

Document identification /ZAM 66	Document type REGULATION	S Class	Rev J	Page 1 (3)
Prepared by 1993 Anders Nilsson	Revised by Börje Karvonen	Approved by Environmental Manager Börje Karvonen		Date 06.02.2007

General rules within Teracom's facilities

Information to contractors etc.

Appendix to "Regulation ZAM 66, COORDINATION RESPONSIBILITY"

Definitions

The coordination manager is the legal person who is considered to be in control of a workplace in accordance with section 3 of the Swedish Work Environment Act.

In order for coordination responsibility to function in practice, there are appointed individuals at Teracom AB who, in the cases in question, monitor to ensure that Teracom AB fulfills its commitments pursuant to this Act.

As a rule, this is the same person presented on the facility's "blue board" as coordination manager. From now on, this appointed person will be referred to as the coordination manager.

Responsibility and obligations

Contractors are obliged to observe the rules specified below.

The same rules apply in cases where a contractor in turn engages a subcontractor, which the contractor is obliged to notify to the coordination manager at Teracom. A contractor is also obliged to pass information to any subcontractor.

The contractor is also obliged, for the execution of the work, only to engage personnel who have been professionally trained and have professional experience within the relevant area of work.

Coordination according to the Swedish Work Environment Act

Teracom is responsible pursuant to Section 3 §§ 6-7 of the Work Environment Act for the coordination of worker protection within its own facilities (Coordination responsibility).

The contractor must comply with Teracom AB's procedures and instructions, as well as consult regarding the shared working environment with other visitors who may be present at the facility.

Access to facility

Access rules regarding Teracom's facilities must be complied with (can be found at www.teracom.se).

The regulation "Spending time on masts and towers, /ZAM 66", must be complied with.

Important points in this regulation are:

Before entering a station's risk zone, 2/3 the height of the mast, and before the person concerned leaves the station building, this person must himself check that this can take place without any risk. In conjunction with the risk of falling ice or during work on the mast, restrictions are in place regarding passage through the risk zone. In such cases, entry and departure may only take place after the following have been taken into consideration:

- If the access road is blocked with a barrier or if traffic lights are on red, station personnel must be contacted. It is then necessary to wait for the go-ahead for access. Before departure, permission must be obtained from the station personnel.
- When work is in progress in the mast, entry and departure must take place in consultation with station personnel in the first instance and with the supervisor of the personnel in the mast in the second instance.

Risk analysis

A risk assessment of planned activities must be submitted to the coordination manager.

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The coordination manager must be notified in the event of any changes.

Protection for Teracom's personnel within the facility

In cases where difficulties of various kinds can arise in conjunction with the implementation of the contract, this must be notified in plenty of time to Teracom's coordination manager for remedial action, for example the evacuation of personnel, working overtime, etc.

Products harmful to health and the environment

Each contractor is responsible for information about hazardous substances and risky work being submitted to the coordination manager, including the necessary protective measures for both their own and other affected staff within the work area. In those cases where the contractor is handling chemical products, product information sheets in accordance with KIFS must be submitted to the coordination manager, who is responsible for these being filed.

Health risks during future demolition work must also be taken into consideration.

Protective devices

If the contractor, due to its own work, dismantles shared protective devices or parts thereof, the contractor must secure the area, report this to the coordination manager and restore the dismantled protective device immediately after the work has been completed.

Reporting obligation

The contractor must report to the coordination manager all deviations that have resulted in or could result in an occupational injury, ill health or damage to equipment or functions.

The contractor must also notify whether the work has to take place outside of regular working hours.

Inspection

The contractor must ensure that the inspection and supervision of machines and equipment satisfies applicable requirements.

Responsibility for fire protection

The contractor must notify how the use and storage of flammable goods is to take place. When demands for "Hot work" are required, the contractor must be able to provide proof of competence. No hot work entailing a risk of fire may be carried out until written permission has been obtained from Teracom AB's coordination manager.

Blasting work

The coordination manager must be notified in the event of blasting work. The contractor is responsible for guarding, signaling and any evacuation orders. If otherwise agreed, this must be specified in the documents.

The Swedish Work Environment Authority's announcement regarding blasting must be applied.

Noise

In the event of work that entails unpleasant or disruptive noise, the contractor must notify the coordination manager in plenty of time before the work is implemented.

Lifting devices and pressure vessels

The contractor is responsible for ensuring that lifting or transport devices that it has set up are inspected in accordance with the Swedish Work Environment Authority's regulations. The same applies to the ongoing supervision of lifting devices, lifting appliances and pressure vessels.

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Temporary electrical installation

All parts of the facility must satisfy the requirements regarding version and maintenance as specified in the provisions of the Swedish National Electrical Safety Board, ELSÄK-FS 1999:5, section 7, subsection 704 Construction and demolition sites.

Lighting

When disconnecting the regular lighting, the contractor is obliged to supply the site in question with temporary lighting.

Falling objects

If there is a risk of personal injury due to falling objects, the contractor is responsible for arranging a protective roof or net. This must be taken into consideration in particular at access and transport routes.

The Swedish Work Environment Authority's regulations regarding building and construction work must be applied.

In the event of work on masts, Teracom's regulations regarding "Working on masts and towers" must be applied.

Protection for people against falling to a lower level

Falling risks caused by e.g. holes in floor joists, the removal of guiderails, the opening of floor hatches, etc., must be eliminated by the contractor.

Accessibility

The contractor is responsible for transport routes, staircases, paths, etc., being kept free of equipment and debris that is attributable to the contract. In cases where these areas have to be used for the temporary installation of e.g. equipment, transport routes and paths must be clearly demarcated. If this cannot be done, such routes and paths must be closed. Emergency exits must not be blocked or closed.

In the event of special work operations with dangerous machines or heavy equipment, and where the risks are consequently increased, it is the duty of the contractor, in collaboration with the contact person, to organize the work so that it is kept separate from Teracom's personnel in terms of time and place.