

## 1 Purpose

This policy should ensure health and safety during the performance of work contracted to external companies. This policy provides rules and behaviour for contractors towards health, safety and environment.

## 2 Generalities

The following requirements must be observed by all contractors when entering the TOMRA premises.

The contractor is in the responsibility to instruct, at least once a year, his employees and the employees of eventual subcontractors on the contents of this HSE policy and must ensure the compliance with the given rules.

All work must be carried out in compliance with the relevant health and safety requirements (laws, ordinances, directives, trade association regulations, technical rules, standards, etc.).

The rules and instructions given by the contractor coordinator, the fire protection officer or the safety coordinator must be observed. In case of violations, TOMRA is authorised to order the termination of work until the deficiency has been corrected, to exclude violating employees from further activities or to ban them from the premises.

Employees under 18 and trainees must be supervised during their work and may not be assigned alone to dangerous work.

TOMRA must be notified in case of assignment of subcontractors prior to the beginning of work. In justified cases, subcontractors may be rejected by TOMRA.

Entering areas other than the dedicated area of work is prohibited. Other parts of the company may only be entered in order to fulfil the contracted work after consultation with the responsible departments (via the contractor coordinator).

Using work equipment and consuming food and beverages (coffee machines, water dispensers, fruit, etc.) is exclusively dedicated to TOMRA employees and strictly prohibited for external companies.

The work area must be kept in a proper condition and left clean and tidy at the end of the work.

### 3 Occupational safety

#### 3.1 Qualification

The contractor shall deploy sufficiently qualified employees for the contracted work, also with regard to occupational safety, fire protection and environmental protection.

Required qualification certificates for special activities (e. g. driver's licences, welding licences, chain saw licences) are to be carried by the employees and presented to the contractor coordinator upon request.

Employees operating forklifts, cranes or elevated platforms must be in possession of an appropriate certificate of competence and be able to present it at any time during their work.

#### 3.2 First aid and accidents

In the event of accidents or injuries contractors can find support through TOMRA's first aiders.

Every occupational accident must be reported immediately to the contractor coordinator or to the HSE coordinator.

Should the work be carried out by only one person, the contractor shall establish a reporting routine in writing with the contractor coordinators before starting work, which will ensure the contractor coordinator to initiate appropriate rescue measures in the event of an accident.

#### 3.3 Safety instruction and work permit

Before starting work, a safety instruction is carried out on site and if required a work permit is issued by the responsible contractor coordinator. Safety measures must be specified in the safety instruction, implemented and complied by the contractor. Deviations from the work listed in the designated documents are only permitted after consultation.

In the case of existing framework agreements, the risk assessment and required work permit are re-drafted or updated once a year.

Dangerous work must be explicitly reported to the contractor coordinator and the manager of the affected area.

Dangerous work is considered to be in particular:

- Construction, conversion and dismantling work on buildings
- Assembly and disassembly work of equipment / Facility
- Handling hazardous substances (in accordance with the local legislation)
- Work on or near electrical installations and equipment
- Work involving fire hazards (welding, burning, heating, grinding)
- Handling flammable liquids
- Work with industrial trucks and lifting platforms
- Work where radiation protection or X-ray regulations must be observed
- Work on high-pressure equipment, pipelines and hoses
- Work with immediate hazards for employees
- Work involving a fall hazard with a fall height over 1m
- Work in containers, silos, confined spaces

### 3.4 Working tools

Each work equipment used (e. g. ladders, platforms, tools) must be in safe condition and controlled according to the local legislation.

During the work, material and work equipment shall be stored in such a way that they do not endanger occupational safety, work processes and traffic. They shall be left in a safe place when leaving the workplace so that they do not pose any danger to persons or property.

Tools, equipment or facilities from TOMRA may only be used with the permission of the contractor coordinator.

Mandatory, prohibitive, warning, instruction and rescue signs must be observed. They may not be removed or made unrecognisable.

Escape routes and escape doors are marked. They must be kept clear on both sides at any times; markings may not be removed or made unrecognisable.

Personal protective equipment necessary for the performance of the work (safety goggles, safety shoes, safety helmet, protective gloves, safety harnesses / safety belts, etc.) shall be provided by the contractor and used where required.

### 3.5 Internal traffic

The provisions of the local road traffic legislation apply throughout the TOMRA premises. The maximum speed is 10 km/h.

Truck drivers must be instructed during manoeuvring activities. The use and provision of cranes / industrial trucks must be coordinated with the contractor coordinators timely.

### 3.6 Working near or at electrical devices

When working on or near to electrical devices, the person responsible for the area concerned must be informed. Switching off electrical equipment or installations is only permitted with the agreement of the affected area. Measures must be taken to prevent unintentional restart (lock out / tag out, lock device).

### 3.7 Fall hazard

Work involving a risk of falling must always be carried out with the necessary safety measures (safety harness, safety line, etc.).

Excavations, trenches, openings in the ground, etc. must be adequately marked and secured.

### 3.8 Hazardous substances

The storage and handling of hazardous substances must be reported to the contractor coordinators before starting the work. The relevant safety data sheets must be kept on hand and presented to the coordinators and safety experts upon request.

When handling hazardous substances (chemicals, oils, fuels, etc.), the relevant legal requirements must be complied with. Employees must be instructed in the handling of the hazardous substances used.

#### 4 Fire protection

Smoking is strictly prohibited on the entire premises and only permitted in appropriately designated areas.

Employees of external companies must inform themselves about the location and type of fire extinguishers in their area of operation before starting work.

In the case of developing fires, an attempt to extinguish the fire must be made while ensuring personal safety. In the case of developing fires, the house alarm must be activated and the contractor coordinators, or the fire protection officers be informed.

In the case of necessary work involving a fire hazard (welding, burning, soldering, heating, grinding), a "hot work permit" must be obtained from the contractor coordinator before starting the work. In addition, the fire protection officer must be notified. Welding and soldering work may only be carried out by qualified employees (with proof of qualification if necessary). The safety measures stipulated with the permit must be strictly adhered to.

Fire extinguishing equipment may not be covered, obstructed or made unusable. They must be accessible at all times. Damage and use must be reported immediately. Fire extinguishers required for hot work can be provided by the contractor.

Work with increased dust release must be reported to the contractor coordinators prior to commencement in order to initiate measures to avoid false alarms of the fire alarm systems.

#### 5 Environment

##### 5.1 General

All environmental requirements applicable to the respective activities must be observed and complied with.

Employees must be instructed on the possible environmental effects of their activities and the substances used, on hazard prevention measures in the event of incidents and accidents and on the contents of this guideline.

The instructions of the contractor coordinator, the responsible departments and the environmental protection officers must be followed.

Faults or incidents with possible harmful effects on the environment must be reported immediately to the external company coordinators, the departments concerned and the environmental protection officers.

Environmental hazards are included in the safety instruction before starting work and the necessary measures are identified and implemented.

## 5.2 Waste

Waste must be collected separately as soon as it is generated, it may not be mixed to other waste fraction and must be disposed according to the given waste fraction by the contractor. Waste and hazardous substances must not enter the sewage system. Hazardous waste (special waste) may only be collected and transported in approved, sealable containers. Any packaging material produced must be taken away at the end of the work and disposed properly.

## 5.3 Ground water protection

Substances hazardous to water must be handled in such a way that contamination of water, soil and sewage systems is prevented (use of suitable containers, installation in catch basins, etc.). Leaked substances hazardous to water must be quickly and reliably detected, retained, absorbed and properly disposed of.

The regulations for handling hazardous substances also apply without restriction to the handling of waste and substances hazardous to water.

## 5.4 Energy consumption

Energy-efficient tools and machines are to be used during the work. Energy consumers (tools, compressed air, suction, lighting, etc.) are to be switched off when not in use (end of work, interruptions, breaks). Unnecessary energy consumption or leakages / leaks detected during the work must be reported to the contractor coordinator.

## 6 Non-Disclosure

Photography within the company premises is expressly prohibited.

Photos required for the order may only be taken with special permission in the presence of the external company coordinator. The external company coordinator shall subsequently release the photos to be used.

All information, documents, drawings, data, objects, etc., which become accessible to the contractor or his employees in the course of the work are to be treated as strictly confidential and may not be passed on to third parties or used directly or indirectly. Verbal explanations of the work shall also be covered by the duty of confidentiality.

written documents, plans and electronic information must be returned immediately as soon as they are no longer required for the completion of the order or the award of the contract does not come about.

## 7 Signature

All employees working for TOMRA have been informed and instructed according to this policy.

Time \_\_\_\_\_ Company \_\_\_\_\_

*Signature responsible person*

Name \_\_\_\_\_ Signature \_\_\_\_\_

### 7.1 Document control

Revision-No	Rev 00			
Date	<b>19.01.2021</b> First version in English			