

Safety Rules

For Contractors on Nordural Premises



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Rules of Conduct for Contractors on Nordural Premises

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1.0 Purpose

Nordural places a strong emphasis on creating a safe work environment where safety rules are properly obeyed in order to prevent all mishaps and accidents.

This document must be included in all contracts and purchase requests to contractors and suppliers.

1.1 Objective

To create and maintain an accident free work environment where contractors work in accordance with Norðurál policies, standards and rules.

1.2 Scope

This policy and procedures apply to all contractors who work within the premises of NA.

2.0 Safety Presentation for Contractors

Before a contractor starts work on the premises of NA, the contractor and supervisors of NA shall meet in order to guarantee that the contractor is fully informed about and aware of the safety and health policy of NA regarding safety protection, fire protection, incident reports, hot work permit requirements, classification of work factors, vehicle and equipment use, and consideration to NA operations. Contractors shall deliver a copy of their safety plan and procedures to their assigned NA representative in addition to a confirmation of their workers' training. As a minimum, the contractor's safety plan and procedures must fully comply with the requirements of the NA safety and health policies and procedures, and must be approved in advance of working at the site.

Contractors shall attend an annual presentation of NA safety and health rules.

3.0 Obligations

All contractors, subcontractors and suppliers are expected to obey the NA Safety and Health Policy

NA Safety and Health Policy:

We shall execute our work safely so that the health and well being of all employees and the environment is always respected.

It is the policy of Norðurál to work in every respect in a safe and responsible manner so that the environment, our clients and the community in which we live and operate is always shown full respect and consideration. We shall never compromise the environment, health or safety for reasons of production or the opportunity for financial gain.

The managers of contractors are responsible for the health and safety of their employees. The managers of contractors are also responsible for the impact their employees' performance could have on the health and safety of others and Norðurál operations.

A NA supervisor will be assigned as the Company Representative regarding the contractor's work, activities on site and compliance with the provisions of this policy.

The Company Representative is responsible for issuing work permits to contractors where the duration of work, name of the contractor and his subcontractor are recorded. A work permit for a contractor working on a long term or semi-permanent basis may be issued for a longer term, maximum one year at a time.

At the beginning their work project, contractors shall assign a safety representative who will be responsible for assuring compliance with the provisions of this policy in every respect. As a minimum, all work carried out by the contractor at the site shall be performed according to Act No. 46/1980 which regards working conditions, safety and health in the work place.

The contractors themselves are allowed to be safety guards, but in such cases, one of the workers shall be appointed as a safety representative. The supervisor shall be informed about the number of workers and the appointment of a safety guard. The safety guard or his/her representative shall contact the Company Representative and report how the contractor intends to execute the laws and regulations in question.

4.0 Rules Shall Be Obeyed

Contractors and subcontractors shall obey all concerned EU rules and regulations, national law and appendices mentioned in the contract. In addition, contractors shall obey all NA Safety and Health rules and any other requests made by the Company Representative or NA supervision.

All projects shall be performed with minimum disruption of NA operations. The contractors' workers shall stay in their assigned and permitted work areas. Contractors are not allowed into areas that do not concern the project they are intended to carry out.

NA takes the safety issues seriously and expects the same from the contractors. The Company Representative shall immediately report breaches of law and regulations and send a written warning to the contractor. Breaches of these rules could lead to the expulsion of the contractors' workers or the contractor itself and the rescission of its contract with NA.

There is a strong magnetic field inside the potrooms and the area surrounding them. Entrance into these areas is prohibited to individuals with pacemakers. Watches, payment cards and other electrical device may be damaged in such a strong magnetic field. Cameras are prohibited within the plant premises without special authority from NA. Alumina dust may scratch and damage lenses. Pregnant women are not allowed to enter the potrooms.

Contractors are not allowed to remove any equipment or device from the NA

premises without a written agreement from the Company Representative who will keep watch and track of everything that is removed from the premises.

A special permission is needed in order to get access into the harbour area or in order to go aboard a ship or boat at the harbour.

It is prohibited to invite guests into the area without a special permission from NA.

Entrance into all NA premises is prohibited to children and pets.

5.0 Presentation of Premises

It is essential to present the premises to the contractors and particularly the premises where they will be working. All the workers of the contractors, subcontractors and suppliers, who need to work on the premises, must get a presentation of the premises.

No one is allowed to work on the premises of Nordural without having had a prior presentation of safety and health issues and had a presentation of the premises.

The presentation of the premises is performed by an NA Company Representative or a safety representative. The presentation of the premises shall each time be centred on the area in question with the use of transparencies, videos or other prepared promotional material. The presentation shall cover safety and health issues relating to the project in question, the condition of the premises, emergency reaction, first aid responders , need for special work permits, vehicle traffic, proximity to NA production equipment and the location of trash containers, in addition to other things regarding safety on the premises. At the end of the meeting, the attention and understanding of the members of the meeting shall be tested with a short written examination. The presentation of the premises shall be registered and a certificate that the employee in concern has had a presentation of the premises shall be given to those who pass the test.

6.0 Environmental Conduct Requirements

Contractors are expected to perform their work with regard to environmental protection and the health of their workers and the community.

All emission of chemicals into the environment such as liquid leakage, gas leakage, explosions, etc. are taken seriously. Emission is considered likely to spoil ground water, surface water, or the pollution of the atmosphere even though the chemical in itself is not considered dangerous.

The following are examples of emissions that could occur on the premises:

- 1) Oil leakage/gasoline leakage (diesel oil, gasoline, etc.)
- 2) Leakage of dangerous waste
- 3) Hazardous waste/-emission (solvent, acid, paint etc.)

- 4) Fire or explosions caused by the above mentioned substances

Contractors shall supply impermeable/leakproof leakage protection equipment in the storage areas where substances, which could flow or run, are likely to cause leakages.

In case of emission, the contractor must make the following measures:

- 1) Try to stop the emission, if possible, without putting oneself in danger.
- 2) The Company Representative shall be contacted immediately and given precise information about the event even though the substance was not considered dangerous.

When the head of the premises is contacted the following information must be given:

- 1) Precise location of the incident
- 2) Description and kind of substance in question
- 3) Estimated quantity of substance released or extent of fire
- 4) Seriousness of injury or degree of equipment damage
- 5) Seriousness of real or possible damage of environment
- 6) What has already been done to constrain the emission

The head of the premises will make arrangements according to NA environmental control system regarding emission and report to the head of laboratory what substances were spilled or released to the atmosphere.

Disposal of waste from contractor such as batteries, motor oil, transmission oil, glus oil, oil filters, coolants, tyres and fluor bulbs, shall be performed according to NA waste disposal policy.

The Company Representative will arrange for a NA representative to give advice on how to remove non-dangerous and non-hazardous waste from the premises.

An NA environmental representative will give advice on how hazardous waste shall be removed from the premises. He/she shall be given notice in advance about the waste in order to have time for sampling, labelling and recording, if necessary.

7.0 Health and Safety Requirements

7.1 Conduct of Contractor's Workers

During the stay of the contractor's workers on NA premises they are not allowed to participate in any dangerous, illegal or unacceptable conduct such as:

- 1) Breaking general safety rules, or putting their co-workers or NA employees in danger.
- 2) Causing or contributing to risk or unacceptable conditions.
- 3) Disrupting the attention of workers without reason, or spending time on anything that is not connected with the authorized work.
- 4) Using derogatory language.
- 5) Threatening, antagonizing, harassing, enraging, or disrupting a co-worker or NA employee.
- 6) Discriminating against groups or individuals, either with words or actions, with respect to race, gender, skin colour, age, religion, handicap, experience, pregnancy, origin or any other reason.
- 7) Showing indecent or dishonest behaviour, sexually harassing, having verbal or visual material, which could be offensive to co-workers or NA employees, at their disposal.
- 8) Fighting or encouraging fights.
- 9) Stealing, misusing or deliberately damaging NA possessions, equipment or devices.
- 10) Any form of bets.
- 11) Having on one's person, or consuming any kind of alcoholic beverages or illegal drugs while on the premises.
- 12) Attending work in an unfit condition such as under the influence of alcohol or illegal drugs or prescription drugs which could diminish physical or mental capability.
- 13) Refusing to undergo alcohol or drug tests, should the Company Representative in charge insist, for valid reasons, on such a procedure.
- 14) Carrying firearms or other weapons on NA premises.
- 15) Slandering employees, Nordural or its products.
- 16) Forging documents, such as work sheets, or being the cause of incorrect recordings, by giving untrue statements, misusing NA payment cards, NA telephone cards, the company's charge accounts or the NA intranet/Internet.
- 17) Misusing, or removing from the premises, without permission, list of employees, drawings, records or any kind of confidential documents.
- 18) Offering material for sale, collecting vows or distributing printed material without the permission of the NA Board.
- 19) Announcing on tables, or removing announcements from reference tables, or other written material, without the permission of the NA Management.
- 20) Having or using a TV, radio, videorecorder or cameras on the premises without permission.

- 21) Horseplaying or throwing things about on NA premises, or being careless on the premises.
- 22) Not obeying orders from the foreman or showing any other kind of disobedience.
- 23) Often attending work late or being absent many times.
- 24) Quitting work too late or leaving the premises before the end of the work time.
- 25) Attending to personal matters while at work, or misusing the NA telephone or intranet/Internet or email system.
- 26) Breaking national law.
- 27) Smoking in smoke free areas.
- 28) Bringing unauthorized vehicles or equipment on site.
- 29) Driving/using authorized vehicles or equipment in unauthorized areas.

7.2 Drug Abuse

Carrying or using alcohol or drugs is prohibited within the premises of NA. Contractors shall be responsible for keeping watch on their workers before and during the time they are working on NA premises. Those who are caught being under the influence of alcohol or drugs will be shown off the premises without delay and they will be prohibited from entering the premises again.

The workers of contractors and subcontractors may have to undergo drug or alcohol tests in accordance with the NA policy and EU regulation. Positive results from such tests lead to the expulsion of the workers in question from the NA premises.

7.3 Housekeeping and Hygiene

The premises shall be kept clean and tidy. Trash shall be systematically gathered and disposed of according to current law. Equipment and tools shall be put away and put in their place before the contractor quits work.

Good housekeeping and hygiene are an indication of provident safety conduct and can prevent many accidents. Good housekeeping and hygiene habits increase productivity and improve the quality of products and services. Housekeeping and hygiene are the responsibility of each contractor and subcontractor who must:

- 1) Keep a daily housekeeping and hygiene plan
- 2) Stack materials so that there is sufficient room and no danger that stacks of materials tumble.
- 3) Remove loose, hanging material that could fall on somebody.
- 4) Remove without delay, or knock down, all nails protruding from timber and that could cause accidents.
- 5) Not allow trash to accumulate.
- 6) Locate trash containers, in the area where contractors are working, for gathering trash from their workers and empty them regularly.
- 7) Maintain free passages for walking and driving traffic on the premises.

- 8) Get permission for material storage locations from the NA Company Representative.
- 9) Keep surfaces clear of flammable materials and trash.
- 10) Make sure that loose repair material can not blow away.
- 11) Keep walking and working surfaces clear of all obstructions. Make sure that hoses and electric cables are placed where people are not in danger of tripping over them.
- 12) Material must **NEVER** be stacked or stored up against buildings or near high voltage lines or equipment.

Location of containers for the various categories of waste, (timber, metals, pressable material, minerals or hazardous waste), must be in accordance with NA rules to that effect.

7.4 Work Permit and Training

Contractors must hand in a safety plan regarding the execution of the project before they start work on NA premises. They must also apply for a work permit and make sure their workers have had appropriate instruction regarding dangers in the area.

If requested through the Company Representative, NA or a supervisor will provide instructions on the handling of materials that are related to specific and designated projects, or dangerous conditions that can delay the procedure of the project.

Contractors must get a special permit from the shift manager to work between cells because of the danger of short circuit under such circumstances.

The work permit is a written document authorizing the contractor to perform a specific project in a special way, under special circumstances, or with special equipment, and must be signed by the contractor and the NA Company Representative before work at the project is started. The work permit is one final factor of a process that guarantees that all the factors of the project have been discussed and explained and safe work procedures written in order to prevent unfortunate incidents.

Work permits can e.g. include:

- 1) Flame Permit/Hot Work Permit. Boil, burn or grind.
- 2) Digging Permit. Dig foundation, ditch etc.
- 3) Permit for entrance into closed spaces.
- 4) Permit to work at high voltage.
- 5) Permit to work with hazardous substances.

The NA Company Representative supplies contractors with information about other permits that could prove necessary for being able to work in other places where there is great hazard, such as fire hazard, danger of explosion or other hazard that needs to be taken into consideration.

Training in safety related parts of work must have taken place before the

contractor starts work under such circumstances. These parts of works can include:

- 1) Training in working at heights, e.g. on roof tops, informs about the requirements and conditions that are made regarding such work and where fall protection equipment shall be used.
- 2) Training in the use of lockout equipment, lockout tagout. The contractor shall supply a padlock for each worker who is involved in working with equipments that must be stopped and maintained. The lock is called *life lock* and is intended to lock isolation switches fitted to equipment used in the work project, in order to secure the neutralization of the equipment. The workers in question shall obtain training in the lockout process.
- 3) Training in the use and instalment of machine guarding.

All installation or maintenance work at tubes, pipes, compressed air valves or fire hydrant, irrespective of whether minor or major projects are concerned, is prohibited unless authorised by a special permit.

7.5 Handling of Hazardous Materials

Many materials that are used in industry can be dangerous if they are not handled with care. Contractors are obliged to make certain that their workers are aware of the dangerous materials that are used associated its authorized work. They must also inform their workers about the safest way of handling these materials. Material Safety Data Sheets must be available at all times on all the materials that are used in the work project. Further information can be obtained in the rules of the Administration of Occupational Safety and Health in Iceland No. 602/1999.

Contractors shall follow the NA rules on handling hazardous materials and report any deviation. NA will inform contractors about specific emphases on health care.

Contractors shall:

- 1) Deliver a list of all the hazardous materials they bring onto NA premises.
- 2) Deliver Safety Instructions, MSDS, for each hazardous material on the list where a description relating to each is described.
- 3) Mark all material containers they bring onto the premises.
- 4) Train their employees in the handling of hazardous materials on the premises.

Nordural will:

- 1) Deliver a list to the contractors of the hazardous materials with which the contractors or subcontractors might get in touch on the premises.
- 2) Have safety instructions available for the workers of the contractors

and subcontractors for the hazardous materials with which they might get in touch at NA.

- 3) Make contractors aware of specific emergency reaction plans for areas in which work is performed.

Contractors are obliged to inform their workers that long-standing work under conditions where dust swirls up or where the atmosphere contains gas, can be harmful to the respiratory system, or can in some instances cause cancer. Measures shall be made that people work for as short periods as possible under such conditions.

Gas and dust in the air can be found in many places within the plant, such as in the potrooms and recycling stations. Individuals who have sensitive respiratory systems should not work under such conditions. Respirators should be used at all times in these places to decrease the danger of damage in lungs and bronchial tubes.

7.6 Nordural Equipment

Contractors are unauthorized to use any equipment in the possession of NA unless with the permission of NA Company Representative. Contractors who get permission to make use of NA equipment must do so in accordance with NA purchase conditions.

Should contractors borrow equipment from NA or other contractors, they will be held responsible for the equipment as if they were their own and make certain that their workers have the required training, skills and rights to drive or control the equipment in question.

7.7 Contractor Vehicles

The following rules are additional rules that apply in addition to general traffic rules and apply to all NA employees and also to contractors (see policy on driving of contractors on NA premises). Contractors must secure a driving permit for vehicles it intends to use on NA properties. Before such a permit is issued contractors shall confirm with their signatures that they have been informed about these rules and agreed to follow them.

All contractors, who wish to use vehicles on NA premises, must apply for a special driving permit. Driving permits for contractors, who are permanently employed on NA premises, are issued for a longer period, maximum one year at a time. All equipment shall have been approved by NA (because of fall protection, safety belts and other safety factors) and have been checked by the Administration of Occupational Safety and Health in Iceland and approved by the vehicle work shop of NA.

Contractors are responsible that their workers, who use the various vehicles, have the required licenses and training and have shown sufficient skills in handling them. Only individuals with the required licenses for the equipments in question are allowed to drive or control them on NA premises. Qualifications for such equipments are issued by the Administration of Occupational Safety and Health in Iceland. Drivers must be able to show valid drivers licenses and heavy machinery

operator certificates if requested.

The driver of a vehicle shall check the vehicle prior to using it. Any failure that could concern the safety and/or environment must be repaired without delay.

Contractors are responsible for all equipment and machinery in their possession and shall make certain that their condition is *always* in accordance with the law and safety rules. All vehicles shall be kept in a good condition and free of any kind of leakage, oil, hydraulic fluid, and coolants and with functional safety shields for moveable objects. They shall be equipped for use on roads and be equipped with lights that can be used while the vehicle is on the NA premises. Motorized vehicles shall have reverse hooters.

Vehicles in the possession of contractors shall have seat belts and roll bars and their use shall be in accordance with NA Vehicle Policy. If the vehicle is not in use, care must be taken that it does not cause trouble to other walking or driving traffic and a vehicle must be parked on a parking spot authorised by the Company Representative. It must be secured that the vehicle can not roll without a driver. Cranes not in use shall have their booms cradled and not overhanging walkways, roads, substations, or buildings. Cranes must not be parked where they can disrupt the traffic of construction cranes. When vehicles are in use, care must be taken that there is sufficient interval between them and fixed objects for preventing people from being crushed between the fixed and moveable object. Contractors shall fence off the working area, or have a guard who makes certain that people passing in the vicinity of the area are not harmed. Care shall be taken to keep sufficient distance from nearby electric device or electric lines in order to prevent accidents. Vehicles must not block designated walkways or create a conflict with designated roadways, unless specifically authorized by the Company Representative.

7.8 Driving and Parking Lots

The contractor's workers, who drive vehicles on NA premises, shall follow NA rules and markings of NA on driving speed and safety behavior. All unnecessary traffic is prohibited.

Speed limit outdoors is 20 km per hour.

Speed limit indoors is 10 km per hour.

Transporting passengers in work related vehicles is prohibited except when there is a special seat available for passengers with seat belt, which must be used.

Driving vehicles into NA buildings where production is in operation is prohibited, unless authorized by the Company Representative and shift manager in the area in question. In other areas, special caution must be shown when driving in and out of the aluminum plant buildings because of change in light conditions. The contractor must comply with the NA mobile equipment policy at all times.

Due to the danger of steam explosion, snow and icing shall be removed from vehicles that must enter the potrooms.

When meeting vehicles transporting molten metal, right of way must be given to the molten metal carrier and the contractor vehicle stopped. These molten metal vehicles are marked with a red blinking light on the roof of the vehicle. These vehicles have the right of way in all cases.

Contractors shall deliver written plans to the supervisor on how they intend to secure unusual things and which vehicles they intend to use to transport the things in question.

The contractors' workers shall park their cars in areas indicated to them by the NA Company Representative and in the way that they do not block traffic in any way through doors or emergency exits. NA has no responsibility of cars there (see policy on vehicles for contractors) but it is worth mentioning that alumina can damage varnish and windows of vehicles.

Vehicles which are standing unused and deserted must be stopped and the keys removed.

The contractors' workers shall keep within the authorized area in which the work takes place. If the access to and from the area demands walking through the NA production area, people shall walk along marked walkways where they are available and stay within the authorized route.

7.9 Stairs/Ladders/Scaffolds

Stairs, ladders and scaffolds must be in a good condition and fulfill rules according to NA policy on working at heights. Stairs and ladders shall be unpainted and made of unconductive/isolating material.

All scaffolds shall be raised in accordance with the rules of the Administration of Safety and Health in Iceland. If a scaffold is two meter high or higher, it shall be equipped with a handrail and toe board. All stairs and ladders leading up to the scaffolds must be securely fastened. If it proves necessary to lift individuals up, it shall be done in accordance with the rules of the Administration of Safety and Health in Iceland.

The use of long metal objects (e.g. scaffold pipes) is prohibited within the potrooms due to the danger they might knock into conductors and ground connected lines, framework and the walls of the rooms.

7.10 Electrical Safety

All the electrical work performed by the contractors on NA premises shall be done by experts who are managed by and under the responsibility of an authorized electrical contractor. Work must never be started at the NA electrical system unless with a written permission from the Company Representative, project supervisor and the NA manager of electrical supply.

All the workers of the electrical contractor must be aware of the electrical danger relating to the NA premises and they must follow the safety rules revealed in the

Safety Control System of NA Electrical Supply. Special attention is drawn to the following rules that apply to high voltage and low voltage.

7.10.1 High Voltage

- 1) Access to Nordural high voltage equipment is prohibited to all other persons than those who have been delivered a key that opens the high voltage spaces. The electrical supply manager is in charge of delivering and registering the key.
- 2) A worker not in possession of a key is only authorized to access the high voltage space accompanied by an expert in possession of a key and with the authority of the NA manager of electrical supply.
- 3) Work near high voltage lines, or high voltage equipment, is prohibited unless you have acquired special training and the authority to do so by the NA manager of electrical supply.
- 4) Impeding the access to the high voltage equipment is prohibited or to spaces holding high voltage equipment.

7.10.2 Low Voltage

- 1) Working with electrical equipment is unauthorized unless the necessary authority, training and knowledge have been acquired.
- 2) The use of faulty electrical device, broken lines or other unserviceable electrical equipment is unauthorized.
- 3) Electrical equipment with double isolation shall be used within the potrooms and rectifier areas. The use of ground connected electrical device is prohibited in these areas.
- 4) Electrical equipment with double isolation or ground connection shall be used outside the potrooms.
- 5) Use plugs protected with circuit breaker switches while working at construction projects.
- 6) Use stairs and ladders made of isolating material. All use of metal stairs and ladders is prohibited on the premises.
- 7) Loosening or removing ground connections is unauthorized.
- 8) All electrical devices shall be disconnected when not in use or left unattended.

7.11 Work Requiring Expertise

All contractors working at projects requiring expertise must have knowledge of safety related issues regarding such work. If they do not, the contractor shall arrange that they receive safety training with emphasis on the project in question. This training shall be aimed at the danger that may be related to the project and how work at the project may be performed safely. The Company Representative will assess whether this training fulfills the NA regulations. All training shall be registered and the register shall be accessible to the NA Company Representative and the workers of the contractor.

A supervisor shall observe and approve all ditches that are deeper than one and a half meter. Such ditches shall also be:

- Supported with timber, piles or other appropriate material in order to prevent collapse or other possible danger.
- Marked along the edges and with special warning signs to prevent people from falling into them.
- Equipped with good stairs or ladders to secure a way out in case of emergency.
- Protected with rails and special warning signs to stop traffic if there is potential danger of vehicles or people falling into them.

8.0 Issues Regarding Local Conditions

8.1 Safety Protection

8.1.1 Supervision of NA Property

The workers of contractors are not authorized to remove things in the possession of NA without the consent of the NA Company Representative. This applies equally to equipment, material and waste. For the benefit of safety and area protection, workers are encouraged not to bring any goods other than necessities onto the NA premises, such as traveling provisions, tools and work clothes.

Entrance onto the premises for contractors, workers and suppliers shall be through a gate indicated by the NA Company Representative.

8.1.2 ID Entrance Cards

All the workers of contractors shall carry ID entrance cards, which must be available for inspection upon request. NA will deliver such cards to the contractors when the workers have completed a Safety Workshop and presentation of the premises.

The ID entrance cards are valid for a maximum of one year and then they must be renewed and a revision safety workshop must be attended.

8.2 Emergency Plan

Before work is started at the beginning of the contract period, the contractors are given an NA Emergency Plan for the area in which the work is performed. The emergency plan gives an explanation of the necessary reactions required and demands of the contractors in case of emergency. Contractors shall follow this plan in every respect and explain it to their workers to guarantee that they understand it and follow it.

Emergency incidents must be reported to the Emergency Line by dialing the phone number: 112.

8.3 First Aid Contingency Plan

In case of accident or emergency incident, the emergency line shall be **called by dialing the phone number: 112**, report the accident and guide the ambulance when it arrives. The NA Company Representative shall be informed as soon as possible. The contractor is responsible to assure that actions are taken to:

- Prevent further accidents
- Report the accident
- Give first aid

Contractors shall make sure that their workers know everything and how to react to emergency incidents and place the phone number **112** in conspicuous places.

Contractors shall be responsible for having first aid device at hand and that their workers have had training in its use.

Contractors shall have a contingency plan that is in accordance with such plans at NA.

Contractors will be presented with access to **First aid responders. Their phone number is 6648550.**

Many diseases are transmitted through blood transfusion and blending of bodily fluids. Anyone who might have to get in touch with blood and bodily fluids must get training in ways of reducing danger of contact. If a worker of a contractor is in danger of contracting germs carried by blood in his or her work, the contractor must make a contingency plan in order to reduce the worker's danger.

8.4 Personal Protection Equipment (PPE)

Personal protection equipment shall be kept clean and in good condition. When in production-, maintenance- or construction areas, indoors or outdoors, the workers of contractors shall always have as a minimum the following personal protection equipment:

- 1) Accepted safety glasses with attached side shields.
- 2) Accepted safety helmet that shall be yellow in color and marked with the name of the contractor.
- 3) Safety shoes with a steel toe and foot protection when working outside of production areas and workshops. When working in production areas and workshops an additional requirement is that shoes shall be 20 cm high and have a resistance against a voltage of a minimum of 3000 V.
- 4) Safety clothes that fulfill the EN531 standard and the sub standards A, B1, C1, D1, and E1. The clothes shall be overalls or long-sleeved shirts and pants of ankle length. Socks shall be inflammable, acc. to EN 14116;2008.
- 5) For workshops, all overalls, jackets and overcoats shall comply with EN 531 AB1C1 and be fitted with reflective material. Under this, all employees must wear fire retardant underwear.
- 6) Weatherprotective overalls and overcoats that are used in production areas shall comply with EN 531AB1C1 and be fitted with reflective material.

- 7) Contractors that only work outdoors shall wear vests in highly visible striking colours or other highly visible garments.
- 8) In canteens, offices and breakrooms contractors are allowed to divert from Nordural policy on PPE.
- 9) The use of respirators is obligatory where gas is used or where a great deal of dust is swirled up. Respirators shall both be designed for dust and fluorine.
- 10) A face mask when using grinding machines or other grinding equipment.
- 11) Accepted ear protectors where there is a great deal of noise that can be harmful to hearing or where there are signs indicating its necessity.
- 12) In some areas of the smelter extra protection is required due to special conditions, such as special protective clothing for welding and use of respirators. Contractor supervisors shall inform their employees about these requirements in Standard Safe Operating Procedures or risk assessments of the areas in question.

Wearing accepted fall protection equipment and safety lanyards is obligatory when working at heights, e.g. on roof tops, scaffolds and when working at more than **2 meters** height. When using work lifts, fall protection equipment shall be used at all times.

Contractors are obliged to find the appropriate safety equipment and provide it themselves. Should contractors or their workers arrive to work without the required safety equipment, NA will refuse their entrance to the plant premises until they have improved their ways.

Contractors are prohibited to work at two meters height and more if other contractors or workers are working beneath the place in which they intend to work.

8.5 Fire Protection

Fire protection shall be in order and contractors shall check it out before work begins in places where a permit is required to work with open fire. In case of emergency, call the fire department by dialing the phone number **112**. All accidents shall be reported without delay to the Company Representative and supervisor.

If requested, contractors shall present a plan on fire protection.

8.5.1 Flame Permit/Hot Work Permit

A special flame permit is needed when working with gas, welding equipment, electric welding equipment, grinding machines while cutting, or other work outside repair shops that requires working with open fire, or that causes sparks. Such a permit is only valid for one project at a time and it shall state the place and time the project is performed. The permits are issued by the Company

Representative in cooperation with supervisors according to their estimation of suitability.

8.5.2 Temporary Constructions

Type of construction, i.e. flammable / inflammable and the location of temporary constructions require the approval of the NA Company Representative. Contemporary constructions that shall be located indoors must be inflammable, or be fire resistant for at least 1 hour. Temporary constructions, which shall be located outdoors and not used for storing or handling flammable or explosive materials or other hazardous materials, must be situated at least in a 3 meter distance from the next house or structural frame.

Unprotected open fire is prohibited!

8.5.3 Storage and Draining of flammable liquids

- 1) Flammable liquids may not be stored indoors unless with the authority of the NA Company Representative.
- 2) Temporary or moveable containers, which can contain a maximum of 4000 liters, must be located in at least a 2.5 meter distance away from constructions, construction equipments, parking lots, etc. in order to minimize the danger that they could be impacted by fire. Leakage safety cubicles must be big enough to receive all the contents of the container. Containers must be equipped with self locking draining device. Containers with flammable liquids having an ignition point lower than 60°C (steam pressure does not exceed 70 mb abs at 38°C) shall be equipped with a discharge valve and safety lock with a blaze brake. Containers and barrels containing such liquid shall be ground connected while emptied. If they are emptied into another container, the container that is drained shall be connected with the one into which is being poured, in addition to being ground connected, in order to prevent spark formation.
- 3) Containers shall be marked with their contents in big letters (10 cm) that must be visible on all sides of the container.
- 4) Smoking and usage of open fire is prohibited in the vicinity of such containers. Warning signs with big, conspicuous letters must be put up in conspicuous places.

8.5.4 Vehicle Fuel Filling

Vehicle fuel filling shall at all times take place in specific authorized areas outdoors. The following minimum requirements shall be followed:

- 1) Turn off the engine.
- 2) Do not smoke during the process.
- 3) Do not overfill fuel tanks.
- 4) Immediately clean up any spillage.

8.5.5 Transportation of flammable liquids

Containers approved by Frumherji shall be used to transport flammable liquids and they shall be clearly marked with the name of the content. Care shall be shown in the treatment and transportation of flammable materials in accordance

with current law.

8.5.6 Moveable Fire Extinguishers (Provided by Contractors)

Moveable fire extinguishers shall be available, in accordance with the NA safety manager, which are suitable for the type of fire and danger in offices, equipments, constructions and construction projects and their conditions checked regularly.

8.5.7 Rules of Precaution for Gas Containers

Special care must be shown when working close to gas containers and pipes. The following rules of precaution must be followed when storing gas containers, such as oxygen, acetylene and other flammable kinds of gas:

- a) Oxygen bottles must be located at a minimum distance of 8 meters from flammable liquids, flammable materials, or other sources of ignition, such as open fire, molten metal or electric lines. If this demand cannot be fulfilled about an 8 meter distance, a wall must be raised that can resist fire for half an hour between the container and the potential causes of danger.
- b) Gas containers may not be transported hanging from cranes unless in specially designed baskets for such transportation.
- c) Ventilation must be good where acid containers are stored.
- d) Gas containers shall be stored, transported and used in an upright position and secured against fall. While not in use they shall have caps attached. Gas containers shall be stored in a special store room in another place than the one where the work takes place. It is strictly forbidden, under all circumstances, to store gas containers in the cellar of potrooms or near the cells.
- e) Manual Pressure regulator must be in a good condition and they must be monitored regularly. Oil and fat must not come near acid bottles, fittings and hoses due to danger of explosion. Moveable gas equipment shall all be fitted with a backlash valve.

9.0 Accidents / Near Miss Accidents / Reports / Investigation

Contractors shall immediately **report** to the NA Company Representative about **all incidents**: injuries, occupational hazard incidents, near miss accidents and damage to assets. Contractors are furthermore obliged to report all accidents to the Administration of Safety and Health in Iceland and to the police in Borgarnes.

Contractors shall **investigate** all incidents, including first aid incidents, registration mandatory accidents, serious near miss accidents and damage to assets. The seriousness of the incident decides the extent of which the participation of NA will be in the investigation process. NA report forms on accidents, near miss accidents or illnesses shall be used in the reports. All contractors are obliged to keep an accident diary that can be approached at the Administration of Safety and Health in Iceland (see Act No.46/1980).

Contractors shall give a **written report to the NA Company Representative** on registration mandatory accidents and near miss accidents within 2 hours from the incident.

If contractors cause failure or damage, they are financially responsible for the

repair or replacement of what has been damaged.

10.0 Management Requirements

Contractors will be given all the necessary documents before a project is started. The NA Company Representative will assist the contractors in understanding the information supplied and how to use it. Contractors shall consult NA if any questions arise regarding these documents.

When the contractor's tender is accepted and the time has come to start the project, the contractor shall make a risk analysis for each part of the total project. When the risk analysis has been completed, the NA Company Representative, in cooperation with the project manager, will make a list of all the work permits required to execute the project.

Before a project is started on each shift, contractors shall have a short meeting, a **“Five-Minute-Safety-Meeting”** with their workers where the scope of the day's work and safety demands are reviewed, with the purpose of making all the workers aware of the demands that are made of them in their work. At the meeting the foremen of the contractors shall go over the relevant factors of the risk analysis with the workers and confirm the meeting in the “Record of Five-Minute-Safety-Meeting”.

All contractors shall make a “Report on worked hours and incidents during the month” where worked man-hours of the workers are revealed and information on incidents during the month in question. This report shall be delivered to the NA Company Representative no later than on the fifth workday of the following month.

All the workers of contractors must attend a promotional meeting on “Environmental, Health and Safety Issues” and undergo examinations in how well they have understood the issues. The NA Company Representative will coordinate this promotional meeting which is a necessary prerequisite for contractors to obtain entrance cards to the NA premises. Such meetings shall be registered and after the meeting the workers, who have passed the entrance examination, will be given an entrance card to the premises.

Finally this:

The safety of contractors, guests and our employees is of absolute priority to Nordural. Contractors are expected to manage their projects in accordance with NA safety rules and they shall **never trade off the safety** of their workers for the sake of operations or profit. Nordural will always support contractors in order to increase the safety of their workers and secure that they will go home safely at the end of the work day.