

<i>Document title:</i> Safety rules external suppliers	<i>Document no.:</i> D-5109 UK
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## Safety rules external suppliers

1. Your employees must follow the internal safety rules of Aalborg Portland.
2. Your employees must use personal protective equipment and work wear with visible company logo. Furthermore, the company car must be provided with company logo. Min.: industrial safety helmet, safety glasses (in accordance with the demands in the instruction D.5.8:2007 of the working environment authority about goggles), visibility clothing (corresponding to class 1 reflective wear cf. instruction 2.10.2-1:2015 of the working environment authority), safety booties and company logo. Personal protective equipment and clothes with company logo must be supplied by the company of the employees and worn where there are signs regarding this.
3. Your employees must have the required education to carry out their work. E.g. you need to have approved courses in connection to welding and handling of cranes, fork-lift trucks and installation of scaffolds. Documentation re. mandatory courses must be provided on request. In case of foreign labour, documentation must be provided for the Danish Working Environment Authority's recognition of the course concerned and be registered in accordance with applicable legislation.
4. By welding and carving your employees must use process extraction device. If the process extraction device is not effective, you need to supplement with respirator. By welding and use of blow torch safety helmet must also be used. The employee(s) of the external company must bring along extraction and protective equipment in connection with welding and cutting.
5. Your employees must use fall protection gear or scaffold during work above 2 metres without guard rail. The employee(s) of the external company must bring own fall protection equipment.
6. When performing hot work, your employees need to have a work permit for "Hot Work".
7. Your employees must have completed the safety training of Aalborg Portland.
8. Your employees must leave the work place orderly cleaned and with the equivalent security measures as when the work was started. Aalborg Portland approves the clean-up before leaving the work place. If the work place is abandoned before Aalborg Portland has approved the work place, Aalborg Portland may, at the expense of the external company, clean up. When a cleaning plan has been prepared, this must be followed.
9. Your employees must not work under influence of alcohol or psychedelic narcotics and must be prepared to be tested.
10. Your employees must immediately stop dangerous behaviour.

**Compliance with safety rules is a prerequisite for working at Aalborg Portland.**

**Aalborg Portland will handle violations in accordance with internal rules.**