**Click or tap here to enter text.**

**HSE plan**

Click or tap to enter a date.

In the suppliers' written HSE plan regarding occupational safety, occupational well-being and the environment, it must be stated how the supplier implements the familiarization of its own and subcontractor's personnel to the rules of the construction site and safe working on the construction site, taking into account the dangers identified by the customer and themselves at the workplaces, and how the supplier implements the supervision and safety monitoring of the work.

The supplier delivers the plan to the customer or the person designated for inspection. The inspector inspects and records the approved plans as described in the safety document.

The supplier is responsible for the correctness of the plan.

|  |  |  |
| --- | --- | --- |
| **Editing on** | **Subject of change** | **Editor/Approver** |
| x.x.202x | Plan approved for use and saved |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Content

[**1.** **WORKING SITE BASIC INFORMATION** 3](#_Toc113440930)

[1.1 Description of the contracting workplace or workplaces 3](#_Toc113440931)

[1.2 Basic information and contact information of the customer and the installation supervisor 3](#_Toc113440932)

[1.3 The supplier's and subcontractors' own occupational health and safety organization 3](#_Toc113440933)

[**2.** **GENERAL SAFETY RULES AND INSTRUCTIONS AND ACTIONS** 4](#_Toc113440934)

[2.1 Management of employee qualifications 4](#_Toc113440935)

[2.2 Use of personal protective equipment and requirements at the construction site 4](#_Toc113440936)

[2.3 Life-saving rules and actions 4](#_Toc113440937)

[2.4 Safe use of hand tools and inspections and training 4](#_Toc113440938)

[2.5 Site traffic and storage and transfers of goods and materials 4](#_Toc113440939)

[2.6 Demarcation and marking of the construction site 5](#_Toc113440940)

[2.7 Fire safety at the construction site 5](#_Toc113440941)

[2.8 Management of deviation situations 5](#_Toc113440942)

[2.9 Safety cooperation with other contractors and the customer 5](#_Toc113440943)

[2.10 Procedures in the event of an accident or accident 5](#_Toc113440944)

[2.11 First aid and initial extinguishing readiness 5](#_Toc113440945)

[**3.** **ORGANIZATION AND CLEANLINESS IN THE WORKPLACE** 6](#_Toc113440946)

[3.1 Cleanliness and order of workplaces 6](#_Toc113440947)

[3.2 Environmental matters and sorting 6](#_Toc113440948)

[**4.** **STAFF TRAINING** 6](#_Toc113440949)

[4.1 Orientation and basic qualification training for employees and supervision 6](#_Toc113440950)

[4.2 Operating model for orientation to the job 6](#_Toc113440951)

[**5.** **WORKPLACE SAFETY PLANNING AND MONITORING** 7](#_Toc113440952)

[5.1 Rules for coordinating work and ensuring information flow 7](#_Toc113440953)

[5.2 Site maintenance inspections and daily inspections 7](#_Toc113440954)

[5.3 Ensuring the working condition of machines and equipment 7](#_Toc113440955)

[5.4 Safety deviation monitoring and communication to the customer 7](#_Toc113440956)

[**6.** **HAZARD IDENTIFICATION AND RISK MANAGEMENT** 8](#_Toc113440957)

[6.1 Identification of hazards from contract work and risk management measures 8](#_Toc113440958)

[6.1.1 Job 1st location: Click or tap here to enter text. 8](#_Toc113440959)

[6.1.2 2nd location of the job: Click or tap here to enter text. 8](#_Toc113440960)

[6.1.3 Job 3. location: Click or tap here to enter text. 8](#_Toc113440961)

[**7.** **WORKING, LIFTING AND SAFETY PLANS** 9](#_Toc113440962)

[7.1 Plans drawn up for workplaces 9](#_Toc113440963)

1. **WORKING SITE BASIC INFORMATION**
	1. Description of the contracting workplace or workplaces

Target department(s) during shutdown

Click or tap here to enter text.

Description of the work assignment or assignments

Click or tap here to enter text.

* 1. Basic information and contact information of the customer and the installation supervisor

Customer: Click or tap here to enter text.

Clients contact person: Click or tap here to enter text.

Supplier: Click or tap here to enter text.

Supplier Finnish-speaking contact person at the factory: Click or tap here to enter text.

* 1. The supplier's and subcontractors' own occupational health and safety organization

Occupational health and safety manager: Click or tap here to enter text.

Health and safety representative: Click or tap here to enter text.

Site HSE supervisor: Click or tap here to enter text.

1. **GENERAL SAFETY RULES AND INSTRUCTIONS AND ACTIONS**
	1. Management of employee qualifications

*How does the supplier monitor the validity of the required qualifications?*

Click or tap here to enter text.

* 1. Use of personal protective equipment and requirements at the construction site

*How are the supplier's personnel trained to protect themselves and assess the need for personal protection?*

*How does the supplier monitor and act the use of personal protective equipment?*

Click or tap here to enter text.

* 1. Life-saving rules and actions

*How does the supplier ensure familiarization with the rules and monitor compliance with them?*

Click or tap here to enter text.

Stora Enso's eight life-saving rules:

* always wear seat belts in the vehicle
* never exceed the speed limit or use a mobile phone without a hands-free device while driving
* never drive or work under the influence of alcohol or drugs
* always remember a valid firework permit when it is required
* always make sure that the energy supply is isolated before starting work
* always wear personal protective equipment when working at height and never skip or ignore critical safety equipment
* do not walk or stand near a moving machine in use
	1. Safe use of hand tools and inspections and training

*How has the supplier organized the equipment-specific orientations and how is the operational condition of the equipment and the marking of the site inspection on the equipment ensured before they are put into use at the shutdown site?*

*How does the supplier handle the orientation of the angle grinder so that it is ensured that the angle grinder is in working order and that its protective equipment is not removed, and that the angle grinder is used safely with both hands on the handles every time the disc rotates?*

*How does the supplier carry out daily commissioning checks?*

*How does the supplier manage the orientations, operating permits and inspections of personal lifts, as well as their documentation?*

Click or tap here to enter text.

* 1. Site traffic and storage and transfers of goods and materials

*How does the supplier manage the transportation and storage of the materials and supplies used on the site?*

Click or tap here to enter text.

* 1. Demarcation and marking of the construction site

*How has the supplier trained its personnel to demarcate the construction site by fencing, marking the demarcation, indicating detours if necessary, and regular checking and monitoring of the demarcation?*

Click or tap here to enter text.

* 1. Fire safety at the construction site

*How does the supplier take fire-hazardous work into account and how do they implement the fire work plan and how does the supplier supervise fire work?*

Click or tap here to enter text.

* 1. Management of deviations

*How does the supplier act when there is a deviation in the execution of the work?*

Click or tap here to enter text.

* 1. Safety cooperation with other contractors and the customer

*How does the supplier take into account the operation in a shared workplace, e.g. working on top of each other on different floors on grating levels?*

*How does the supplier guide its employees to immediately address safety deficiencies / dangerous situations, regardless of whether they are related to the employees of their own or another company?*

Click or tap here to enter text.

* 1. Procedures in case of an accident or in accident

*How does the supplier orientate its personnel when they arrive at the workplace? How do you find out the location of emergency exits and emergency and eye showers? How does the personnel familiarize themselves with the safety requirements of the workplace in question? How do you alert help and inform the shift foreman? What is the street address? How is the help guided to the destination?*

Click or tap here to enter text.

* 1. First aid and initial extinguishing readiness

*How does the supplier maintain readiness for first-aid measures at the site?*

Click or tap here to enter text.

1. **ORDER AND CLEANLINESS IN THE WORKPLACE**
	1. Cleanliness and order of workplaces

*How does the supplier take care of maintaining the cleanliness and order of the construction site during and after the work?*

Click or tap here to enter text.

* 1. Environmental matters and recycling

*Has the supplier trained the personnel to carry out waste recycling in accordance with the rules and how does the supplier take care of things at the workplace?*

Click or tap here to enter text.

1. **STAFF TRAINING**
	1. Orientation and basic qualification training for employees and supervision

*How does the supplier ensure that all those working on the site have attended and personally acknowledged the required safety training*?

Click or tap here to enter text.

* 1. Operating model for orientation to the job

*How does the supplier implement familiarization of the personnel to the workplace and the work and safe working?*

Click or tap here to enter text.

1. **WORK SITE SAFETY PLANNING AND MONITORING**
	1. Rules for coordinating work and ensuring information flow

*How and on which cases does the supplier contact the installation supervisor?*

Click or tap here to enter text.

* 1. Site maintenance inspections and daily inspections

*How does the supplier carry out the daily cleanliness and safety inspections of the workplaces?*

Click or tap here to enter text.

* 1. Ensuring the working condition of machines and equipment

*How does the supplier carry out and document the inspections of the tools they use?*

Click or tap here to enter text.

* 1. Safety deviation monitoring and communication to the customer

*How does the supplier carry out safety observation and how is the personnel trained to report all accidents, dangerous situations and fires?*

*How does the supplier notify the installation supervisor of deviations and record the findings in the customer's security system?*

Click or tap here to enter text.

1. **HAZARD IDENTIFICATION AND RISK MANAGEMENT**
	1. Identification of hazards from contract work and risk management measures

*Hazards related to the work that have been identified in cooperation with the customer? (Write down all workplaces)*

*How does the supplier prepare for workplace hazards?*

*How is the personnel trained to carry out risk assessments of their own work every day before starting work, and if the conditions change significantly, also in the middle of the working day?*

* + 1. Job 1st location: Click or tap here to enter text.

Workplace hazards:

Click or tap here to enter text.

Risk management measures:

Click or tap here to enter text.

* + 1. 2nd location of the job: Click or tap here to enter text.

Workplace hazards:

Click or tap here to enter text.

Risk management measures:

Click or tap here to enter text.

* + 1. Job 3. location: Click or tap here to enter text.

Workplace hazards:

Click or tap here to enter text.

Risk management measures:

Click or tap here to enter text.

1. **WORKING, LIFTING AND SAFETY PLANS**
	1. Plans drawn up for workplaces

*Do the plans pay attention to the dangers of the work and workplace in question and the safe implementation of the work?*

*How is cooperation with the installation supervisor implemented in the plan?*

Click or tap here to enter text.