

# **APPENDIX 5.1** 16.04.2020

## UPM Taurus Mill Project Uruguay



## SITE SAFETY PLAN

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#### **1** INTRODUCTION

#### 1.1 Project

The project covering this Site Safety Plan is Taurus Mill Project in Paso de los Toros, Uruguay.

#### 1.2 Purpose and scope of the document

This site safety plan presents requirements and activities within the Free Trade Zone (FTZ) fences of the construction site and access road. This document describes the general site safety instructions which provide basic rules and procedures necessary to eliminate or minimize potential hazards, and to avoid injuries to personnel and damage to equipment or material.

All personnel working and visiting the construction site shall follow the site safety instructions.

#### 1.3 Structure and scope of OHS Management

The figure below presents the main elements of OHS management in construction site.

UPM's responsibility is to prepare Site Safety Plan required on site according to Uruguay Laws, UPM standards and best practices.

UPM Site Safety plan				
Site OHS management				
Contractor Site OHS plan				
Standards. Procedures and Instructions				

Figure 1. Structure of site safety management.

#### 1.4 Definitions and Abbreviations

#### Accident

An unintended incident, which results in injury to persons and/or damage to property, the environment, third party or which leads to production loss.

## ASSE

State Health Services Administration

#### BSE

Insurance Bank



## BPS

Banco de Previsión Social, Uruguayan social security institute

## Cedula

National ID card

## Company

Client/ Construction Client/ UPM

#### Contractor

A Contractor is a specific type of supplier that executes works for UPM on site.

## DINAE

National employment administration

#### DINAMA

National environmental administration

## First Aid Injury (FAI)

Any work related minor accident which requires first aid treatment, even if it is not given by a physician or by registered medical personnel.

#### Fonasa

National Health Fund

## FTZ

Free Trade Zone

## IGTSS

Social Security and Work General Inspection

#### Incident

An event or chain of events, which has caused or could has caused injury, illness and/or damage (loss) to assets, the environment or third parties.



## JSA

Job Safety Analysis

#### Lost-time accident (LTA)

An unexpected, unplanned event that occurs in a work setting or during a work related activity which results in personal injury causing incapability to work for one or more days following the event.

#### **Main Contractor**

Cuecar SA (UPM owned FTZ company)

#### Medical treatment case (MTC)

Any work related injury that involves neither total lost workdays nor restricted workdays, but which receives Medical Treatment by a physician or by registered medical personnel.

## Modified Duty (MDC)

Accident at work resulting in injury or a negative impact on health when person is not able to work in his own task normally but can do normal task with restrictions or alternative tasks immediately on the following the day of the event.

## MSDS

Material Safety Data Sheet

#### MTSS

Labor and Social Security Ministry

#### Near Miss (NM)

An event where there was no personal injury or illness but where there was the potential for injury (incident has occurred). Other damage to property or the environment may have taken place.

## OHS

Occupational Health and Safety



## **OHS** Plan

Occupational Health and Safety Plan includes details on how the Contractor will manage and organize safety on site during the preparation and construction period.

## PPE

Personal Protective Equipment

## PTW

Permit to Work, work permit system

## **Total Recordable Injury (TRI)**

The summation of lost time accidents (LTA) including fatality and serious accidents, Modified Duty Cases (MDC) and Medical Treatment Cases (MTC).

## **Total Recordable Injury Frequency (TRIF)**

Total recordable injuries (TRI) per million working hours.

## UTE

The National Administration of Power Plants and Electrical Transmissions

## **Union Safety Coordinator**

Union safety representative from the workers to coordinate safety matters within a specific Sector of the site, with role and responsibilities according to Labor protocols agreement.



## 2 GENERAL INFORMATION

#### 2.1 Basic information about the object of construction

The planned pulp mill would represent state-of-the art technology, efficiency and sustainability. The capacity of the pulp mill has been initially set at 2,3 million tonnes per annum based on sustainable eucalyptus wood supply, sound environmental standards and high-quality products with zero waste.

#### 2.2 Basic information about the construction site

The mill site in the Paso de los Toros region is located approximately 270 km North from Montevideo and 150 km East from UPM Fray Bentos Mill. The Mill Site will be inside a Free Trade Zone area.

#### 2.3 UPM Safety Policy

Ensuring safety at work is an integral part of UPM's business operations. UPM also expects its subcontractors and business partners to show the same commitment to safety. UPM Uruguay adheres to UPM's code of conduct and prevention of illicit, and follows safety rules for the pulp business area.

UPM's three safety principles define how operations regard to safety:

- Safety first
- Safety starts with me
- We can prevent all accidents

Safety is the number one priority for each and every project team member. The Project's OHS objective is to ensure that each employee at construction site works in safe and healthful conditions.

OHS Goals for the Project are:

- Zero Fatality
- Zero Lost Time Accident (LTA)
- Zero Total Recordable Injury (TRI)
- Zero Security Incident

#### 2.4 Contractor's commitment for safety

Contractor is committed to provide a safe and healthy workplace for all employees. This commitment to safety applies equally to UPM's own employees, subcontractors, suppliers, and the public. Safe and healthful working conditions are integral parts of daily operations and are used as performance standards for all employees, Contractors and Suppliers.

All Contractors, Suppliers, Sub-Contractors and their employees shall comply with the UPM's safety rules, instructions and standards.



#### 3 LEGAL OBLIGATIONS

The Contractor, their subcontracted companies and their employees should strictly fulfill all the duties and obligations dictated by the Uruguayan legislation and the contained ones in this document. In the event of conflict between this document and the Uruguayan legislation, the most demanding is the one that will be obeyed. These instructions, do not exempt the Contractor, nor their subcontracted ones, of their legal and contractual obligations.

#### 4 CONTRACTUAL OBLIGATIONS

Before the signature of the contract, the Contractor must provide to UPM, with the followings documents:

- a) Last statistical biennium related to accident prevention
- b) The OHS officer's license and his/her experience in safety
- c) The name list and the key personnel's information to contact them if necessary
- d) The OHS Plan adapted to the time schedule, which has to be approved by UPM. Its fulfillment will be demanded as compulsory condition for the execution of the works.

UPM might audit the Contractor's OHS management systems in order to verify and evaluate all OHS information submitted to UPM.

The Contractor must have permanent technical support personnel regarding Health, Safety and Environment. The Contractor must designate a qualified OHS Officer (Técnico Prevencionista) registered in the MTSS, resident at site, with executive power to make decisions.

Before the beginning of the works, the Contractor will have to, specifically related to safety, and among other documents:

- a) Certainty of OHS Plan registered in the IGTSS
- b) Professional diseases and industrial accident insurance emitted by the National Insurance Bank (BSE)
- c) Id from workers (national id card, passport, etc.)

Safety induction Specific document will describe the total documentation regarding companies and workers to be submitted to UPM and that will be audited to grant the access to the mill site.

The Contractor must participate, with his OHS officer and all relevant people in the coordination meetings with UPM.

Independently of their own training activities, and before the beginning of their work, the Contractor should make sure that each one of their employees participates in the general safety inductions and training sessions organized by UPM (mandatory for all the Contractor's and sub-contractor's personnel accessing the site). The Contractor should coordinate with UPM the training attendance.

Contractors shall ensure that its personnel are appropriately licensed, qualified, skilled and experienced to carry out the duties required. Documented training records shall be maintained by the Contractor.

In addition to the general OHS training, the Contractor has to participate of on-site specific OHS trainings organized by UPM. Additional safety trainings for specific or



hazardous work are agreed and coordinated with the Contractor and approved by UPM.

The contractor's OHS Officer will participate in all inspections that will be carried out by UPM, the MTSS or the BSE, and will inform in a term not longer than 48 hours to UPM the corrective measures adopted.

The Contractor should make sure that all their employees are competent for the assigned task and that the required personal protection equipment (PPE) will be used whenever they are at the construction site.

The Contractor workers should wear working clothes with the name or logo of the company for which they work. Access to different zones on site is granted separately. Prohibited or restricted areas are not allowed to be entered. Color coding in helmets will indicate the access to different construction zones.

The Contractor must submit monthly to UPM all the information about:

- a) The investigation of happened accidents
- b) Corrective actions and controls carried out
- c) Summary report of every inspection carried out by local authorities
- d) Follow-up of safety related activities
- e) Training activities carried out
- f) Maintenance activities records of equipment, machinery, and tools
- g) Pending safety related matters.

Every six months, the Contractor should present a complete statistical analysis with their conclusions and modifications to the OHS Plan when needed.

The Contractor must make sure that all equipment, machinery, and tools taken to the place or used in the site, are safe and they don't present risks for the health, safety or environment. When requested, the Contractor should submit the maintenance protocols and controls to the OHS team of UPM.

UPM is free to carry out any type of inspection at any time or control of equipment, machinery, apparatuses and tools of the Contractor.

UPM reserves his right to stop any operation or activity in case it is considered a risk for the health and safety, or when the possibility of causing environmental damages exists. UPM won't be responsible for any of the possible costs arising from these circumstances and the needed corrective actions.

The Contractor and their subcontract company should obey all written or verbal instruction given by UPM regarding the OHS, and environment.

The Contractor will be responsible for the fines that arise from the actions of the MTSS, BSE, DINAMA or any national authority related to the Contractors activity and responsibility.

The Contractor is responsible for the cost of all the necessary equipment in the matter of health, safety and environment required in this document. Otherwise, UPM reserves the right to provide the necessary equipment and deduct the cost from the payments of monthly advances.



#### **5 ORGANISATION AND RESPONSIBILITIES**

#### 5.1 Site Organization

The construction management site organization is presented in Virhe. Viitteen lähdettä ei löytynyt.

SITE orner  SITE orner  CONSTRUCTION DISCIPLINE  Civil Construction Manager  Instelling  I	UPM
Mult.strt, FL     Bernsc MLL     Procurement Engineer     WATER     EFFLUERT     WOOD     OFFICE     Name of the storage       Project Engineer     The schedung     Steleveling     Diving plott     Balan storage     Bisles     Bisles <td< td=""><td>ord</td></td<>	ord
Quantity Survey         QA.Expediting           Bocurner/handling Project assistant(s)         Survey/team(s)	

Figure 2. Site organization.

## 5.2 Site Safety Organization

Safety organization will be nominated by UPM (Figure 3.).



Figure 3. Safety organization in construction site.



#### 5.3 Contractor's OHS site organization and resources

Contractors shall define, document and communicate with the aid of organizational charts and job descriptions the roles, responsibilities, authorities and accountabilities of all employees at all times relating to OHS matters, from senior managers down to site supervision.

Contractors shall be able to demonstrate that its OHS department organization and corresponding resources are capable of performing the work in a safe and environmentally responsible manner.

Contractor's OHS resources shall be qualified and experienced for the relevant phase of the works. Mandatorily minimum manning of OHS resources of contracts with site operations for OHS (Occupational Health and Safety) services is according to UPM's requirements and Uruguayan Decree 127/14:

- OHS Officers: 1 (and 1 more officer for every 100 workers)
  - Doctor with OHS PHD (OHS medical service): 1

The OHS responsible must be full time and speak at least English, beside the mother tongue of employees.

OHS medical service must belong to the Contractor or can be outsourced depending on the amount of workers on site:

- More than 300: OHS Service must belong to the Contractor, with at least weekly visits.
- From 50–300, the OHS service might be outsourced, with at least monthly visits
- From 5–50, the OHS service might be outsourced, with at least quarterly visits

Contractor shall have competent OHS staff and advisors at senior level to support the line management.

#### 5.4 Roles and OHS responsibilities of construction management

#### **Project Director**

- To support the whole management team executing OHS management
- To perform project's management review on OHS and Security issues.

#### **Execution Director**

- To ensure that the OHS Management Program has been implemented and launched in the project.
- To plan the OHS audit schedule and arrange OHS auditor for the project
- To ensure that the OHS requirements are met in the engineering and execution phases
- To participate in OHS inspections on regular basis



## **Construction / Site Manager**

- To take care in practice that OHS and Security issues are an essential and integral part of all construction activities
- To take care that OHS performance is on acceptable level in the construction
- To ensure that formal OHS inspections are done weekly
- To ensure compliance with regulations and work procedures
- To participate in OHS inspections

#### **OHS Director**

- To communicate day-to day basis with the Construction manager
- To communicate regularly with procurement, engineering and construction management people
- To conduct regular Site OHS meetings with own OHS personnel and Contractor's OHS personnel
- To prepare the OHS Management Program for the project
- To prepare the OHS Site Manual for construction works
- To establish the Safety Stepwise application for the project
- To assist the project management, procurement, engineering and construction management in OHS issues
- To make recommendations to project management where relevant
- To support the HAZOP and SIL assessments and maintain the risk register
- To report all OHS issues
- To assist project people in safety observations
- To report OHS issues in monthly report
- To report the construction site OHS performance and statistics
- To maintain OHS training records
- To lead and record OHS inspections
- To maintain site access and project man hour statistics

## **OHS Supervisor**

- To communicate day-to day basis with the Construction manager
- To involve OHS Site Manual preparation
- To assist construction management in OHS issues
- To make recommendations to project management where relevant
- To lead the construction risk assessments and maintain the risk register
- To report OHS issues
- To assist project people in safety observations
- To assist in Job Safety Analysis (JSA)
- To assist in Permit to Work (PTW)
- To monitor construction safety performance
- To assist in formal OHS inspections
- To review Contractors OHS Plans and risk assessments
- To carry out weekly electrical tool inspection
- To carry out weekly lifting rope inspection



#### **Area Managers**

- To take care in practice that OHS issues are essential and integral part of all construction activities
- To control the safe execution of all work performed by Contractors
- To attend on OHS meetings, toolbox meetings and initiate them
- To participate in OHS inspections
- To carry out OHS walks
- To carry out electrical tool inspections
- To carry out lifting inspections
- To ensure in best possible way that Job Safety Analysis (JSA) is done, when needed
- To ensure in best possible way that Permit to Work (PTW) is done, when needed
- To monitor construction safety performance in best possible way
- To ensure in best possible way that OHS inspections are done.

#### Sector Safety Delegate Coordinators

The Sector Safety Delegate Coordinator will have the function of coordination between the Safety Delegates of each contract within their Sector. In addition, it will have the obligations and responsibilities of the Works Delegates in relation to all the activities carried out in its Sector, except in regard to the power to stop works in case of serious and imminent risk for the safety of workers and the direct communication with the heads of each contractor company, in which it can intervene jointly with the Safety Delegate of the respective contract.

#### Hired staff

Hired staff in the project has the same obligations and rights as permanent staff.

#### All

To comply with OHS issues and requirements as essential and integral part of all construction activities.

#### 6 COORDINATION OF CONSTRUCTION WORK AND COMMUNICATION

#### 6.1 Safety coordination of contractor's work

UPM management coordinates and organizes all construction works within the scope of the project. This task includes preparation phase and execution phase, where Safety is first topic in every meeting agenda. The coordination of execution phase is done daily. UPM management is assisted by field supervisors, supervisors of Contractors and OHS Officers.

Contractor's OHS Safety Officers shall be at the site during construction work.



#### 6.2 Safety communication

Safety information to construction employees is delivered in multiple ways. The following practices for sharing information will be used:

- Managers ensure that scope of work for construction operations is distributed in early phase for documentation preparation.
- Construction risk assessment information is available for Contractors.
   Contractor undertakes that the information is gone through with the employees.
- Information of hazardous substances (chemical lists, material lists, MSDS, list of explosives, etc.) are available for Contractors and their employees.
- Periodic safety talks are performed by Contractors with its employees.
- OHS issues are included in all construction meeting agendas.
- OHS performance index/scores is visualized and available for Contractor's and Contractor's employees.
- OHS Boards (bulletin board) are used for sharing OHS information. They are located in each working camp and common areas.
- Site specific OHS information is located in common areas.
- Emergency Plans are communicated to Supervisors and Contractors and their employees.

Project communication language is English. Contractors have to ensure that they have English speaking foremen.

#### 6.3 Construction workflow

Overall OHS coordination and general contacts towards the authorities is done by UPM.

Contractor prepares for project implementation works:

- Detailed procedure of tasks to be performed, specifying in each one quantity of personnel, tools, equipment, machinery, chemicals, etc., and potential hazards associated
- OHS risk assessment for each task
- Control measures identified for each task, so that the risks from these hazards identified do not lead to accidents
- Minimum skill and training level of workers to execute tasks with moderate or higher risk level
- Listing of chemicals to be used and quantities to be handled and stored for periods of time. Safety data sheets for these products.
- Management of hazardous waste
- Emergency Procedures and Contingency Plans for all situations of potential incidents.

All above information, beside any other considered relevant for OHS, must be part of the Contractors OHS Plan.

Coordination regarding overlapped works between different companies is done by UPM.

Specific Work Permits and Job Safety Analysis needed for the different tasks to be performed (according Uruguay national legislation) are issued by each contractor.



## 7 OHS PERFORMANCE MONITORING

#### 7.1 OHS performance reporting

Contractor is responsible to report, among others, following information to UPM:

- Number of personnel
- Man Hours Worked (divided by their own staff and subcontracted)
- LTA Accidents (with BSE clearance)
- TRI Accidents
- First Aid Accidents
- Environmental Incident
- Near miss incidents
- Professionals' diseases
- Days lost due to work accidents
- Accident and Near miss investigation reports
- Number of hours of training in OHS
- Number of inspections conducted by OHS
- Number of safety observations made by OHS

The report shall include separate information from subcontractors.

#### 7.2 OHS inspections and activities

OHS inspections and activities will be done during all the construction phase. Inspections and findings shall be documented and proper follow-up shall be ensured and documented. Among others, will be organized:

- OHS inspections
- Safety walks
- OHS Observations
- Toolbox meeting/Safety Talks
- Unplanned OHS inspections
- Management OHS walks

Participants to these activities will be from construction management, OHS specialists, supervisors, safety representatives from UPM and Contractors, according to the type, moment and need. Specific quarterly plan will be developed for each mill sector.

#### 7.3 Reporting of accidents, injuries, diseases and dangerous occurrences

All people working within the construction site should have clear instructions regarding where to report in case of an accident.

Besides internal procedure of each contractor, incident reporting must be done using UPM standard reporting tool (software).

Contractor must immediately notify and report all OHS incidents and accidents to UPM, even when no injury occurs. Reporting to national authorities is done according to national legal procedures.



#### 7.4 Investigation of accidents/incidents

After the occurrence of an accident an investigation of why the accident occurred must be done. All incidents, whether it is a near miss or an actual injury-related event, shall be investigated. The objective is to identify root causes, not to primarily set blame. Incident investigation is to:

- Prevent or decrease the likelihood of future injury or illness
- To identify and correct unsafe behaviors and conditions
- To identify training needs.

Contractor shall include the Incident and Accident Management Procedure in their Safety plan. Incident investigation is done by OHS Team together with Construction or Project management and other relevant people if needed. In case of serious injury, the investigation committee is created and it is led by OHS Director. More information is described in UPM Accident Investigation Standard.

Contractor has the responsibility to immediately investigate and identify the root causes of the incident, in cooperation where needed with UPM.

Accident investigations reports from Contractors must be submitted to UPM for its final approval.

The Contractor is requested to participate in all site safety tours organized by UPM and responsible to implement corrective actions to all deviations detected.

## 8 SAFETY TRAINING / SAFETY INDUCTION

#### 8.1 General safety training

General site safety inductions and info sessions organized by the UPM are mandatory for all the Contractor's and sub-contractor's personnel accessing the site. General induction for visitors and orientation program for workers include, among others:

- site security practices
- smoking, alcohol and drugs rules
- information on workplace hazards and safe procedures for control OHS hazards
- requirements for PPE
- working at height and liftings
- electric works
- hot work and fire prevention
- hazardous chemicals
- emergency and evacuation procedures
- location of first aid facilities
- housekeeping
- environmental practices
- reporting practices
- Etc.



#### 8.2 Health and safety training on site

In addition to the general safety trainings, and according to the specific needs of the works, additional trainings will be organized in which involved Contractors must participate. Trainings for each specific topic are agreed and coordinated between UPM and the Contractor.

Additional safety trainings might include, among others:

- mobile and elevating equipment
- confined spaces
- crane operation
- lock out / tag out
- accident prevention and safety promotion
- accident and emergency response
- safety practices
- equipment and machinery.

Contractors must document all training (who has been trained, when they were trained, the training topic, and when it is time for refresher training). Employees must also sign an official sign-in sheet provided by the employer that can serve as proof that employees received proper training.

#### 9 SECURITY

#### 9.1 Access control

The contractor shall provide a list of its employees and responsible personnel to UPM in accordance with local and UPM's requirements. Access will be granted only after all documentation is approved.

Any changes regarding personnel shall be informed to UPM. The contractor is responsible for ensuring that all its employees and subcontractor's employees are capable of verifying their identity.

Vehicle access to the site premises is only allowed with a separate (vehicle) permit. Access to different areas will be identified by colored tags for each vehicle that must be shown at all times.

All vehicle permits to the site must be requested in the site Access Control. The UPM shall not be liable for any accidents with the vehicles.

All incoming and outgoing personnel, visitors and traffic shall be controlled in accordance with specific security instructions.

The site will have a CCTV system to monitor the site, parking areas, walkways etc.

#### 9.2 Contractor's site guarding

Within contractor's camp and work area, each contractor is responsible for the security of their contract objects, tools, materials, etc. Contractor shall implement the necessary physical barriers (fences, locked buildings and stores), access control and guards to prevent theft, sabotage and accidents.



#### 9.3 Photographing

No photographing is permitted without a written authorization from UPM. Taurus project engineers will be included in photographing permit.

## 10 HEALTH CARE AND EMERGENCY PREPAREDNESS

#### 10.1 Health Care

The construction site will have a Health Care and Emergency Service on site, centralized for all workers. It will be coordinated by UPM OHS. The sizing, equipment and time available in Health Care and Emergency Service will be according to the stages of work and number of working personnel.

This Service will be coordinated with the national health service providers of the nearby towns in order to provide support in health matters and actions in case of emergencies.

The mill site health service will lead actions to promote healthy habits that complement those carried out at the centralized level by the Ministry of Public Health, local health institutions and each Contractor.

Besides this, each Contractor must comply with Health related requirements established in Decree 127/014 and 125/014 regarding occupational health, among others.

Contractors will have to assure to foreign workers medical assistance from their registration in the BPS, due to National Health Care (FONASA) coverage is only valid once the worker has the national id card (Cedula).

#### 10.2 Emergency Action Plan

UPM will define an Emergency Action Plan according to the risks and phases during the mill construction. UPM will organize proper training regarding the plan to each Contractor and they will be responsible for following and ensuring its proper implementation and maintenance.

#### 10.3 First Aid

As part of the Emergency Action Plan, a site first aid program includes among others:

- The requirements regarding the number and position of first aid stations
- The requirements regarding the number and position of first aid kits
- The requirements regarding the first aid training of the personnel.

In line with this, the contractor will have to ensure together with UPM that there are a sufficient number of employees in a working location with valid first aid skills (at least 10%). The contractor is responsible for giving emergency instructions to contractor's employees.

The content of a First Aid kit is the following as a minimum:



- General guidance card
- Emergency phone numbers
- Neutral soap
- Antiseptics derived from iodine.
- Individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment
- Sterile eye pads, with attachments
- Individually wrapped triangular bandages
- Safety pins
- Scissors
- Medium sized individually wrapped sterile unmedicated wound dressings (approx. 12x12cm)
- Large sterile individually wrapped unmedicated wound dressings (approx. 18x18cm)
- One pair of disposable gloves
- First Aid Boxes DO NOT contain any drugs or medication. First Aiders should NOT under any circumstances "prescribe" or offer pills, drugs or medication.

These elements must be in sufficient quantities in proportion to the number of workers employed.

## 10.4 Instructions for emergency calls

As part of the Emergency Action Plan, instructions will be detailed guiding involved personnel in all possible situations in case the Emergency Alarm central need to be contacted and how to properly provide accurate and clear information to the rescue and emergency teams.

Specific trainings will be organized between UPM and all Contractors as part of the Emergency Action Plan trainings and First Aid program.

If the contractor causes a false alarm due to its negligence, the UPM has the right to claim any additional costs incurred from the UPM.

## 11 MAIN RISKS AT CONSTRUCTION SITE

Main risks at construction site hazards are related to, among others:

- Working at height
- Confined spaces
- Excavations
- Overlapping works
- Lifting work
- Electrical work
- Hazardous chemicals and explosives
- Traffic



## 12 SITE SAFETY PROCEDURES

#### 12.1 Use of personal protection equipment (PPE)

The following PPE's are mandatory at the site all the time:

- helmet (EN 397)
- eye protection (EN 166)
- foot protection (safety class S3)
- high visibility work clothing (ISO 20471 Class 2).

The EN and ISO standards can be replaced by equivalent standards approved by UPM.

According to the risk assessment or work circumstances, the other additional PPE must be provided depending on work related hazards. For example, the following PPE must be provided:

- hearing protection
- cut resistant gloves
- welding related PPE requirements
- grinding related PPE requirements (face shield protection, etc.)
- fall protection (full harness with 2 lanyards, etc.)
- life jackets
- respiratory protection (particle, or gas, half or full face masks, etc.)
- cut resistant clothing when working with chain saw
- chin strap in helmet when working from heights and wearing harness.

Use of a respirator is mandatory at sites where dusts, fumes, mists, and/or toxic vapors are present. The use of the appropriate respirators is required when exposure is unavoidable, and engineering or administrative controls (isolation, ventilation, limiting exposure periods) may not provide the adequate level of protection. The type of respiratory protection shall be chosen to isolate and protect an employee from the identified risk.

PPE should be safely stored when not in use, to prevent contamination, loss or damage. The aging and product lifetime of personal protective equipment should be followed.

#### 12.2 Permit to work

Work Permit will be required in the following activities:

- a) Work in Confined spaces.
- b) Hot Work.
- d) Mechanical erection works.
- e) Overlapping and / or shared construction works.
- f) Working with x-rays or equipment using radioactive sources
- g) High Voltage works.

CLIENT can request work permit to certain high risk work according to the risk analysis.



The Work Permit must contain at least the following information:

- a) Work procedures
- b) Hazard identification and risk analysis
- c) Prevention and protection measures before, during and after of works
- d) Personal and collective protection equipment
- e) Emergency, evacuation and rescue plans and actions
- f) Persons authorized and trained to perform the task
- g) Supervision Plan
- h) Location of the works
- i) Validity period.

CONTRACTOR shall plan the availability of tools, PPE, human resources and other necessary technical materials required for carrying out the works according the permit to work, beside any other resources needed. In long lasting tasks, the hazard identification and risk analysis together with the prevention and protection measures shall be reviewed every 2 weeks.

When a Permit to Work is set in operation, it will be approved and signed by the technical responsible authorized person, properly informed and handed to the workers whose job it is to do the specified work.

Any staff, contractors and/or subcontractors who are required to undertake the work should be left in no doubt that the work must not begin until the person who is to issue the Permit to Work has fully explained the safety precautions which are to be observed.

#### 12.3 Lock-out-Tag-out and isolation

Lock-out-tag-out (LOTO) and isolation are used in site. It is required that hazardous power sources are "isolated and rendered inoperative" before any work procedure is started. Personal isolation locks shall be used at every point of isolation, to prevent equipment from being energized accidentally.

This procedure covers all work in the site where isolation from one or more of the following is required:

- Electrical energy, including static
- Mechanical energy (e.g. potential, gravity and kinetic)
- Hydraulic energy (e.g. pressurized fluid, accumulators)
- Pneumatic energy (e.g. compressed air, vacuum, gas)
- Chemical energy (e.g. toxic, contaminants)
- Thermal energy (e.g. convection, conduction, thermal/infrared radiation)
- Radiation (e.g. radioactive energies, electromagnetic waves)
- Other energies (e.g. extreme noise).

Personal danger tags shall be positioned at every point of isolation.

All work that requires Lock-out-Tag-out shall be conducted in accordance with the UPM Lock-out-Tag-out (LOTO) Standard.

#### 12.4 Job Safety Analysis

CONTRACTOR shall ensure that the work poses no risk to those working on the site or other people affected by the work.



A job safety analysis (JSA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. In a JSA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. Other terms used to describe this procedure are Job Hazard Analysis (JHA), Method statement + Risk Assessment.

JSA might be part of the Work Permit in accordance with the described minimum content, approval, signing and information procedure and requirements.

## 12.5 Working at height

Work at height means works with the risk of falling. A safety harness must be used all the time while working above 2m height.

Sometimes workers or supervisors have to access to hazardous height areas. Always consider first to use collective protection (for example permanent or temporary guard rail, warning lines, etc.). If the working area is outside collective protection, the personal fall protection must be used (safety harness with double hooks). All employees who work at height shall be trained on use of fall protection equipment.

If there is possibility to stay hanging with the harness after falling, rescue plan shall be established and emergency lifting equipment shall be arranged before starting the work.

Working at height can be conducted using scaffolding or mobile elevated work platforms. Use of ladders is forbidden. Working at height includes working with man lifts.

#### 12.6 Scaffolding Jobs

Scaffolds shall be designed, erected, dismantled, moved or altered only by competent personnel.

The contractor that builds a scaffold must have the following documents signed by authorized and qualified professional (architect, civil or mechanical engineer):

- Plans
- Technical calculations
- Assembly and disassembling technical instructions.

UPM may request copies of these documents for its control.

The contractor shall assemble the scaffolding according to the technical instructions and use a scaffolding tag (Green for enabled use) indicating the following information: Identification number, Technical documents number and signature of the person who authorized the scaffolding. Scaffolds to be used must present this card enablement.

In case that the scaffold is not approved, scaffolding must have a no-enable card (red card), therefore is not allowed for any use.

For scaffolds that have vertical external access ladders, UPM may request the contractors that access to it an additional fall protection system.



In the case of mobile scaffolding, wheel brake system must assure it from unexpected displacements and are never allowed to be moved with personnel on them.

The contractor shall ensure that all workers use safety harness tied to a safe and independent anchor while working on a scaffold and exceeding 2 meters height. Using the same scaffolding as means of safe line must be properly justified and certified.

The fact that this scaffold has hand rails does not excuse the use of safety harness.

Scaffolds can only be modified by the same company that constructed them, and under supervision of the person who signed and who is responsible of it.

Workers who work on scaffolds must present a physical and health condition that allows them to perform the task, not allowing access to them to those who declare to be epileptic, suffer from vertigo or present any disability that diminishes normal performance. For those who work on hanging scaffolds this condition must be verified through a medical examination.

#### 12.7 Work from Ladders

The ladders are not considered as working platforms, but as an element of access from one level to another.

Therefore, ladders shall not be used as a working platform.

It is not allowed the use of homemade ladder.

#### 12.8 Signaling

The contracted company to perform work at height shall ensure the area below where those works are being executed.

This will define the entire area below where work at height can cause a risk.

The identifications should be done with the necessary means (wood barriers, cones, tape, signs, signposts, etc.), in an efficient way in order to avoid workers approaching or passing through the area at risk.

If using plastic marking tape, it must have the name of the company and it is responsible for its use, removal and care.

Each Contractor is responsible for the removal of any signaling and material used for this purpose and no longer needed once finished the work.

These same principles of delimitation of area, applied in the work of moving loads at height. UPM will stop the work, if it detects that the delimitation of the area is not adequate.

#### 12.9 Lifting operations

Before lifting operations, a Lifting Plan and risk assessment shall be done.

Lifting and hoisting must never take place, if there is a risk that people could be under the load. No one is allowed to move within the lifting or hoisting area in such a way that they would come directly under the load being lifted or hoisted.



At all times when lifting is in progress, the lifting area shall be suitably barricaded to prevent access to the area by persons other than those involved in the lifting operation. Any personnel not involved in lifting activities must be aware of the lifting work being performed in the area, and workers warned each time a lifting is performed in their area.

The person appointed to plan the lifting operation should have adequate practical and theoretical knowledge and experience of the lifts being undertaken.

When planning lifting works, notice that Lifting Plan should consider, among other things:

- a) Responsible and personnel involved.
- b) Teams
- c) Turning radius
- d) Interference with other equipment
- e) Center of gravity, weight and way of loading
- f) Characteristics of load securing devices
- g) Communication and signal system
- h) Maneuvers with hidden bulk
- i) Actions to be implemented in the event of interference with areas that exceed the boundaries of the work and power lines
- j) Preventive measures; operative safety ranges according to the different conditions that arise in the lift: techniques, materials and climate.

The use of lifting equipment in the open air should be halted where meteorological conditions could affect the integrity of the lifting equipment or expose persons to danger. Such meteorological conditions could be excessive wind speed (max 45 km/h or 12.5 m/s), poor visibility due to mist or fog, lightning storms, or heavy rain.

Minimum requirements to operate mobile equipment and cranes are described in table below.

MINIMUM REQUIREMENTS FOR EQUIPMENT OPERATORS										
Mobile equipment	Company letter	Driver license	Third party Certification	Psychophysical aptitude	Internal Training	Observations				
Articulated platform	x					Suitable for work at height				
Telescopic manipulator	x	x	x		x	May have third party certification or internal training				
Cranes	x	x	x	x		In the letter should refer to an experience of >6 months				
Lift car	x	x	x		x	May have third party certification or internal training				

- Company letter: Enabling note issued by the company with the signature of the responsible person for it, stating that the person received training and has experience in the equipment operation of these characteristics.
- Driver's license, preferably H, but D, E, C, F (Uruguay categories)
- Third party certification: Issued by institutions, professionals, technicians or manufacturers with a defined workload and contents. (valid for 3 years)

![](_page_24_Picture_1.jpeg)

- Psychophysical Aptitude: Cranes Operators must have periodic psychophysical exams, with a maximum validity of 2 years or whatever the medical service determines.
- Internal training: must submit a record of it and an accredited background of the instructor to validate experience. (valid for 3 years)

The training should be theoretical and practical, and the minimum aspects to cover must be:

- a) Equipment safety features
- b) How to use the equipment
- c) Emergency rescue planning
- d) Type of equipment and its limitations
- e) Maximum validation of driver's certification is 3 years.

The contractor, when requested to perform a complex load lifting, must have a Lifting Plan, signed by an engineer, to establish precisely where the potential risks and prevention measures and protection for the maneuver.

All kind of cranes (cranes towers, mobile cranes, truck cranes, etc.) must have a valid certificate issued by a recognized national or international certification company, indicating that the crane is in optimal operating conditions. All lifting elements (hooks, slings, shackles, etc.) must be certified and have a stamp on each element indicating the working load.

All equipment and lifting elements must have a Maintenance Plan, which includes dates and responsible for carrying out the maintenance.

In the case of man baskets, to be able to use one they shall have

- An operational manual and valid certificate granted by a recognized certification authority
- Stamp of maximum load
- Maintenance Plan.

UPM reserves the right to inspect at any time, tools, machinery, equipment, elements and other items of work from contractors and remove them from use or from the site, when those are believed to represent a risk to personnel or the environment, and also to request all activity and maintenance records involved.

#### 12.10 Work in confined space

Confined Space is any area that:

- 1. Is not intended for continuous human occupancy, and
- 2. Is large enough to enter and perform assigned work, and
- 3. Has a limited means of entry and exit, and
- 4. Has the potential to contain a dangerous atmosphere or any other serious safety or health hazard.

Confined spaces are for example: tanks, silos, chests, dryer cylinders, boilers, manholes, pipes, pits, grinders, sewers, excavations, etc. Wherever possible, Contractor should avoid carrying out tasks in confined spaces. Where this is not possible, the following safety issues have to be taken in to consideration.

- Specific hazard identification and risk assessment
- Control measures related

![](_page_25_Picture_1.jpeg)

- Permit to work (mandatory for all confined space works)
- Area blockade and signaling
- Only trained persons involve in confined space works
- Standby persons and clear communication. Not working alone!
- Safety lines, harness and emergency lifting equipment for evacuation of an unconscious person
- Atmosphere monitoring (oxygen, toxic, flammable, etc), continuous or spot.
- Forced ventilation (blower/fan) or respiratory protection
- Lockout/Tagout for energy supply (electrical, mechanical, pressure)
- Low voltage equipment (less than 25 V) and residual current devices to avoid electrical shock
- Adequate lighting
- If flammable gases -> Ex tools and devices.

All work in confined space shall be conducted in accordance with the UPM Confined Space Standard, which contains more specific information on safety procedures in confined space works.

#### 12.11 Excavation Works

Prior to the beginning of any excavation work, the corresponding soil analysis will be carried out to establish the necessary safety measures; if applicable, the existence and nature of the underground services that may be found in the work areas will be investigated and determined, which must be cut and / or cleaned up according to its hazard.

When the excavations may affect existing constructions, a study will be made previously as to the need for propping or other means that guarantee the integrity of the affected constructions.

Any excavation with depth greater than 1.50 meters shall have an Excavation Plan submitted to CLIENT and signed by a technical responsible person (Architect or Civil Engineer) on site for the duration of the work. When appropriate, it will be part of the Safety Plan.

The Plan shall contain the activities, the methods of excavation, types and methods of shoring or shoring to be used, circulation, as well as evacuation plans in case of emergencies.

All excavations should be protected with fences and/or appropriate protection. Those in areas of passage or with risk of falling from height will have regulatory handrails or another device of similar efficiency.

Two means or ways of exit must be foreseen in all excavation. The ditches of more than 1.30 meters deep will be provided with preferably metallic ladders that exceed 1 meter above the upper ground level, providing a ladder for every 30 meters of open ditch or fraction. The use of shoring for the ascent and descent of personnel is prohibited.

The presence of water in excavations should be avoided. To do this, the necessary equipment must be used in order to avoid accumulation. It will not be possible to work when the presence of water compromises the stability of the walls, if it were necessary to do so, measures will be taken to guarantee workers safety.

![](_page_26_Picture_1.jpeg)

#### **12.12 Fire Protection**

The site will have a Fire Protection Service, which will be coordinated by the UPM OHS team.

UPM will define a Fire Prevention Plan, describing all needed requirements, resources, actions and control regarding Fire Protection management.

Among other, UPM will lead training activities in fire prevention and combat, addressing possible fires risks, and acting in emergency situations and first aid.

Resources and manning will be according the different construction phases and specific needs.

As part of the Fire Prevention Plan, each contractor's Safety Plan shall consider and describe, among others:

- Fire risk assessment identifying any possible dangers and risks related to their activity
- Best practices and controls to prevent fires
- Hot work permits and work preparations for hot work
- The need for firefighting equipment at the site
- Handling and storage of flammable materials
- Create a plan to deal with any emergency and keep a record of findings.

#### 12.13 Hot Work

UPM Fire Prevention Plan describes the minimum requirement for each hot work, resources, equipment and tools in every hot work permit issued. The Contractor shall equip its hot work place with all necessary extinguishing equipment and is responsible for fire protection.

Work permit is required for hot works according Decree 125/014 and UPM best practices.

General rules and best practices shall be trained and/or described in the Hot Work permits. Some of those are:

- No hot work is to be attempted near any pit, manhole, vent pipe, trench or any enclosed space where inflammable vapors may be present, unless the place is tested, and such test indicates that the area is safe for hot work.
- At locations similar to the ones mentioned above where toxic substances may be present, similar test has to be done with an approved toxic gas detector
- Gas cylinders should be placed in vertical position when they are not in use, taking care that they do not fall and are protected from extreme heat.
- If the cylinders are being transported by cranes or hoist, they have to be safely placed on platforms or in boxes and not fastened with strings, wires, or adhesive tape. The cylinders of gas cannot be dragged.
- There must be at least two valid 8 kg ABC fire extinguisher in good condition.
- All inflammable material as oil, wood, paper, etc. has to be moved away from the area where sparks can reach them.
- Resistant materials are to be placed to protect electric cables or other inflammable materials from the sparks, making sure that no one be exposed

![](_page_27_Picture_1.jpeg)

to danger. Also always ensure that no hazard is posed to passing and nearby workers.

- The area where hot work is carried out should be inspected after the work has been carried out according to the work permit indication to see that any rest can cause a fire.
- AC powered welding equipment is to be fitted with a residual current device protection and the equipment must be earthed.
- All the valves of the cylinders have to be closed after the work has been done or during the lunch hour.
- Every person that works with welding, should be qualified.
- Oil, greasy cloths or hands cannot enter in contact with the valves of the oxygen or acetylene cylinders because they can cause an explosion.
- Maintain the equipment clean and in good conditions so that it is safe for using. The losses of gas are dangerous. Check all the connections regularly. All faulty equipment has to be repaired at once or taken out of the work site.
- The color code of gas cylinders shall follow Uruguayan regulations.

#### 12.14 Prefabricated elements, formwork and other large structures

Contractor shall provide written work plan (method statement and risk assessment) of handling and installing elements and other large structures for client's inspection/approval. The work plan shall be prepared on detail level according the Work Breakdown Structures.

The work plan shall contain instructions for the whole phases from unloading the transportation ending to the dismantling the temporary supports and grouting forms. Typical risk phases are storage, lifting, installing the elements and dismantling temporary supports. The inspected plan shall be on site for employees use.

#### **12.15 Hazardous substances – Chemicals and Explosives**

Contractor shall provide a list of hazardous materials. All hazardous materials and substances shall be suitably classified, packaged and labelled. All the dangerous materials should be under the control of a qualified person.

#### 12.15.1 Chemicals

Dangerous chemical products have to be used according to the conditions established by the supplier, relevant information and manuals and must remain available.

Dangerous materials will be stored in their original containers and in an approved container and labeled as it corresponds.

Inflammable liquids should be stored in a safe cabinet isolated of other products.

Contractor must supply the copies of Material Safety Data Sheets (MSDS) in Spanish and English from chemicals used on site.

The Material Safety Data Sheets (MSDS) must be in a readily accessible location in the site and all workers should be informed on how to access the MSDSs.

![](_page_28_Picture_1.jpeg)

People that are potentially exposed to dangerous chemicals substances should receive precise instructions about the risks and safe measures that must be observed.

Personal Protective Equipment (PPE) must be used when working with chemicals and hazardous materials, in accordance with MSDS, safety instructions and as further reflected in the PTW. The workers have to receive the appropriate specific training for its use.

The Safety Plan of each contractor, among others, shall contain and describe the following topics and actions regarding chemical substances whenever applicable:

- Identify the hazardous substance
- Guidelines how to prevent harm (risk assessment)
- Provide control measures to reduce harm
- Prove information, instruction, training and knowledge for employees and others
- Provide monitoring and health surveillance in appropriate cases
- Emergency planning
- Means and methods to control and review.

The location of temporary storage facilities for fuels, oil, grease and similar materials, as well as other chemicals shall be agreed with UPM. Such materials shall be stored appropriately with arrangements for containing accidental leakage and spills. Flammable materials shall be stored in such a way that a fire in one area will not spread to other flammable materials stored nearby.

Storage facilities for chemicals etc. shall be regularly inspected to ensure their integrity.

All spills of chemical product should be cleaned. The polluted materials used for cleaning has to follow UPM Waste Management requirements (C9.2)

The Contractor is responsible for removing immediately all dangerous waste or pollutants from the working area.

In the event of spills of dangerous material on earth or in water, the Contractor shall inform the CLIENT immediately and deliver a report about the accident to UPM OHS responsible, indicating:

- The causes and circumstances that originated the accident
- The measures of prevention adopted before the accident
- The actions taken to control the spill
- The corrective and preventive actions taken to avoid the repetition of the accident.

#### 12.15.2 Explosives

Procedures for explosives shall comply with Technical Reports requirements from Material and Armament Service (SMA) from National Army.

The explosives on site shall be stored in designated areas.

The explosives supervisor must be appointed in writing by the contractor. The explosives supervisor must be competent and have sufficient experience to carry out the role.

![](_page_29_Picture_1.jpeg)

The blasting specification must be specific to each blast, and take account of site conditions. The purpose of the blasting specification is to minimize the risk associated with the firing of shots. The specification should be designed to achieve the following goals:

- Minimize the risk of fly rock being projected outside of the declared danger \_ zone:
- Minimize the risk of misfires;
- Enable the location of any misfired shots to be accurately determined. The specification should take account of:
  - Experience gained from previous blasts at the construction site;
  - Any unusual circumstances which are present or likely to arise; and
  - the design of the excavation required.

The following matters need to be addressed when planning, preparing and undertaking a blast:

- 1. The location on a construction site to be blasted;
- 2. A drilling plan / log should be prepared showing the hole positions, the length, diameter and the angle of inclination of each hole and direction to which the drill is to be set for each hole. It should also consider the surface position and number or other identifier for each shothole; the angle of inclination, direction, length and diameter of, and extent of any sub grade drilling for each completed shothole;
- 3. The burden ('burden' distance from hole to exposed face) around each shothole should be adequately determined.
- 4. The quantity, type and position of explosives and stemming material used;
- 5. The system of initiation, including full details of any delay sequence and timing;
- 6. The danger zone, shotfiring position and sentry positions should be determined;
- The date and time of the blast and prevailing weather conditions.
   The proximity of other persons, dwellings, roads, railway lines, commercial buildings or other places which could be affected.

#### **12.16 Hand Tools and Equipment**

All tools and equipment shall be in a sound and well-maintained condition. When applicable, such tools and equipment shall carry proof of mandatory, regular checks. Operators shall be instructed and trained in the safe use of the equipment. Authorization for use shall be implemented according to Contractor's procedures.

Use of faulty equipment is not allowed. Tools and equipment should only be used for applications where they are designed to.

#### 12.17 Manual handling

Manual handling instructions:

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimize the need to carry out such movements
- Consider how you can minimize carrying distances

![](_page_30_Picture_1.jpeg)

 Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components.

#### 12.18 Electrical safety

The electrical installations shall be designed and carried out in accordance with the national requirements established by UTE.

A technical report must exist on site describing the characteristics of the electrical installation used, the existing protection, the main and secondary electric boards, the active installation and the earthing system, as well as all the elements related to the safety of workers.

This report will be signed by a qualified electrician (qualified electrical installer technician), who assumes responsibility for it, in accordance with the "Low Voltage Regulations" of UTE.

If modifications are made during the development of the work, in the electrical installation described in the original technical report, they must be documented and attached to the original with the signature of an authorized electrician.

The entire electrical network of the work, used for the operation of facilities, equipment, machines and tools, must be protected by earth-leakage circuit breakers (RCD 30 mA), according to the indications of the technical report, without exception. Failure to have these protections or the malfunction of them, will involve closure for the use of electricity in the work

Only electricians are allowed to install and repair electrical lines and equipment.

Electrical hazard on construction site shall be prevented by adequate work practices, including the use of insulation, guarding, grounding, and electrical protective devices.

Any person engaging in electrical installation, live work, or working on HV installations, must be suitably qualified and experienced and ensure that suitable and sufficient risk assessment has been undertaken and recorded.

All extension cords shall be located so that they are protected from damages. Cable length shall be kept as short as possible.

When using electrical hand tools the earth-leakage circuit breaker (RCD 30 mA) is mandatory. If the socked-outlet is not RCD-labelled, separate RCD shall be used.

Adequate signs shall be displayed to draw attention to any electrical hazard. The signs shall comply with relevant local or International standards. Any persons who may be affected by the electrical work must be informed and all appropriate controls must be in place before work begins.

All high voltage works require a Permit to Work.

#### 12.19 Working with x-rays or equipment using radioactive sources

Contractor is responsible of safety in works considering all kind ionizing radiation. Risk assessment prior to work is always required.

A radiation employer shall not carry out work with ionizing radiation unless he has made an assessment sufficient to demonstrate that:

![](_page_31_Picture_1.jpeg)

- all hazards with the potential to cause a radiation accident have been identified; and
- the nature and magnitude of the risks to employees and other persons arising from those hazards have been evaluated.

All works with x-rays or equipment using radioactive sources require a Permit to Work. X-ray work is to be conducted when nobody else is working (e.g. night time).

#### 12.20 Noise in construction phase

For noise abatement Uruguayan laws and regulations shall be applied. Protect the ears from harmful noise. Hearing protectors must always be worn when 80 dB noise exposure limit is exceeded,

#### 12.21 Industrial Hygiene and Welfare

Industrial hygiene and welfare issues are to be taken into account during construction phase and later commissioning phase by contractor. Requirements of Uruguayan laws and regulations (e.g. National decrees D 125 and D406) shall be fulfilled.

#### 12.22 Safety Non compliance

All safety non compliances to Safety Rules, procedures and best practices will be addressed and communicated to relevant parties according to its criticality and risk to life. According to this, workers might be from verbally observed, to be removed permanently from the site. Incompliances will be recorded, personal and cumulative throughout the mill construction.

#### 12.23 Smoking, drugs and alcohol

The site has zero tolerance for alcohol and narcotics. Working under the influence of alcohol or narcotics is strictly forbidden.

Bringing, storing or using alcohol, drugs or other drugs at site is forbidden. Any personnel arriving at site under the influence of intoxicants will be prevented from entering site.

Personnel found working under influence of alcohol or other drugs will be immediately removed from the site. UPM is entitled to conduct random testing at the mill entrance and at the site to any person. Contractor is required to perform own testing as well.

Smoking is prohibited on UPM sites, with the exception of locally defined areas.

#### 12.24 Housekeeping

Contractor must manage their own working areas in such a way that:

- The working area has to be cleaned at the end of each day!!!
- Make sure that the passages are clear. Do not leave any items in passages or corridors, or on scaffolding.
- Ensure that main distribution boards, fire-fighting equipment and emergency exits have free access.

![](_page_32_Picture_1.jpeg)

- Safety equipment is not removed without the approval of a supervisor.
- Tools and supplies must be kept in designated places.
- Timber, steel, pipes, etc must be laid out in solid piles and supported as necessary. Nails and other dangerous items must be kept out of common passages.
- Collect, sort and remove waste. For this purpose, UPM will provide containers, which are emptied regularly.
- Hazardous wastes are removed immediately from the working area.
- Burning of waste is not permitted.
- Where there is a danger of falling, covers and gates over openings shall be clearly marked, securely fastened and, if a cover is temporarily removed, the opening must be fenced!
- Electrical wiring and equipment such as cables, distribution boards and light fittings – particularly in stairways and other passages – shall be placed in such a manner and location that they will not break and cause danger or electrical shock. Especially fire doors between fire compartments must always keep closed.
- Steel bars, bolts and protruding heads in or near passages shall be cut of, covered or bent down.
- Report any defects or malfunctions to your foreman immediately.
- All storages on platforms have to be secured.

In case the Contractor does not fulfil its obligations concerning housekeeping, UPM reserves the right to mobilize a housekeeping crew to do the cleaning work and to charge the costs from the Contractors.

#### 12.25 Waste management

Contractor shall provide details on different kinds of waste to be generated by them, prior to starting their activities. The details shall include the expected quality and quantity of waste, frequency of generation as well as the treatment and disposal methods envisaged.

All hazardous waste shall be sorted according to UPM rules and delivered directly to a hazardous waste treatment facility approved by authorities. Hazardous waste shall not be mixed together or with any other waste or substance. The different type of wastes to be sorted will be colored indicated.

Discharge of effluent or chemical waste or any kind into any waterway or drainage system on the UPM's site shall not be allowed. Effluents, sewerage and other liquid wastes shall be disposed of by Contractor in a manner approved by UPM.

Rubbish, waste and other unwanted material shall only be disposed of in accordance to UPM regulations in force and authority regulations. In case the wastes are not defined in UPM regulations, then authority regulations shall apply.

## 12.26 Traffic safety

Only authorized cars and drivers are allowed inside the mill fence.

Parking will only be allowed in parking areas designated and approved by UPM properly identified.

![](_page_33_Picture_1.jpeg)

Walkaways will be used when walking from parking area to offices or any other working area.

Speed limits will be indicated throughout the site and controlled accordingly.

Internal buses and shuttles on site will be used for accessing more distant working areas. Routes, schedule and stops will be developed and informed according the specific needs throughout the construction phases.

Noncompliance with traffic rules will mean the removal of the permit to enter the site for the car or the responsible person according to Safety on compliance Rules.

Local legislation and regulations shall be followed in works on a public road.