

Altia Minimum Requirement for External Craftsmen

<p>Introduction</p>	<p>The purpose of this document is to describe the requirements for handling external craftsmen who will perform work at Altia. The procedure should ensure that Altia complies with applicable OHS instructions as well as relevant OHS legislation. Compliance with this procedure is a prerequisite for external craftsmen in order for them to perform work at Altia and move freely on Altia areas on their own.</p>
<p>Roles and Responsibilities</p>	<p>Plant managers/directors are responsible for: Ensuring that this AMR is implemented and followed.</p> <p>Department managers are responsible for: Ensuring that all relevant employees are aware of the contents of this procedure.</p> <p>Altia contact (who order external craftsmen and can give them permission to work and move around at the Altia site without supervision) is responsible for:</p> <ul style="list-style-type: none"> • Determine the type of work permit (Work permit, Ex permit, Hot work permit, Confined space entry permit) is needed. • Introducing the external craftsmen to the environment and working conditions, as described in this procedure. • Training the external craftsmen on Altia's safety program for external craftsmen. • Verifying that the external craftsman (individual) has required certificates to perform the task (e.g. hot work license). The documentation for certificates must be presented upon request. • Introducing the external craftsmen to the specific task and notifying/training on any special risks. <p>Person who grant Altia Work permits : The names of the persons who grant work permits (Work permit, EX permit, Hot work permit or Confined space entry permit) are documented on instructions of each site.</p> <p>External craftsmen (any non–Altia individual who performs construction, repair or service work by an outside company/contractor/vendor) with whom Altia has an agreement of a task, are responsible for:</p> <ul style="list-style-type: none"> • Following the rules in this document as well as local legislative requirements and Altia rules. • Following the rules and guidelines that Altia contact describes.

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	<ul style="list-style-type: none">• Reporting all safety and environmental incidents and/or hazardous conditions. <p>Altia contact /Maintenance/real estate department.</p> <ul style="list-style-type: none">• Are responsible for storing the training documents for 1 year.
Altia Minimum Requirements	<p>Below is the minimum requirement for external craftsmen. All personnel involved with external contractor's activities including sub contractors must follow the requirements and procedures of this document. The global minimum requirements in Altia are and will be part of any internal audit or safety assessment.</p> <p>IMPORTANT: This is a global minimum requirement – additional and stricter requirements can be enforced in areas where this is required.</p>
Training for External Craftsmen	<p>Altia safety training for external craftsmen includes the following topics:</p> <ul style="list-style-type: none">• General rules of conduct (guest card, photography, smoking, drinking, eating zones, hygiene zones).• Minimum requirements for PPE.• Hazardous chemicals and materials.• Rules of the road for vehicular and pedestrian traffic.• Warehousing of materials, waste and cleaning.• Specific areas, including ATEX zones, Confined space entry and areas with particular risks.• Requirements for safety shut-off, lock-out tag-out, process breaks and hot works.• Marking of working areas.• Emergency preparedness including alarms, fire, first aid, evacuation and escape routes at the specific site.• Procedure in case of accidents and near misses.• Interface with production and Altia employees.• Execution of a hazard assessment. <p>The training must be refreshed at least once a year. Altia contact is responsible for checking whether external craftsmen must receive safety training or retraining.</p>
Hazard assessment	<p>Prior to an external contractor starting work at Altia the job, Altia contact must consider whether there are special risks associated with the task. If any special risks are identified the Altia contact must inform the external contractor about these risks.</p>

	<p>Altia contact shall ensure that permit (Work permit, Ex permit, Hot work permit, Confined space entry permit) for external craftsmen was complete (hazard assessment) before the task begins.</p> <p>Work permit must be made in following cases:</p> <ul style="list-style-type: none"> • work at heights or on aerial access platforms (both outdoors and indoors), height 2 meters or more • use of mobile cranes, unless it is included in another permit • live-line working (electrical installation director may grant the permit), extensive electrical installations • modifying a protective device that is in use, removing it or making it inactive (temporarily) • moving machinery, lifting loads (exceeding 40 kg, does not apply to forklifts) Make a lifting plan if necessary. • exposure to moving and/or rotating machinery • maintenance, cleaning and repair work of equipment or conveyors containing hazardous materials and their blinding • opening blocked pipelines (including loading and unloading pipes) • exposure to traffic (working on access routes) • manual or mechanical excavations <p>Only continuous/regular external contractor can work without permit with low risk tasks.</p>			
<p>Needed work permits or training</p>		e-training	Work permit	Ex, Hot work , or Confined space entry permit
	Subcontractor, <u>low risk</u> , continuous/regular daily working	X		
	Subcontractor, <u>medium risk</u> , continuous/regular daily working	X	X	
	Subcontractor, <u>low or medium risk</u> , infrequent working	X	X	
	Subcontractor, <u>high risk</u> , infrequent working	X	X	X

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Technical aids /-equipment and hazardous products	<p>If external craftsmen bring either technical aids or hazardous products to a Altia area the following rules apply:</p> <ul style="list-style-type: none">• The appropriate Safety Data Sheet for all hazardous products, materials and substances must be presented upon request.• Technical aids/-equipment must be in full functioning order and only be used for its intentional use.• If a technical aid/-equipment must undergo a periodic inspection, documentation for this must be presented upon request (preferably documentation should be on the technical aid). This cover also ladders and lifting aids.
Accidents concerning external craftsmen	<ul style="list-style-type: none">• Accident shall be reported immediately to external contractor.• Representative of the contractor must inform Altia.• External contractor is responsible of investigation of the accident. Altia's representative will take part in the investigation if possible.• External contractor must deliver accident investigation report to Altia.
Revision	This is a new document.