

General HSE conditions when working at ARC

Author: mchs@arc.dk
E-mail: MCHS@arc.dk
Status: 03 - Approved
Version: 2.0

Contents

1	Validity	3
2	Your safety is our safety	3
3	Special hazards	3
4	Organisation	3
4.1	Contact person	3
4.2	Responsibilities of the supplier/contractor	4
5	Planning	4
5.1	Safety induction	4
5.2	Toolbox Talk (TBT).....	4
5.3	Risk assessment	4
5.4	Method statement.....	5
5.5	Workplace assessment - WPA.....	5
5.6	SJA, Safe Job Analysis	5
5.6.1	Method of choice.....	5
5.7	Permit to Work - PTW	5
5.8	Personal Protective Equipment - PPE	5
5.8.1	Hard hat	6
5.8.2	Safety shoes	6
5.8.3	Eye protection and visor	6
5.8.4	Hearing protection.....	6
5.9	Escape plan and safety equipment	6
5.10	In the event of incidents.....	6
5.11	Signage and barriers	6
5.12	Housekeeping.....	7
5.13	Chemicals	7
5.14	Disposal of waste	7
5.15	Personal hygiene.....	7
5.16	Smoking.....	7
5.17	Alcohol, intoxicants and drugs.....	7
6	Environmental impact	8
6.1	Considerations to nearest environment (indoor and outdoor)	8
6.2	Considerations to the external environment (prevention of environmental impacts).....	8
6.3	Sustainable use of resources.....	8
6.4	During operation.....	8
7	Additional documentation	8

Revision

Date	Version	Author	Approved	Comments
2020.02.28	1.0	MCHS		Translated into English
2020.06.23	2.0	MCHS	TSMA	<ul style="list-style-type: none"> - Alterations to section 5.16 - Section 5.17 added

1 Validity

This procedure is valid for all who undertake work at ARC (Amager Ressource Center).

The Occupational Health, Safety and Environmental (OHS&E) requirements when performing work at ARC, are highlighted within this document as well as within certain appendices which describes requirements during work in specific areas or when using special equipment.

It is at all times the responsibility of the individual supplier/contractor to know and follow the specific requirements, which may be relevant for a specific task.

2 Your safety is our safety

At ARC OHS&E is highly prioritised during daily operations, and we are certified after both the ISO 14001 and ISO 45001 certificates, hence we work continuously to improve our standards and prevent incidents.

Part of holding these certificates include that we set high standards and transfer requirements to our suppliers and co-workers, and we expect that everyone take responsibility to ensure that ARC is a safe place to work and that you have a high level of attention while working at our premises.

3 Special hazards

Work at ARC involves the potential for exposure to special hazards, as we generate steam under high pressure and temperature. Often work is performed from height from both scaffolds and galleries, and the presence of both dust and smoke in larger quantities is not unheard of.

All work conducted at ARC must be planned for in advance, risk assessed and mitigated for hazards in accordance with both Danish National Standards and specific standards for ARC, some of which might be included within the contractual agreement.

Many of the Danish National Requirements are to be found here: <https://workplacedenmark.dk/>

4 Organisation

4.1 Contact person

As a supplier or subcontractor at ARC, you will have an assigned contact person with whom you will have to coordinate your work with. If in doubt who your contact person is, please direct your attention to the person who has assigned you with the job you are supposed to do. This person will also, in most cases, be your contact person.

Access to the production area of ARC is prohibited without a meeting with your contact person prior to your activities. This person also holds the responsibility for you receiving a safety induction.

The contact person ensures;

- Safety induction
- Toolbox talk
- Request for Permit to Work (PTW)
- Planned or described method statement
- Need for risk assessment
- Control and QA of the job(s) done

A contact person from the Supplier/Contractor must always be present during the job.

4.2 Responsibilities of the supplier/contractor

The Supplier/Contractor must at all times contribute to a safe and sound work environment and cooperation.

Overall, it is the Supplier/Contractor responsibilities, that the work environment and safety conditions for His internal personnel, complies both to national legislation as well as to specific ARC requirements.

Moreover, the Supplier/Contractor is responsible for;

- planning and control of the job they are undertaking
- ensure that all incidents are reported to contact person at ARC as well as within own organisation

5 Planning

5.1 Safety induction

All employees who require access to ARC or to ARC construction sites, must go through the safety induction prior to start-up of their work. The exceptions to the rule are;

- Suppliers of "waste to burn"
- Drivers who deliver consumables
- Drivers who collect by-product and bottom-ash/slag

The Supplier/Contractor is responsible for their employees or potential subcontractors receive safety induction prior to start-up.

Time and place for the safety induction is agreed with the contact person.

NB: Sub-subcontractors are to be approved of by ARC prior to contractual agreement.

5.2 Toolbox Talk (TBT)

Prior to start-up of any job at ARC, a Toolbox Talk (TBT) is required. The TBT is conducted along with the contact person of ARC. The works in question are to be scrutinised for hazards and specific requirements.

The TBT deals with the specific job that must be conducted, and the hazards normally involved in this type of work. The TBT shall also involve the hazards, which are specific for working at ARC.

The duration of the TBT should be kept at no more than max. 15 min.

5.3 Risk assessment

The Supplier/Contractor must develop a risk assessment for the specific job He shall perform at ARC. The risk assessment must identify both hazards and mitigations in respect to in-house production, other works in the area as well as environmental issues that may arise due to the work He shall perform.

The risk assessment must be conducted along with the contact person of ARC.
ARC OHS dept. can be contacted for support of the assessment.

All hazards and mitigations agreed, must be well known for the whole workforce working on the job.

5.4 Method statement

The Supplier/Contractor must describe his chosen method of work, which must be evident within the risk assessment. The chosen method of work must reflect the mitigations identified within the risk assessment.

The method statement must be approved by the contact person at ARC.

5.5 Workplace assessment - WPA

All Suppliers/Contractors working at ARC must develop a “local risk assessment” (also known as a Workplace assessment), which take the local conditions into consideration. In general, it is a risk assessment that merely acknowledges and mitigate any hazards that may be - or arise, during work in a specific area.

The WPA must be presented upon request by ARC employees or Danish authorities.

5.6 SJA, Safe Job Analysis

In case the job involves specific hazards due to, i.e.;

- Cramped or difficult access conditions
- SIMOPS (Simultaneous Operations)
- First-time and not known works/jobs

...a SJA is to be conducted. The SJA must be developed in full corporation between all involved parties and must contain (not comprehensive);

- Walkthrough of the chosen work method
- Identification of specific hazards
- Identification of SIMOPS
- Direct involvement of ARC contact person and other relevant employees of ARC

It is of utmost importance that sufficient time is set aside for conducting the SJA.

5.6.1 Method of choice

All Supplier/Contractor have the freedom to choose their own method for both WPA's, SJA's and risk assessments. ARC can be of assistance with templates and methods. Ask your contact person or contact ARC OHS department.

5.7 Permit to Work - PTW

As many activities involves relatively high risks, which means there is a need for controlling the activities taking place within the production area, almost all works at ARC require a PTW. PTW's may also involve the Lock-out Tag-out (LoTo) procedure.

It is the contact person of ARC who ensures or assists with applying for the PTW. It is prohibited to initiate work at ARC without ensuring you have a valid PTW if the work so requires. A paper copy must at all times be brought to the workplace.

5.8 Personal Protective Equipment - PPE

Safety shoes, hard hat and long-legged trousers must – apart from in the administration building, at all times be worn on the production premises of ARC. Other types of PPE can be required depending on the area or the type of work carried out. If specific PPE is required it must be stressed in either the PTW, TBT, WPA or risk assessment.

It is the responsibility of the Supplier/Contractor to ensure correct and sufficient PPE is available.

5.8.1 Hard hat

All hard hats are personal and must have clear indication of name and company. In addition, the Supplier/Contractor must also wear a sticker showing that safety induction has been conducted. The sticker will be handed out after finished induction.

5.8.2 Safety shoes

Safety shoes class S3 must at all times be worn. Only exception from the rule is at the parking lot in front of the administration building as well as inside the administration building.

In canteen and administration building, shoes with anti-skid properties must be worn.

5.8.3 Eye protection and visor

Works which involves opening equipment with risk of splashing, a visor or goggles must be equipped.

5.8.4 Hearing protection

Work involving noise in excess of 80(A) dB require the use of hearing protection, even when work only produces noise in shorter periods, such as the use of angle grinder or hammering on steel structures.

Generally, it is recommended that hearing protection is used at all time in all production areas.

5.9 Escape plan and safety equipment

Everybody should know the escape plan which can be found in several places around the production plant. In the event of an acoustic evacuation signal all works must stop, and the building must be evacuated to the muster point.

It is required for all, prior to initiation of the works, to familiarise oneself with the nearest escape routes, placement of safety equipment i.e. emergency shower, eyewash, fire extinguisher etc. Supplier/Contractor must at all times ensure Himself that the necessary safety equipment is fully functional. In case it is not, the control room must be contacted so other measures can be taken.

5.10 In the event of incidents

ARC expects that Supplier/Contractor at all times inform His contact person and the control room in the event of incidents. This entails all types of incidents, including, but not limited to;

- Environmental
- Work accidents
- Near miss

In case of fire, the situation must be assessed and upon this assessment it is up to the individual to choose whether to inform the control room (+45 32 68 94 06) prior to the fire brigade (1-1-2) or call directly to the fire brigade and inform the control room afterwards.

AED's are placed in;

- The control room
- Reception
- Muster point
- The waste reception hall

Employees in the control room are trained in first aid and the use of AED's.

5.11 Signage and barriers

Everyone is to respect barriers and signage at ARC.

5.12 Housekeeping

Everyone who works at ARC's premises are responsible for their own daily housekeeping. This also applies during the work. All cables, hoses etc. Are to be hung and fixed and kept clear from escape routes.

No job is finished before the work area is cleared and cleaned.

5.13 Chemicals

Chemicals needed for a job, has to be approved by ARC before they are brought on site.

5.14 Disposal of waste

Waste produced in relation to the job at ARC, must be collected and disposed of in accordance with ARC waste management regulations. ARC supplies the waste containers needed.

If the Supplier/Contractor produces larger amounts of waste for disposal, a specific agreement between ARC and the Supplier/Contractor must be made. The Supplier/Contractor must then comply with the requirements for traceability and documentation.

If the Supplier/Contractor supplies and places His own waste containers, they must be clearly marked and with waste fraction and company identification.

If any doubt in relation to sorting should arise, please contact ARC contact person.

5.15 Personal hygiene

A good personal hygiene is necessary when working at ARC, as you are bound to get in contact with harmful contaminants such as microorganisms, dust, slag etc. ARC recommends that you wash your hands several times during a day's work.

When working at the hopper deck and in the waste reception hall special regulations apply, as you are particularly exposed to the waste.

5.16 Smoking

Smoking and the use of electronic cigarettes is permitted outside in designated areas only.

- For **external employees**, smoking outside designated areas will involve an immediate reprimand. In case of repetitions, the consequence will entail that the person in question no longer will be able to perform works at ARC premises.
- For **ARC-employees**, if stipulated regulations are violated, there can be consequences for the employment. Please refer to the section; "Røgfrít miljø" within the employee handbook (Danish only).

5.17 Alcohol, intoxicants and drugs

It is under no circumstances permitted to possess or be under the influence of alcohol or other intoxicating substances at ARC premises.

- For **external employees** will any violation of the ban entail an immediate eviction and a future ban for work at ARC premises.
- For **ARC-employees**, please refer to the section; "Alkoholforbud" within the employee handbook (Danish only).

6 Environmental impact

Supplier/Contractor must in His planning and during execution of His work, take all necessary precautions to the surrounding environment. Work entailing risk for impact on the environment such as dust, noise, spillage or emissions to air or the aquatic environment, must at all levels be planned and mitigated for.

Supplier/Contractor must comply with the environmental approval of ARC, which can be presented to S>C upon request.

6.1 Considerations to nearest environment (indoor and outdoor)

- Dust emissions must be minimized by shielding dust producing work processes and through continuous housekeeping.
- Noise and vibrations must be minimized as best as possible.
 - Guidelines:
 - 50 dB(A) during daily working hours 6 am to 6 pm
 - 45 dB(A) during evening hours 6 pm to 10 pm
 - 40 dB(A) during night hours 10 pm to 6 am
- Operations involving harsh odours are to be minimized as much as possible

6.2 Considerations to the external environment (prevention of environmental impacts)

- Emissions to air must be avoided. Idling vehicles are not allowed unless it is required for the job.
- Spillage and pollution to the ground must be avoided. Storage and emergency preparedness must be coordinated with ARC.
- Forurening af jord skal undgås. Oplag af kemi og tilhørende beredskab skal aftales med ARC.
- Discharge of wastewater to sewage is only allowed through direct advice from ARC.

6.3 Sustainable use of resources

Consumption of energy shall be as low as practically possible.

Supplier/Contractor must be able to show potential environmental requirements are complied to.

6.4 During operation

ARC employees have the right and duty to intervene if the above requirements are not complied to. Their instructions are to be followed.

7 Additional documentation

ARC may have additional documentation which can be subject to changes or updates.