



Because
we want to

VEKS' environment, health
and safety leaflet

VEKS



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In-house responsibility in VEKS

VEKS' contact person is responsible for presenting the leaflet, at least every other year.

*VEKS' environment, health and safety leaflet is handed over **to**:*

Name

Business and telephone

Date and signature

*VEKS' environment, health and safety leaflet was presented **by**:*

Name

(Contact person in VEKS)

Telephone



Welcome to VEKS

VEKS prioritises environment, health and safety highly as regards persons, systems*, and operation.

Therefore, all employees, technicians, craftsmen, etc. working at VEKS' systems must be familiar with the content of this leaflet. You are to follow the contact person's directions regarding your tasks. Everybody must respect the current environment, health and safety legislation. At worst, violation may result in suspension.

When in doubt: Ask you manager or contact person at VEKS.

Save the leaflet for later use when working with VEKS. Your signature on page 2 will document that you have received the leaflet introduction together with your VEKS contact person.

* Systems: Production facilities, pump- and heat exchanger stations, pipe network, machinery etc.

Take care!

Take care of the environment,
yourself – and others!

Environmental certification

At VEKS we always work on improving our environmental efforts and our environmental management system is certified. Therefore, we expect our business partners to be conscious of the environmental consequences of their work at VEKS.

Arrival

VEKS Transmission: When you arrive and leave VEKS' premises you must contact the control room and your VEKS contact person.

VEKS Distribution: When you arrive and leave VEKS' premises, you must contact the control room and your VEKS contact person.

VEKS Production: When you arrive and leave Køge CHP Plant, you must contact your VEKS contact person who will instruct you how to sign in/out.

Please contact your VEKS contact person when you arrive and leave **Solrød Gasmotor** and **Køge Pumpe Vekslerstation**. You are not allowed to start working or enter a VEKS facility without prior agreement with your VEKS contact person.

The work must be risk assessed according to agreement with your VEKS contact person, e.g. with a *Safe Job Analysis* and an inspection round/assessment of the work area.

Please note: When in doubt – better ask your VEKS contact person once too often.

Joint environment, health and safety

It is all about your and our environment, health and safety.

Personal protective equipment

At Køge CHP Plant, the fundamental requirement is: Helmet, safety shoes and long trousers.



At VEKS' other plants/buildings, directions from VEKS' contact person must be followed based on the VEKS instruction "Use of personal protective equipment".

You have to use personal protective equipment such as gloves, goggles, hearing protection, masks, etc. when required by the risk assessment, signage, safety data sheets and the work task.

Training and certificates

If your tasks require that you have gone through a special training, you have to be able to present your course diploma or certificate: e.g. lift truck, crane, epoxy, L-AUS, welding/thermal cutting, hot work, scaffold, asbestos, etc.

Securing the system

Systems must be secured electrically and mechanically before you start working.

Before repairing systems and machines, they must be secured with signs, padlocks and chains. Systems must be secured by VEKS employees and specially instructed personnel.

Substances, materials and chemicals

You must always bring and know the safety data sheets (SDS) of the chemicals you use in the job.

Packaging containing chemicals subject to labelling obligation must be marked with the correct danger label and H & P phrases describing the type of danger connected to the product and how to handle chemicals.

Make sure you agree with your VEKS contact person on how to store large amounts of chemicals, e.g. oil barrels and the like, including drip trays, collision protection, storage under roof, etc.

Plan your work to avoid emission and spillage of chemicals!

Be prepared that accidents may happen – have cloths, cat litter, etc. at hand.

Remember that you have to take along your chemical residues when your job is finished – unless otherwise has been agreed with your contact person at VEKS.

Hot work

You may only carry out hot work according to agreement with your VEKS contact person. The craftsmen and potential fire guards must have a valid hot work certificate.

Before starting hot work, an agreement form must be completed and signed together with your VEKS contact person. Never use open fire and never cut in pipes before having a permission from your VEKS contact person.

Before starting the job, the required fire extinction systems must be accessible, functional and secured from falling over.

Examples of hot work:

- Angle grinding
- Flame cutting
- Welding
- Soldering
- Weed burning

ATEX

If you see this marking, you are in an area with risks of explosion. You CANNOT commence a work task before having received ATEX instructions. This will be agreed with your VEKS contact person.



Excavation work

You need a written approval from VEKS before you start an excavation job for VEKS.

Dusty work

You have to protect yourself and others when carrying out dusty work. This has to be clarified in the risk assessment. At Køge CHP Plant, they have a dust cabin where your clothes can get cleaned.

Waste

As a main rule, the suppliers dispose of their own waste unless otherwise agreed with the VEKS contact person.

Finished work

At the end of work, the workplace should be left tidy and in a good and safe condition. Thorough tidying and cleaning are required. Please consider your colleagues who are going to work at the facility after you.

Alcohol and euphoriant drugs

All over VEKS, bringing along, consuming/using and meeting under the influence of alcohol and/or euphoriant drugs are not allowed.

Violation will result in immediate suspension.

Smoking policy

Smoking is not permitted on VEKS premises, in cars or in other locations related to VEKS. The use of all forms of tobacco and e-cigarettes is handled equally.



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Control

VEKS will carry out random checks to ensure that the suppliers respect environment, health and safety legislation and that applicable rules and guidelines are observed.

For instance, a control may be carried out to check whether:

- welding and cutting are carried out properly and according to the rules
- lifting gear and electrical tools are inspected/functional
- the suppliers have the right education/training
- chemicals are stored correctly
- work is carried out safely
- the rest hour rules are observed



Tidy up!

Have you ever considered that people can get hurt if you let tools lie around? Please remember to tidy up on an ongoing basis – also after you have finished your job.

In case of an accident

Emergency alarm

In case you need an ambulance or fire brigade, please call the following number:

Call 112

- Give the exact address of the accident:
 - VEKS, Headquarter, Fabriksparken 58A, 2600 Glostrup
☎ +45 43 66 03 45
 - VEKS, Køge CHP Plant, Værftsvej 2, Køge
☎ +45 23 22 39 76
 - VEKS Distribution, Galoche Alle 14, Køge
☎ +45 43 64 44 00
- The other buildings of VEKS have exact address information on the station boards
- Explain the extent of damages
- Remember to give them your name and mobile number

Then contact your contact person from VEKS as well as

VEKS Transmission, control room: ☎ +45 43 66 03 45 or
VEKS Distribution, office, ☎ +45 43 64 44 00 or
VEKS, Køge CHP Plant, control room: ☎ +45 23 22 39 76

In case of accidents requiring no alarm

Please contact (at once)

- VEKS Transmission, control room: ☎ +45 43 66 03 45 or
- VEKS Distribution, office: ☎ +45 43 64 44 00 or
- VEKS, Køge CHP Plant, control room: ☎ +45 23 22 39 76

Please remember to notify your VEKS contact person about major and minor accidents. Accidents will be registered in full in VEKS' environment, health and safety system so similar incidents can be avoided in the future. Evacuation and other types of emergency preparedness are to be agreed with your VEKS contact person.

112 APP

It is a good idea to use a 112 APP which gives the exact GPS coordinates of your current position.

Environment, health and safety incidents

All undesirable environment, health and safety incidents must be reported to your contact person from VEKS who will ensure that the incident is registered in VEKS' environment, health and safety system. We register:

Observation may develop into near miss incident, environmental incident or a work accident – e.g. cord on access way, incorrect position of oil barrels, missing clean-up, etc.

Near miss incident is an episode where things could have gone wrong – e.g. oil spill which was stopped before the oil flowed out in the open, loss of object from a height without hitting anybody.

Environmental incident is an incident where an unintended impact on the environment occurs – e.g. spill of oil/chemicals which slips into the drain, incorrect sorting of waste, etc.

Work accident is an incident where a sudden, unexpected physical or psychological personal injury happens in connection with the work.

Additional information

VEKS Transmission working hours:

Monday–Thursday: 7⁰⁰ – 16⁰⁰

Friday: 7⁰⁰ – 13⁰⁰

VEKS Distribution working hours:

Monday–Thursday: 7⁰⁰ – 16⁰⁰

Friday: 7⁰⁰ – 13⁰⁰

VEKS, Køge CHP Plant, working hours:

Monday–Thursday: 7⁰⁰ – 15⁰⁰

Friday: 7⁰⁰ – 12⁰⁰

Canteen services: Is not offered.

Overnight stay: Is not allowed inside VEKS' premises.

Guests

It is not allowed to invite guests without prior agreement with a VEKS contact person. VEKS has a special procedure for showing guests around.



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