty regarding how e.g. chemicals must be sorted, information is available on the safety data sheet concerned.