



**INFORMATION
SAFETY AND
ENVIROMENT**

Information for
external business partners
and others performing work
for Norisol A/S

Welcome to Norisol

This leaflet provides information on how we expect you to conduct yourself, when performing work for Norisol. We outline the rules that must be followed to avoid unintended disruptions in production.

This leaflet is distributed to and must be read by **all external contractors, craftsmen, service staff, and others performing work for Norisol A/S**. We ask you to sign the leaflet on the back as a sign that you have read and understood its contents. Additionally, we request you to **fill out the attached PRV** (Personal Risk Assessment). Both the leaflet and PRV must be presented upon request.

Arrival at Norisol

When you arrive at one of Norisol's workplaces as an external worker, you should **get in touch with the contact person whose name and phone number you have received**.

The contact person will inform you about the environmental and safety rules specific to the site you are entering. Upon leaving the site, you should again get in touch with your contact person, so that we have an overview of the guests present on the company's premises/areas.

The staff from external business partners must:

- Follow the safety organisation's rules and respect the instructions.
- Familiarize themselves with escape routes, fire extinguishers, first aid equipment, and the rules applicable to the workplace..
- Understand safety rules, emergency plans, and specific safety regulations applicable to the site.
- Perform a risk assessment before starting work, which must be available for presentation to Norisol at any time.

It is your own responsibility to comply with the applicable rules in this leaflet

Materials and work procedures

External business partners:

Must ensure that **no materials or work procedures that may pose a danger or inconvenience to Norisol's employees or our customers' employees are used.**

In cases where it is necessary to use materials or work procedures that may inconvenience employees, this work may only be carried out with the approval of Norisol's management..



Personal protective equipment

External employees:

must be equipped with personal protective equipment, if the work requires it, or if there is a sign indicating the use of protective equipment.



Machines and tools

External craftsmen:

Must bring their own machines and tools, scaffolding, etc., necessary to carry out the work for which they are hired, unless otherwise agreed.

External project managers/master craftsmen:

Are responsible for ensuring that all equipment is in compliance with applicable laws and regulations. They are also responsible for ensuring that their staff always work in accordance with the rules in force

Norisol's machines, tools, etc., may only be used by external craftsmen with the consent of the project manager or regional manager.



Open flames or sparks

Working with tools that involve the use of open flames or sparks may not commence until **the responsible project manager gives permission.**



Waste disposal

All kinds of waste generated during work must be **sorted according to the rules at each site.**



Leaving Norisol

External employees:

Must ensure that the work area is clean and tidy without waste/spillage and without safety and environmental risks before leaving the work area.



They must **get in touch with their contact person before departure**, so that we have an overview of the guests present on the company's premises/areas.

Incidents and emergencies

External employees:

must follow the applicable local emergency plan and **immediately notify Norisol in case of fire or explosion, accidents** causing harm to people or property, environmental spills, or acute break out of illness.



Remember to get in touch with your contact person before departure.

Practical information

Parking

Parking must be done in designated parking spaces or in another location indicated by the requester.

Working hours

Routine service work must be performed within our normal working hours:

Monday-Thursday 7:00 am - 3:00 pm

Friday 7:00 am - 2:30 pm

Any work performed outside these hours must be arranged with Norisol's management.

Facilities

Norisol provides information on bathing and toilet facilities and environmental trailers, if any, with the expectation that consideration is given to Norisol's staff.

Phones

All Norisol branch offices can be contacted at our main phone number:

+45 7011 7744

during normal working hours:

Monday-Thursday 7:00 am - 3:00 pm

Friday 7:00 am - 2:30 pm

In case of absence or non-attendance, we ask you to notify Norisol's on-site supervisor or your designated contact person.

Please find phone numbers and email addresses of contact persons on Norisol's website www.norisol.com



SAFETY POLICY

Work carried out for Norisol A/S is subject to Norisol's HSEQ procedures and instructions, which must always be followed. **The project manager will inform about the applicable rules.**

Norisol's goal is to **prevent accidents, as well as health and environmental impacts**, to create a safe and healthy work environment.

To achieve these goals, Norisol's policy is that:

- Work is planned and executed responsibly
- Employees adhere to the applicable rules, instructions, and laws of the area
- Employees have good working relationships and adhere to our customers' guidelines, even when these are more extensive than the law requires.
- We motivate each employee, supervisor, and safety committee to improve safety and be considerate of the environment at their workplace.
- Employees ensure that all tools, scaffolding and other equipment used are always in good condition, and defective materials are removed and sent for repair.
- Each employee learns from "Near accident" situations, and consequently improve their own safety.
- The responsibility for safety, environment and occupational health lies with Norisol's management, but it is the employee's responsibility to perform their work safely.
- Employees must complete a Personal Risk Assessment (PRV) before the start of the project.
- No employees may be under the influence of or consume alcohol and other substances during work for Norisol



ENVIRONMENTAL POLICY

Taking into account economic and technical conditions and opportunities, Norisol aims to be among the best of the companies we typically compare ourselves to.

At Norisol, environmental considerations are an integrated and fundamental part of our strategy.

As a responsible company we will improve our environmental efforts by:

- Ensuring that all employees work with consideration for the environment and energy consumption and comply with applicable environmental laws.
- Ensuring that Norisol has both a strategic and operational focus on protecting the environment.
- Ensuring that Norisol's resource consumption and the amount of waste products are minimized as much as possible.
- Using environmentally responsible processes.
- Disposing of waste products in a proper manner.
- Motivating our employees to actively participate in environmental policy.
- Maintaining good communication with customers and authorities regarding environmental impacts
- Encouraging our suppliers to deliver environmentally responsible products and services
- Communicating internally and externally about our environmental responsibility and reporting on environmental work annually.
- Committing ourselves to ongoing improvements of the environmental system.



I have read, understood, and accepted the content of this leaflet.

To be filled in with CAPITAL LETTERS

Date

Name

Company

Signature

Name of Norisol contact person

Phone no. for Norisol contact person

This leaflet must be presented in a signed condition upon request.



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