Carlsberg Group Health and Safety Requirements

The requirements below apply to all contractors 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.

These requirements do not apply to providers of temporary staff, members of the public visiting our sites or to companies that simply collect from, or deliver to, Carlsberg 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.

If a contractor provides different services, they can be grouped by risk category and the respective requirements must be applied accordingly.

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.

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 comply 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 the 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 being performed at Carlsberg premises.
1.5	Obtain medical certificates (if required by local legislation) for all activities involving confined space entry and work at heights above 2.0 meters, and where semi/full face respirators are being used. 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.
1.6	Provide copies of the certificates of inspection for equipment used to perform high hazard activities (e.g. pressurized gas containers, self-contained breathing apparatus, cranes, hoists, elevating platforms, soil drilling and 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, or operate cranes, heavy vehicles, forklift trucks or 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 at 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, and take proper and appropriate action when H&S deviations are identified.
3.3	Provide the required personal protective equipment (**PPE**), to at least a similar standard as that used by Carlsberg (PPE 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 during work planning.
3.5	Follow the agreed ways of working, report any need for change beforehand, and stop work and inform Carlsberg 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 that 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 leave. Carlsberg will coordinate the incident analysis process, with active participation and cooperation of the contractor's 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 notified 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 the risks associated with the task, precautions (including protective equipment, if any) and risk control methods. The risk assessment must also include the relevant environmental risks (e.g. emissions to surface water, rainwater sewers, soil or air and environmental noise).
3.9	Comply with the location's lock-out and tagging procedures.
3.10	Inform Carlsberg in advance of the use of industrial chemicals and provide Material Safety Data Sheets together with the risk assessments mentioned above. These chemicals must be always stored in areas with secondary spill containment systems (e.g. curbs, dikes, collection trays or impervious surface rooms).
3.11	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.
3.12	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.
3.13	Ensure that areas where high-hazard activities are being performed are properly signed and barricaded to prevent the entrance of unauthorized personnel and vehicles.

4	**H&S management and resources onsite**
	The contractor must:
4.1	Define and track, in conjunction with Carlsberg, the agreed H&S performance indicators.
4.2	Always have a person in charge of H&S from the 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, as a minimum a H&S resource must be appointed and 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 the appointed H&S resources are complying with the local regulations, e.g. if professional qualification is required for the type of work and number of people onsite.
4.5	Define, in agreement with Carlsberg, the H&S management plan and support structure required. The plan must also address the use of subcontractors.
4.6	For high risk activities of any duration with a contractor workforce onsite greater than 10 people, ensure that a H&S resource is appointed and present during the execution of the works.
5	**Special requirements for high-hazard activities** (according to the type of work)
5.1	**Hot work: Any works involving welding, flame cutting, disk cutting, grinding or the potential generation of sparks or heat in areas where combustibles and/or flammables could be ignited, or where an explosive atmosphere could occur** The contractor must: 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. 5.1.2. If the works require the impairment of fire protection systems (e.g. detectors, alarms, sprinklers or hydrants), ensure a specific authorization is in place (either as part of the permit-to-work or in addition). 5.1.3. Provide a fire watch as required by location procedures, including during and post-job for at least 2 hours. 5.1.4. Provide additional fire extinguishers if required for the approval of the permit-to-work. 5.1.5. Provide gas welding and cutting systems with directional gas flow fittings (back-flow valves). 5.1.6. Ensure torches are turned off and removed from confined spaces when not in use. 5.1.7. Shield arc welding and cutting to protect people working in the vicinity from the direct rays of the arc. 5.1.8. In areas where an explosive atmosphere could occur, carry out atmosphere testing prior to and during execution of the works. Where applicable, explosion-proof equipment should be used.
5.2	**Critical lifting: Non-routine lifting that involves loads > 10 ton or complicating risk factors (e.g. more than one crane on the same load at the same time, loads heavier than 75% of the SWL, unstable loads, or the proximity of electrical cables, service lines, buildings or processing equipment)** The contractor must: 5.2.1. Ensure cranes and hoisting equipment are operated by qualified personnel and in accordance with equipment specifications. 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. 5.2.3. Develop a Critical Lift Plan and submit it for approval by a qualified professional. 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. 5.2.5. Ensure all equipment and accessories are subject to a regular inspection program and that the date of the latest inspection is clearly indicated.

5.3	**Work at height: works above 2.0 m performed from non-standard surfaces** The contractor must: 5.3.1. Ensure there is a permit-to-work approved by a competent person: 5.3.2. Use personal fall protection systems. 5.3.3. Ensure each ladder has a clearly marked load capacity, approved use 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. 5.3.4. Ensure scaffold construction, alteration and dismantling is supervised and approved by a qualified professional.. An inspection tag must be maintained at the scaffold, in accordance with the location requirements. 5.3.5. Ensure that Mobile Elevating Work Platforms (**MEWP**) are fitted with standard railing systems, anchor-points for personal fall protection, movement alarms, and base and platform controls, including emergency stop. Each MEWP should have a clearly marked load capacity, approved use and certificate of conformity. ****Use of forklift man cages are not allowed.**** 5.3.6. Ensure floor and wall openings are securely protected. 5.3.7. 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. 5.3.8. Ensure only trained personnel are allowed to perform works at height.
5.4	**Confined space entry** The contractor must: 5.4.1. Ensure there is a permit-to-work approved by a competent person: 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%. 5.4.3. If other hazardous substances could occur, measure them against the acceptable limits before and during entry (e.g. flammables or toxic substances). 5.4.4. Provide safety attendants as specified by the permit-to-work. 5.4.5. Provide any additional equipment required, such as autonomous air supply, ventilation equipment, etc. Equipment must be certified for use within confined spaces. 5.4.6. Ensure that all equipment used for confined space entry has been recently inspected (with clearly marked inspection dates). Certificates must be presented if required. 5.4.7. Only allow trained personnel to perform confined space entry. 5.4.8. Ensure workers have been medically assessed and considered fit for entry. 5.4.9. Define a rescue plan prior to any confined space entry.
5.5	**For other high-hazard activities such as:** - 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 300 mm (e.g. excavating, digging, trenching, plowing, drilling, etc.); - demolition of building or structures. Refer to the requirements of all previous sections related to high risk contractors.