

SPECIAL REQUIREMENTS FOR HSWE AND SERIOUSNESS

This document describes special requirements that Statsbygg sets for HSWE (Health, safety and working environment) and seriousness. The requirements are relevant for main contractors but partly also for material and equipment suppliers performing installation and completion work at the construction site.

1.1 HSWE plan

Statsbygg has prepared a HSWE plan for the project which describes how HSWE will be taken care of in the project. A high standard of HSWE work and good cooperation between all companies involved are expected so that Statsbygg's vision of zero injuries can be achieved. The HSWE plan is an appendix to the tender documents. It will be updated continuously during the construction period.

Below are some special requirements that are either in addition to or clarification of requirements in laws and regulations.

1.2 Main EPC contractor / coordination

As a supplement / clarification of the coordination obligations according to the Working Environment Act § 2-2 (cf. also IK § 6), the main EPC contractor shall:

- Follow up that all companies are pre-registered in HMSREG so that coordination forms can be generated automatically. This also applies to the supply chain of subcontractors and other suppliers.
- Necessary information / training of new employees with a review of relevant parts of the HSWE plan and other HSE requirements in the project. Document that this has been completed before starting on the construction site.
- Ensure that SJA (safe job analysis) is coordinated between the companies, including ensuring that the project's progress plans take satisfactory account of safety, health, working environment and that coordinated safety is considered when working in the same area.
- Use HMSREG to carry out regular attendance checks with registration and follow-up of deviations.
- Continuously update the rig plan in consultation with the client.
- Follow up that all companies in the entire supply chain carry out protection rounds in their own work area.
- Summon to, lead and refer from weekly protection rounds in common areas on the construction site. All companies that carry out work on the construction site must be represented.
- Interact appropriately with other businesses to ensure necessary information and learning after adverse events.
- Maintain first aid and emergency equipment and inform about the location and use of this.
- Ensure that all companies have established emergency preparedness routines / instructions adapted to the relevant work being carried out.

1.3 Preventive measures in accordance with the Construction Client Regulations §9

Construction Client Regulations §9 Preventive measures	Requirements
a) That the necessary measures are taken to ensure that unauthorized persons do not gain access to the building or construction site	<p>A construction site fence that satisfies the functional requirements must be installed.</p> <p>HMSREG shall be used for keeping electronic lists of persons employed at the construction site, in accordance with the Construction Client Regulations §15.</p> <p>At the construction site, there will be an electronic access system for all workers entering the site. This is managed by the main EPC contractor (K203) and Statsbygg.</p> <p>There must be signs at all entrances to the construction site with the necessary HSE information.</p> <p>See section 1.3 for technical requirements for card reader system.</p> <p>See also the rig plan for the project.</p>
b) That other activities/ businesses on or near the building or construction site are taken into account	<p>There is ongoing work in adjacent premises by the companies NTNU and SINTEF. Coordination with this work is important to ensure the maintenance of safety.</p>
c) Good order and fully sound hygienic conditions.	<p>The construction site, including the rig, shall be carried out in accordance with the principles of clean, dry building.</p>
d) Safe access to workplaces and safe traffic routes	<p>Access and traffic routes are shown on the rig plan for the project.</p>
e) Marking and facilitation of areas for storage and storage of various materials, in particular in the case of hazardous materials or substances	<p>Warehousing and storage of materials and substances shall be done in areas as specified in the current rig plan. The areas must be clearly marked.</p> <p>Sufficient space must be set aside so that loading and unloading can take place in a safe manner. Danger zones must be blocked off during loading / unloading.</p> <p>Storage on container roofs is not permitted.</p>
f) Maintenance, control before commissioning and control of plant and equipment, in order to correct errors that may affect workers' health, safety and working environment	<p>The contractors shall have a system for maintenance and control of its own work equipment and follow up that any subcontractors have a similar system for their work equipment.</p> <p>A person appointed to take care of the technical responsibility for lifting equipment must perform the tasks specified in KTF Standard, a Norwegian standard for safe use of lifting equipment.</p> <p>This must be a regular checkpoint in all safety-inspections.</p>
g) Storage, handling and disposal of waste and hazardous materials	<p>Waste management must be done in accordance with the waste plan for the project.</p> <p>Waste stations must be designed so that emptying can take place without manual lifting operations, e.g., when building a ramp.</p>

Construction Client Regulations §9 Preventive measures	Requirements
h) Sound working time arrangements	The contractors shall have a system for controlling working time arrangements in his own business and in the entire supply chain.
i) Satisfactory room for staff	<p>Personnel rooms for all professional groups must at least satisfy the requirements of the current Collective agreement for the building industry, appendix 20. More information at: Fellesoverenskomsten for byggfag Fellesforbundet.</p> <p>All users of the rig are personally responsible for maintaining daily hygiene and shall facilitate proper cleaning of the premises. Staff rooms must be available to all employees and cannot be opted out by the employer.</p> <p>Separate changing rooms, washrooms and toilets for women and men shall be established, regardless of whether both sexes are represented on the construction site during all or part of the construction period. The wardrobes will be established in separate rooms, without other functions.</p>
j) Proper accommodation	<p>Any accommodation must, for all subject groups, at least satisfy the requirements of the Collective agreement for the building industry in force at any given time, Appendix 20. More information at: Fellesoverenskomsten for byggfag Fellesforbundet.</p> <p>Where the employer provides accommodation, the contractors are obliged to ensure Statsbygg or Statsbygg's representative access for inspection at short notice.</p>

1.4 Requirements for electronic access system

HMSREG shall be used for keeping electronic lists of persons employed at the construction site and coordination forms at all Statsbygg's construction sites. A more detailed description of the access system can be found in the tables above and in the detailed description for the EPC contract that will be responsible for the card reader system (K202, later K203).

Organization

The main supplier (our contracting party) shall administer HMSREG for itself and its subcontractors. The following tasks are used as a minimum:

- Register their subcontractors and give them access to their subcontractors and their own employees
- Register your own employees
- Updated information about subcontractors and employees in the event of changes
- Follow up that all personnel in the supply chain register in and out, including by presence checks in HMSREG
- Collaborate with Statsbygg on information flow and transfer of data to HMSREG.

- Follow up that requested documentation is delivered within the given deadline for seriousness checks in HMSREG.
- Close deviations that Statsbygg detects during seriousness checks in HMSREG within the specified deadline.

When registering personnel in HMSREG, their telephone number must be provided. This means that all personnel must have their own smartphone.

Privacy

Statsbygg and the contractors have a shared responsibility for processing, in accordance with The Construction Client Regulations § 15. The purpose is also follow-up of the seriousness requirements that appear in Statsbygg's contracts.

The purpose is further to ensure that personnel on Statsbygg's construction sites do not have poorer pay and working conditions than those that follow from current general regulations or nationwide collective agreements, cf. §6 of the Procurement Act and §§5-7 in Regulations on pay and working conditions in public contracts.

Statsbygg's processing of personal data is therefore legal in accordance with the Personal Data Act and Article 6 no. 1 c of the GDPR (legal obligation) and letter b (agreement).

If the app solution is used, everyone who is pre-registered will receive a privacy statement which they must consent to log in to. They receive the following information in automatically generated SMS:

"Your employer has added you to a project that uses HMSREG for electronic overview lists to follow up health, safety and working environment. You can see the information that is registered about you here: www.hmsreg.no/personvern The privacy statement gives you more information about your rights."

For all personnel who are not pre-registered, the individual employer is responsible for ensuring that corresponding information is provided to the individual employee. The main supplier is responsible for passing on this information throughout the supply chain so that all registered personnel receive information corresponding to text from automatically generated SMS.

HMSREG also has privacy built into the solution.

Technical requirements (applies to contractor responsible for the card reader system)

The card reader system must be able to read HSE cards and be able to deliver passage data, and as a minimum the passage information must contain:

- HSE card number
- Passing time
- Passage direction (in / out)
- Location identifier based on format from overhead system

The information must be delivered via API in a way so that the information can be transferred continuously to Statsbygg's overarching system, HMSREG.

Information security requirements (in the ENT access control system)

The contractor with responsibility for delivering, assembling and operating the card reader system is responsible for ensuring that the information security in the card reader system on the construction site is satisfactorily taken care of both for themselves and their subcontractors. It involves at least the following tasks:

- Ensure that the card reader system meets the requirements for CONFIDENTIALITY in the solution, including that only users with service needs have access to the systems and that data from the systems is secured against getting lost.
- Ensure that the card reader system meets the requirements for INTEGRITY in the solution, meaning that the data is protected against tampering before it is sent to HMSREG.
- Ensure that the card reader system meets the requirements for AVAILABILITY in the solution, meaning that the data is available and is transferred to HMSREG in the correct manner, in the correct format and at agreed times.

The main supplier is responsible for ensuring that data in the card reader system is stored within the EU / EEA area.

1.5 Working at heights

This chapter describes clarifications and special requirements that Statsbygg sets, in addition to relevant regulations and standards, for work at height.

1.5.1 Ladders and step ladders

Guidelines for the use of ladders and step ladders are described in the HSWE plan for the project.

1.5.2 Facade scaffolding

As a rule, facade scaffolding must have access via an external staircase / stair tower. This means that internal hatches in the floor must be avoided. If this is not possible for practical reasons, deviations from the main rule shall be agreed upon with Statsbygg. Wooden boards must not be used as a floor in scaffolding.

1.5.3 Safe use of lifting equipment

When lifting equipment is used in the projects, the safety level in KTF standard «Safe use of lifting equipment in land-based industry, building and construction» must be followed for the equipment covered by the standard. If lifting equipment is organized or used in other ways than described in the standard, safety must be assessed by competent persons and have at least the same or a higher level of safety.

Clarifications for tower cranes:

- Cranes to be used in the projects must be prepared so that recognized area limitation and anti-collision systems can be installed easily.
- If several cranes operate in the same area with overlapping working radii, the following measures must be implemented:
 - Instructions and timetable must be prepared for the cranes
 - Establish work area limitation and / or anti-collision on the cranes
- If there are areas where it is forbidden to carry the load over, e.g., roads, car parks and neighboring properties, a work area restriction must be established.
- All tower cranes must have an electronic load securing system.
- All tower cranes must be equipped with a camera mounted on the trolley and a camera screen in the crane cabin
- When accessing the driver's seat higher than 4 floors or 20 meters, a lift must be fitted for the crane operator.

1.6 Clean, dry and tidy construction process (RTB)

The project will be carried out according to the principles in SINTEF Byggforsk building detail sheet 501.107 "*Clean, dry and tidy construction process*" and 501.108 "*Cleaning during the construction period*". Clean, dry and tidy construction process contributes to a good working environment during construction and a good indoor environment in the finished building, without pollution and moisture damage from the construction period.