

Asset Management / Koskinen Karri

28 November 2019

Suppliers' occupational safety group

Date and time 28 November 2019, 9 am–4 pm

Venue Fingrid Oyj, Läkkipäntie 21, Helsinki, Finland

Present Janne Vehanen, Eltel Networks Corporation
Juha-Matti Huhtanen, ABB Oy
Toma Karkkulainen, Vattenfall Services Nordic Oy
Kaisa Ruusunen, Siemens Osakeyhtiö
Teemu Palosaari, Destia Ltd
Antti Keskinen, Empower PN Oy
Aleksi Peltola, VEO Ltd
Jani Rintala, TMV Line Oy
Jukka Hietakangas, Infratek Finland Oy
Mikko Hakala, TLT-Building Oy
Seppo Hietaoja, Caverion Suomi Oy
Karri Koskinen, Fingrid Oyj
Jani Pelvo, Fingrid Oyj (9 am–3 pm)

Absent Kimmo Honkaniemi, Caverion Suomi Oy
Marko Elorinne, Eltel Networks Corporation
Markku Linnanen, Siemens Osakeyhtiö
Pasi Lehtonen, Fingrid Oyj

Agenda

1 Meeting arrangements

Karri Koskinen acted as the chair and secretary. It was agreed that minutes would be taken at the meeting and sent to the attendees for commenting. The minutes and presentation materials will be published on Fingrid's website.

In addition to the ordinary members of the occupational safety group, the meeting was attended by Fingrid's Expert Jani Pelvo, who was standing in for Pasi Lehtonen. Kaisa Ruusunen from Siemens Osakeyhtiön attended the meeting in place of Markku Linnanen, Janne Vehanen from Eltel Networks Corporation attended in place of Marko Elorinne, and Seppo Hietaoja from Caverion Suomi Oy attended in place of Kimmo Honkaniemi.

From this meeting onwards, Jukka Hietakangas will represent Infratek Finland Oy in the suppliers' occupational safety group. Antti Keskinen represented Empower PN Oy at the meeting. Empower PN Oy will nominate a regular member of the group at the next meeting.

The new members and deputies were welcomed to the suppliers' occupational safety group. The new members and deputies were sent instructions concerning compliance with competition legislation in advance.

At the beginning of the meeting, the attendees were reminded of the need to comply with competition law during the meeting and break times and that they should only discuss occupational safety matters.

2 Minutes of the previous meeting

It was agreed that the minutes of the previous meeting would not be reviewed in full. Only the matters agreed during the previous meeting were reviewed:

- It was agreed that the work risk assessment form would be made public. At the next meeting, there will be a test of how it went. Link to the public form: <https://app-portal.quentic.com/publicforms/adnemzfhjg09ntky>
- A new feature has been introduced in Quentic for classifying forms. Karri will find out whether the new feature can be used to classify accidents, near misses and safety observations. There has been no progress on this. Progress will be monitored.
- Old earth connections on transmission line projects where a new line is built to replace an old line: Demolition, connection and earthing protocols. This matter is being handled by Fingrid's transmission line team. Pasi Lehtonen will ensure that this matter progresses.
- Special attention has been paid to fall protection in recent years. The old methods no longer work. New methods must be identified to prevent employees from falling while unloading elements. The supplier is responsible for planning and executing the unloading of elements. Fall protection should be planned in conjunction with this. The suppliers will communicate the need for this planning on their worksites, and Karri will instruct Fingrid's safety coordinators to ensure that plans are in place. Karri has communicated this to Fingrid's safety coordinators. The suppliers stated that it is challenging to plan fall protection for unloading elements on transmission line and substation worksites. Monitoring will continue at the next meeting.
- It was agreed that the suppliers would review the fall protection solutions used when unloading elements on their worksites and investigate the current status. There will be a follow-up at the next meeting.
- The suppliers expressed the wish for a notch/hole on every side of the pillars of field towers in order to attach an installation tool to enable elements to be moved. At present, it is necessary to move them using an excavator, which can sometimes be time-consuming. It was agreed that Mikael would handle the changes to the plans. A change request has been submitted to the planner. It may take time before the change is made.
- There are many types of pillar span stays, but the hole for lifting accessories is in the same place on all of them. For this reason, the centre of gravity is in the wrong place on some items. In addition, some element suppliers provide elements with holes that are too small for lifting accessories. It was agreed that Mikael would drive this matter forward. Mikael Wiren has investigated this matter: The holes are

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not in the same places on pillar span stays of different sizes. All of the pictures show a hole with a diameter of 40 mm. The pictures will be checked with regard to the centre of gravity. The suppliers will verify whether the holes were made as in the pictures at the element factory. According to the suppliers, larger elements are particularly challenging: The larger the element, the greater the excavation and the higher the lift. The suppliers also asked for the equipment foundation elements to be checked to ensure that the holes for lifting accessories are large enough. The lifting accessories may not fit.

- It was agreed that the suppliers would continue communicating matters related to earthing work machinery to renters of personnel hoists. It was agreed that this matter would be monitored. The suppliers stated that the earthing attachments for work machinery should be fitted with care.
- The suppliers also requested that a development request be forwarded to the supplier of Fingrid's occupational safety reporting system. It would be desirable to have the option of filtering the dashboard by client.

3 **Changes in the contract terms concerning safety and the crystal-clear line project (Karri Koskinen)**

Karri gave a presentation: Changes in the contract terms concerning safety and the crystal-clear line.

A draft of the updated contract terms concerning safety was sent to the suppliers in advance. We reviewed the updated contract terms, and the suppliers gave their comments.

The contract terms have been comprehensively restructured. In the suppliers' opinion, the new structure made the contract terms clear and easy to read.

The suppliers commented that it would be a good idea for suppliers to thoroughly update their own safety plan templates now the updated contract terms have been published to ensure that the templates meet the new requirements.

In the suppliers' opinion, it would be good if the safety plan were in two parts: one more static and the other project-specific. The static part could describe the rules that are the same on every worksite. It would be good to obtain a consistent policy on this. It was agreed that Karri would drive this matter further at Fingrid. The suppliers also expressed their wish for a consistent policy concerning the client's comments on safety plans.

Details were removed from nine pages in the contract terms concerning safety. The details will be transferred to the best practices for occupational safety. The idea behind the crystal-clear line is that the supplier is responsible for planning the work. For this reason, it is important to remember that the best practices cannot transform into requirements. This will be taken into consideration in training.

Karri Koskinen reminded the attendees that the crystal-clear line project does not apply to the safety of electrical work. Electrical safety matters have been removed from the contract terms concerning safety, but they are still in the operating and electrical work

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safety instructions. The operating and electrical work safety instructions are still in force on Fingrid's worksites. It is important for suppliers to communicate this to their organisations.

The suppliers expressed their wish for Fingrid to prepare guidelines on the responsibilities and duties of the main contractor and nominated subcontractors. Fingrid has a manual entitled "responsibilities on shared worksites" for this purpose. Karri will deliver it to the suppliers.

In line with the contract terms concerning safety, the person responsible for the site must be on the worksite every day when work is done, or a deputy must be nominated in writing. The suppliers commented that the client should have a consistent policy on when a deputy needs to be nominated. For example, is it necessary to nominate a deputy if the person in charge needs to pay a quick visit to a hardware store off-site? Karri will drive the matter forward. The suppliers asked who is allowed to act as the deputy to the person in charge. Karri stated that the supplier is responsible for ensuring that the qualifications of the person in charge meet the requirements.

The suppliers also wished to have safety guards to substation projects and all transmission line projects. Karri stated that this is being handled. This requirement will not be added to the contract terms concerning safety. The suppliers stated that on smaller projects, a safety guard could be employed part-time to work half-days, for instance.

The suppliers expressed the wish to be able to obtain a summary of the online training courses completed directly from the system. Karri stated that this has been studied and is not currently possible for data protection reasons. The suppliers reported that there had been problems with the functionality of online training. The online training system does not always mark modules as completed, even if the student has completed them acceptably. Karri will send feedback to the online training provider.

The suppliers stated that registration on worksites should be reviewed in depth during the worksite kick-off meeting. It is important for personnel such as maintenance providers to register whenever they come to the worksite.

Karri stated that suppliers could set different levels of sanctions for different types of breaches as part of the planning of sanction practices. Suppliers should have consistent sanction practices within their organisations so that every worksite operated by one supplier uses similar sanction practices.

The suppliers stated that sanction practices should also be used to prevent a lack of intervention in the event of unsafe work. Work needs to be suspended immediately if any unsafe activities are observed.

The suppliers gave the following comments on the updated contract terms:

- The suppliers expressed the wish for a section to be added on nominated subcontractors under section 2.1 on the client's responsibilities to set out a position on the client's responsibility for coordinating nominated subcontractors. The desire is for the client to ensure that nominated subcontractors are able to communicate with the main contractor's representative in a common language.

The suppliers commented that the client should ensure that nominated subcontractors meet the requirements of the client and the authorities. Karri Koskinen commented that the contract terms concerning safety are also appended to agreements with nominated subcontractors, and occupational safety assurance follows the same process for nominated subcontractors.

- The suppliers expressed the wish that the following section on the responsibility for coordinating nominated subcontractors be transferred to the section on the client's responsibilities: On a shared construction site, the supplier appointed to the position of main contractor shall handle the duties assigned to the employer exercising principal authority. The main contractor shall reach an agreement with the client and nominated subcontractors on the safety measures and principles. The agreement must be made well in advance, and the nominated subcontractors shall be involved in handling the relevant matters along with the client and main contractor. Everyone working on the worksite shall comply with the contract terms, authority regulations and rules drafted by the main contractor concerning safety.
- The suppliers stated that the following section is acceptable with the following amendments (amendments underlined): The supplier shall translate the relevant parts of documents such as the safety plan, risk assessments, orientation form and work plans into a language that each employee understands, and review them with the working group before work begins. Nominated subcontractors shall be responsible for translating the safety plan, orientation form and risk assessment, as well as for providing interpreting during the orientation for their employees.
- The suppliers stated that the following section is acceptable with the following amendments (amendments underlined): The supplier shall ensure that everyone on the worksite complies with the client's contract terms concerning safety and the Fingrid's instructions entitled 'Operating and electrical work safety'.
- In the suppliers' opinion, the following section is not in line with the principle of a crystal-clear line, and they requested the following changes (changes underlined): The supplier shall plan its safety communications and arrange safety toolbox talks on the worksite. The supplier shall hold regular safety toolbox talks on the worksite. Safety toolbox talks must be reported on the Quentic reporting system.
- The suppliers requested the following change to section 2.3. (change underlined): the person who located the fault has familiarised themselves with the conditions in the location of the fault and agreed on the safety measures with the representative of the supplier's supervisor, and
- The suppliers requested the following amendment to section 3. (amendment underlined): The supplier and the client must share with each other and the sub-suppliers and nominated subcontractors all necessary information about the work and matters that could give rise to hazards affecting other parties when it cannot be assumed that the other parties are able to identify such hazards.
- The suppliers requested the following change to section 4. (change underlined): The supplier shall be responsible for ensuring the validity and relevance of the

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professional qualifications held by the supplier's personnel and the sub-suppliers working on the site, as well as for ensuring the compliance of foreign employees' qualifications with Finnish regulations.

- The suppliers requested the following change to section 4.1 (change underlined): The supplier shall ensure that all personnel respective to the supplier and the sub-suppliers who work on the worksite complete Fingrid's online training in accordance with the client's stated timetable and scope. Completed online training courses are valid for three years. Online training is not required for short-term one-off jobs lasting less than one day.
- The suppliers stated that the following sentence is acceptable to them: The personnel who do not work on towers every year must renew their skills tests before working on towers.
- The suppliers recommend EA1 training for everyone. Karri stated that this would be added to the best practices. Some of the suppliers expressed the wish that EA1 would be a requirement for everyone instead of the emergency first-aid course. Karri stated that the supplier must plan first-aid preparedness. The occupational health care service should be included in planning.
- The suppliers stated that it might be difficult to arrange and schedule a separate risk assessment event lasting an entire day. According to the suppliers, it is important for employees to participate in conducting risk assessments, and it would be more sensible to arrange several joint risk assessment events with the supplier's employees and sub-suppliers. The suppliers proposed the following addition to the contract terms: The supplier must arrange risk assessment events attended by representatives of the suppliers and sub-suppliers. The supplier plans the organisation of joint risk assessment events. The suppliers propose removing the following section when the aforementioned wording is added: During the contract period/project, the supplier must arrange and lead a risk assessment day (one whole day) attended by the representatives of the supplier, sub-suppliers and the client. The personnel of the supplier and sub-suppliers working on the worksite must be represented on the risk assessment day.
- The suppliers felt that the deadline for the safety plan, which must be submitted four weeks before work begins, was too early, and they expressed the wish for more flexibility in this regard.

The suppliers' comments will be processed, and the suppliers will be given feedback on how the comments have affected the content of the contract terms.

4 Status of occupational safety on Fingrid's worksites (Karri Koskinen)

Karri gave a presentation: Status of occupational safety on Fingrid's worksites. In 2019, seven occupational accidents occurred which resulted in absences, three of which occurred in November 2019. The accidents in November were unrelated.

Relatively few zero-day accidents were reported in comparison with the number of occupational accidents leading to absences. The suppliers will communicate to their

organisations that even the smallest accidents should be reported to the organisation and to the client. Communications to employees and on worksites should emphasise the fact that there is never any punishment for having an accident. Efforts will be taken to make reporting as easy as possible. For example, verbal reports can be made to a supervisor/worksite manager.

5 Using a car or excavator as a power source for a winch when lifting items onto towers – pulling conductor carts (Toma Karkkulainen)

Toma gave a presentation: Using a car or excavator as a power source for a winch when lifting items onto towers – pulling conductor carts

The suppliers commented that it is necessary to ensure that the rope cannot become detached from the pulling vehicle. If a tow rope is attached to the front part of a towing vehicle, the driver can see the load throughout the lifting process. The suppliers recommend using a heavier-duty vehicle/work machinery for this purpose. In the suppliers' opinion, it is safe to lift items using a vehicle/work machinery.

6 Next meeting

The next meeting will take place on 2 April 2020. The venue will be announced closer to the date.

To be discussed at the next meeting:

- Safety zones around towing machinery and safety planning when pulling conductors (Karri Koskinen)
- Installing signage on towers safely
- Fall protection plan at Substations
- Use on worksites of machinery and equipment manufactured in house (Marko Elorinne)