

Project Health and Safety Plan (HS plan)

NNH125N Expansion of warehouse

Version 1.4 – 13. March 2024

(Also in Danish: Plan for sikkerhed og sundhed - PSS)

Project HS Plan

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1 Purpose

The purpose of this Project Health and Safety Plan (HS Plan) is to ensure proactive planning, coordination and integration of health and safety related aspects, tasks, and responsibilities during the full construction phase of this project, cf. current health and safety legislation for, among other things, the client's duties (WEA Executive Order 117).

The HS Plan sets the framework and expectations for the collaboration between construction management, contractors, and Novo Nordisk A/S, as the client. The HS Plan does not relieve the individual contractor, its employees, or subcontractors of their full responsibility for decisions, conduct, knowledge of – and compliance with Danish health and safety legislation and generally accepted good practice. Where nothing else is specified in this HS Plan, the 'Manual – Working environment for building and construction' and Industry guidelines from the Danish BFA Bygge og Anlæg (Industry working environment association for construction) must be followed (latest versions).

In the event of a conflict between progress and safe execution of work, the safe execution must always be prioritized.

2 Description of project/construction

Extension of the warehouse 25N in Hillerød with ground floor area of 5251 m², a first-floor area of 2058 m² plus 231 m² building for emergency generators and transformers. The height is approximately 14 meter as for the existing building. The building is with walls directly on walls of the existing warehouse to the south and west.

Some of the existing installations in 25N will be connected to the new building: cooling water, ice water, heating, sprinkler system, inergen system.

The warehouse includes, among other: frost rooms for minus 40 and 80, NIR/RAMANN room, office facilities, meeting and conference rooms incl. auditorium, outbound shipping area, tea kitchens, welfare facilities, technical rooms for ventilation, cooling, sprinkler, electricity et.al.

A 16m³ diesel tank will be below surface for the emergency generator system.

A stack with a height of 17,5 m and diameter of 1,5 m.

New partially covered car parks (73 vehicles) with solar panels on the top of the car park (822m²).

2.1 Address for project/construction

Construction/site address	Building 25N (Expansion), Novo Nordisk A/S, Brennum Park, 3400 Hillerød
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3 Project and construction management organisation

Role	Company Address	Responsible - name	Mobile Email
Client/Owner:	Novo Nordisk A/S	Rune Sylow, RUPE	Tel: 30 75 33 77 Email: rupe@novonordisk.com
Project Manager (PM):	Novo Nordisk A/S	Vu Petersen, VPT	Tel: 30 75 21 18 Email: vpt@novonordisk.com
Client Advisor	DSV (on behalf of NN)	Kristian Arounsack-Jørgensen	Tel: 25 41 67 90 Email: kristian.mads.arounsack-joergensen@dsv.com
Engineering Manager:	DS Flexhal	Flemming Christensen	Tel: 60 29 45 09 Email: fch@ds-flexhal.dk
Site manager	DS Flexhal	Kim Zachariassen	Tel: 60 29 45 05 Email: kza@ds-flexhal.dk
Novo Nordisk Project EHS responsible	Novo Nordisk A/S	Ewa Klaudia Ginalska EWKS	Tel: 34 48 86 61 Email: ewkg@novonordisk.com
Health and safety coordinator (design):	c7c (on behalf of NN)	Torben Bruun Hansen VBQH	Tel: 21 73 23 75 Email: vbqh@novonordisk.com
Health and safety coordinator (construction):	c7c (on behalf of NN)	Torben Bruun Hansen VBQH	Tel: 21 73 23 75 Email: vbqh@novonordisk.com
Health & Safety Supporter, Existing 25N warehouse	Novo Nordisk A/S	Nicolai Friis NCFS	Tel: 34 48 17 41 Email: ncfs@novonordisk.com
Novo Nordisk CVP Environment, Health & Safety Partner	Novo Nordisk A/S	TBD	Tel: Email:

NOTE: All fields must be filled in for all roles mentioned – including full names and initials (for Novo Nordisk staff)

List of contractors can be found in [\[APPENDIX 4/link\]](#).

4 Health and safety organisation, meetings, and activities

4.1 Health and Safety Organisation

The project's health and safety organisation (HS org.) must include representatives from all contractors and subcontractors plus representatives from Novo Nordisk.

In periods where the project has work inside the existing 25 N building, representatives from Novo Nordisk shall be part of the HS org.

The HS org. must be established for all contractors whose work will take place over a period of min. 14 days:

- If the contractor has five employees or more on the construction site, an employee elected HS rep. and a supervisor/foreman must be part of the HS org.
- If the contractor has less than five employees on the construction site, the employer/foreman must be included in the HS org.

The HS org. of the project can be seen in [\[APPENDIX 1: Health and Safety Organisation/Link\]](#). The overview is updated on an ongoing basis in accordance with contracting and staffing.

4.2 Safety introduction/information

All employees, visitors or other people who will be present and work on the construction site must receive relevant and project specific safety introduction before being admitted to the construction site.

Safety induction is led by a professional trained person.

The training material is approved by NN and performed in the language that is understandable for employees. If H&S movies are presented, they must have additional subtitles in the same language.

A written test just after receiving the training shall be passed before entering the site.

Persons not passing the test must have a second individual training just after the test; persons have only two attempts to pass a test.

Received training/introduction must be acknowledged by signature.

If a person has been working on other sites for more than 4 weeks after receiving training on this site, he/she must again have the training on this site.

Sticker for received safety introduction must be visible on the safety helmet.

Visitors and suppliers who will not work on site and be under supervision of an on-site trained worker (foreman, supervisor or manager or HS Coordinator), will receive relevant information for such visitors and suppliers from this person, and will confirm they received introduction training by signature

They will receive a written leaflet which this information which shall be kept by the visitor/supplier.

4.3 Health and Safety Coordination and meetings

Start-up meetings

Prior to initiation of any work on site, start-up meetings are held for all individual contractors. The meetings are invited by the safety coordinator, and the contractor's foreman/supervisor/HS org. must participate.

The safety coordinator can appoint another qualified person to be a substitute in the start-up meetings if the safety coordinator is not available.

At the start-up meetings agreements for common areas, overall content of the HS Plan, safety meetings and safety rounds/inspections, communication, and information flow (e.g., regarding subcontractors, registrations of non-Danish contractors (RUT), observations and adverse events), as well as high risk activities will be addressed.

At the start-up meetings, it is also ensured that method statements/risk assessment of high-risk activities are prepared and present before the contract's work is initiated.

Safety coordinating meetings

The safety coordinator shall invite employers or their representatives and members of the HS org. at the construction site for safety coordination meetings. All contractor companies holding a specific contract for work on the construction site must participate in Novo Nordisk' safety coordination meetings, regardless of how many people the company employs on the construction site.

Safety coordination meetings are held at least every 14 days. Frequency can be increased according to the assessment of the safety coordinator. Participation is a required by law.

Extraordinary meetings are held, for example in case of more serious incidents/accidents.

The Safety Coordinator is responsible for taking minutes from these meetings.

Safety rounds/inspections

The purpose of Novo Nordisk' safety rounds/inspections are to ensure that the work on the site is carried out safely, based on the hierarchy of prevention controls, that common safety measures work as intended, if further measures must be implemented, as well as ensuring that requirements and agreements are complied with. This does not deprive the individual contractor of the statutory responsibility to supervise the safe work of his own employees, by providing own information and training, and having own safety rounds and safety meetings.

The safety coordinator conducts Novo Nordisk' safety rounds/inspections weekly, with specific assessment of which contractors should participate. Any issues identified during rounds shall be dealt with immediately – as far as possible –, noted and discussed further at the safety meetings.

Unannounced safety rounds can be made at any time by Novo Nordisk and it's representative.

The safety coordinator will encourage the contractors to have regular toolbox meetings or similar, whenever this can contribute to an improved working environment. Health and safety issues or challenges shall be discussed and any individual learnings from the day before are shared.

4.4 Accidents, near misses, and hazardous conditions

Any person who is present and/or works on the construction site must report accidents with and without lost time, near misses, dangerous situations and adverse events that could lead to environmental spills or damage to buildings/equipment. Reporting must be made to the safety coordinator. Employee elected HS rep. and other relevant employees from contractors and subcontractors must participate in the investigation/causal analysis of HS related incidents, like accidents and near misses.

It is the responsibility of each contractor to ensure that all their employees and any subcontractors are informed and held accountable for the timely reporting of the above conditions and incidents. The number of hours worked on the project must be reported weekly to the construction management by the contractor.

Deadlines: All serious incidents or environmental spills that require external emergency response to be called must be reported immediately to the main contractor DS Flexhal NN (Kim Zachariassen 60 29 45 09) and to NN (Torben Bruun Hansen 21732375 or Nicolai Friis 34 48 17 75).

The requirement for timely reporting of other incidents and damages is within 24 hours. [See appendix 7.](#)

4.5 High risk activities

A list of high-risk activities that has been identified during the design phase can be found in [\[APPENDIX 6/Insert link\]](#).

Periods that include high risk activities will be indicated in the time schedule, see section 6.

Detailed planning around these activities will be discussed at safety coordination meetings, and if relevant also at the start-up meetings. Changes affecting the planned execution as well as ongoing coordination between high-risk activities and other activities will take place at safety coordination meetings.

All contractors are required to:

- Prepare specific method statement/work process descriptions as well as risk assessment for high-risk activities. The descriptions shall contain all planned safety measures needed to address the risk.
- Send method statement/work process descriptions as well as risk assessment to the safety coordinator no later than 5 days before the work is planned to be carried out.
- Based on the above, the contractor must have a dialogue with the safety coordinator before execution is initiated, so that any necessary precautions for adjacent activities can be established and communicated before the work task is initiated. If the contractor's descriptions and risk assessment are assessed as inadequate by the safety coordinator, the planning must be adjusted in cooperation with the contractor before the task can be

carried out.

The safety coordinator or his substitute will be physically present at the construction site when high-risk activities are carried out.

4.6 Work permits

All hot work must be managed by a written work permit in Novo Nordisk format and according to Novo Nordisk procedures. Work permits are issued by construction management, safety coordinator, or Novo Nordisk representative for the area of the construction project (can be transferred from Novo Nordisk by written agreement).

When performing work adjacent to or within areas of operation, Novo Nordisk local systems and procedures for work permits must be complied with.

The contractor must ensure that sufficient firefighting equipment is available in the immediate vicinity of the individual workplaces where hot work is to be carried out, and that the contractor's staff is trained and confident in operating the fire extinguishing equipment.

Use of ladders also needs a work permit.

Other work permit may be needed for other kind of high-risk work, as listed in Appendix 6. This will be part of the safety coordination meetings.

5 Construction site

5.1 Notification of the construction site to WEA

In agreement with Novo Nordisk project manager the safety coordinator notifies the construction site to the Danish Working Environment Authority.

The construction site must be fenced, and the fencing must be carried out so that the construction site can be locked when no work is carried out on the site.

5.2 Construction site plan

The overall construction site layout plan can be found here [\[APPENDIX 2: Site plan/link to the project material\]](#). Updates will also be made available electronic, using a QR code.

The construction site plan will be available on the board outside the fence and in the staff rooms, in the construction's site office and in the staff room.

5.3 Traffic on site

Driveways and access roads as well as walkways can be found on the overall construction site layout plan [\[APPENDIX 2: Site Plan/Link\]](#).

Heavy traffic is one-way directed, driving through one gate and out through another gate.

Parking lots are placed outside the fence, and cars inside the fence are only for delivering of goods.

Walkways shall be clearly marked/separated from motorised traffic. Markings and signage must comply with Danish health and safety legislation/traffic regulation with regards to colours, symbols, and expressions.

Driveways, access roads and walkways must be established with structure and width that are fit for purpose, so that for heavy traffic, such as precast concrete deliveries, concrete mixer trucks, mobile cranes and manitou/telehandlers, etc., can access unhindered and independently of the weather. Surfaces must be in such a condition that driving with technical aids such as roller trucks, robots, etc. is possible.

If it is necessary to reverse with heavy vehicles, a flagman must be used.

5.4 Safety measures in common areas

Responsibilities for the safety measures in the common areas can be found in a full overview, see [\[APPENDIX 5/link\]](#). The coordination of both work areas and activities in common areas is carried out at the safety coordination-meetings. Details

will be outlined in the minutes of the meetings. Changes to the common areas are reflected on the construction site layout plan [\[APPENDIX 2/link\]](#). For common areas as well as for assigned work areas, there will be ongoing coordination, taking the types and amounts of activities in the areas into account (e.g., high risk activities, noisy/dusty work). Coordination takes place in a collaboration between construction management, contractors and the safety coordinator, so that both appropriate and necessary safety measures, including demarcations and barriers are implemented.

Contractors and subcontractors are obliged to properly cover openings and gaps, as well as to restore temporarily removed safety measures as soon as possible, and always when leaving own work areas or common areas.

The safety coordinator can at any time appoint a contractor to temporarily establish, maintain or remove safety measures in common areas, this includes welfare facilities. When the safety coordinator delegates responsibilities/tasks in the common areas, the contractor is obliged to solve the task.

For the contractor's own work/contract as well as in his assigned work area, it is the contractor's supervisor/foreman/health and safety representatives, who are responsible for the necessary safety measures as well as for adhering to the housekeeping standards.

5.5 Housekeeping

Work areas and common areas must always be tidy and orderly.

The following is Novo Nordisk' minimum requirement for housekeeping.

- Materials can only be placed in areas specifically assigned by the construction management.
- Materials must be placed and organized in a removable manner, e.g., on pallets or in boxes on wheels.
- Materials/equipment must be visibly marked with company name.
- Rental equipment must bear a visible mark with information about which contractor rents the equipment.
- Equipment, tools, and technical aids (lifting gear, lifts, welding equipment, etc.) must be gathered and placed in an assigned work/material laydown/storage area as part of daily clean-up of work area.
- Unsuspended work cables must be disconnected and rolled back onto cable drums as part of daily work area clean-up.
- Waste such as cut-offs/clippings and other materials not to be used in construction must be removed daily and placed in waste containers or in waste area/container.
- Material for a maximum of 1 day's production/work (incl. waste) can be stored in the work area – unless otherwise agreed with the construction management. The stored materials must be relevant to the work carried out in the area.

If outlined housekeeping duties are not fulfilled, Novo Nordisk can, without further notice, have clean-up work carried out at the contractor's expense.

5.6 Waste

Waste disposal from the construction site must follow authority requirements for notification and etc. (cf. rules at the Danish Environmental Protection Agency (DK: MST)/local Municipality).

In alignment with construction management the waste logistics at the construction site must be arranged to allow for safe disposal of waste. This includes for instance that there is space to drive a manitou/telehandler between waste containers. Furthermore, employees must be instructed in correct handling of e.g. heavy waste items and hazardous waste.

Transport, storage, use and disposal of chemical substances/products must take place in accordance with current legislation. Any spill/release causing environmental pollution at the construction site or to other Novo Nordisk area, due to careless handling of e.g., waste oil, formwork oil, oil fuel, priming fluids (organic solvents) or other environmentally harmful substances/products, must be remedied at the expense of the offender.

On the workplace it is allowed to store only 1 day's waste production. Before finishing the workday, waste must be collected and stored in the waste disposal place on the construction site.

5.7 External noise

Municipal instructions from Hillerød for noise restrictions from construction work must always be followed. [Reference to local requirements: \(check\)](#)

5.8 Food and drinks

Food and drink may only be consumed in designated welfare facilities areas/personnel cabins. However, drinking water is allowed at the construction site in transparent plastic bottles.

5.9 Smoking, alcohol, and narcotic drugs/medication

Novo Nordisk is a smoke-free workplace. This also applies to all Novo Nordisk construction sites, construction work areas, buildings, and welfare cabins. Prohibition includes use of e-cigarettes as well as the use of chewing tobacco or snuff. Violation may result in expulsion.

Outside the fence there is a place, where it may be allowed to smoke. However, the employer also needs to confirm that it is allowed for the workers to smoke outside, and when.

Consumption, use or influence of alcohol and narcotic substances or medication with warning not to operate motorised vehicles is prohibited. Novo Nordisk will contact the relevant employer/contract holder and reserve the right to ask for a test in case of suspected violation. Influenced persons are expelled from Novo Nordisk area.

5.10 Personal data (GDPR)

Contractors must ensure documented individual consent from all employees (including sub-contractors and any hired personnel) to allow Novo Nordisk internal project-related use of images and other personal data relevant for HS at the construction site. Documentation must be presented upon request.

6 Schedule

The schedule is included in [\[APPENDIX 3: Schedule/insert link to the project material/project specifications\]](#). The time schedule shows the different phases and indicates where and when any high-risk activities is expected to take place.

Time schedule must be detailed enough for the individual contractor to be able to assess whether the time allotted for the execution of the work/work phases is sufficient.

All contractors must plan and outline more detailed schedules for their individual activities. These plans are coordinated at weekly construction meetings and information will be on the biweekly safety coordination meetings.

7 Roles and Responsibilities

Role	Responsibility
Novo Nordisk:	<ul style="list-style-type: none"> • Appoint safety coordinators for engineering/design phase (DK: AMK P) and safety coordinators for construction phase (DK: AMK B). • Register accidents in Novo Nordisk IT system, EHS portal. • Training in special conditions (Upgraded areas, ATEX zones, etc.) • Work permit procedure (transferable by written agreement). • Access cards for relevant persons working onside 25N in periods.
Contractors:	<ul style="list-style-type: none"> • Comply with Danish HS legislation (e.g., WEA executive orders 1181 and 2107) as well as with specific Novo Nordisk requirements described in this document and Novo Nordisk procedures. • Ensure that the content of this HS Plan, including the ongoing updates, is known to all employees working on the project under their contract (including temporary and subcontractor employees). • Communicate effectively with subcontractors and ensure that they know and have accepted to comply with the project HS requirements prior to the contractual agreements as well as during the

	<p>project.</p> <ul style="list-style-type: none"> • Ensure that responsible management is always present when work is carried out under their contract. • Ensure that all employees working on site under their contract are instructed correctly and adequately to perform their work in a safe manner, including, for example proper use of tools, equipment, and personal protective equipment. Correct instruction must be confirmed during e.g. safety rounds. • Motivate and inspire all employees under their contract to comply with HS requirements, including: <ul style="list-style-type: none"> • show good safety behaviour and never disregard safety. • Stop/correct dangerous situations when observed (both within own contract and others). • Report all dangerous situations, near misses and accidents to own manager and to the safety coordinator. • Maintain and inform safety coordinator about relevant info/changes to the HS Plan. • Submit list of names of employees, who need access to the construction site, to the construction management at least 2 working days before access is needed, incl. receipts for correct registration of foreign labour via RUT and any work permit for working in Denmark. • Ensure HS organisation/employer representative participation in the legally required safety meetings, as well as other required and agreed HS activities [see section 4]. • Prepare and deliver work process descriptions/method statements and risk assessments for tasks involving high risk activities, no later than 5 days before execution (See Section 8 / [APPENDIX 6]). • Ensure that written documentation such as data sheets, method statements for planned work and a list of 'hazard-classified substances and materials on site' are up-to-date and can be presented upon request. • Ensure that all machinery and technical equipment is in good condition and approved/suitable for professional use. • Timely reporting of incidents (see section 4) and weekly reporting of number of hours performed on the project to construction management. • Ensure that own HS representatives are given sufficient time to perform HS related tasks, including, for example: <ul style="list-style-type: none"> • Participation in investigations of accidents and incidents. • Involvement in the planning of new and changed working conditions and processes. • Attend safety meetings, start-up meetings. • Ensure sufficient HS resources to support risk assessments, sound HS planning and ad hoc resolution of various HS issues and challenges. • Send the CV of the HS professionals for information to Novo Nordisk Project Manager and/or Safety coordinator before work starts. • Comply with Novo Nordisk procedures where applicable, e.g., for work permits, access, etc.
Safety coordinator for construction (DK: AmK B)	<ul style="list-style-type: none"> • Has the authority to initiate extraordinary HS activities and/or sanctions if HS rules are violated. • Arrange and ensure safety introduction for everyone who must work on site. The introduction must, as a minimum, cover the expectations for HS behaviours as well as the emergency response plans and emergency procedures. • Establish a process for safety briefing of visitors. • Arrange start-up meetings with all contractors and subcontractors to ensure initial coordination in practice as well as alignment of expectations in relation to the HS activities on the project. • Arrange safety meetings (min. every 14 days) and/or include safety as a recurring topic on the agenda for construction meetings. • Call for and conduct weekly safety rounds. Documented and with distribution of the identified observations. • Establish regular dialogue and coordination between the different contractors. • Ensure that specific contractors are appointed responsible for safety measures in common areas.

	<ul style="list-style-type: none"> • Ensure that HS Plan is updated when changes occur, incl. the relevant project documents e.g. time schedule, construction site layout plan and overview of the HS org. • Ensure that the updated versions of HS relevant information are made visible, e.g., printed and posted/uploaded on info screens. • Ensure coordination and demarcation to the immediate surroundings/interfaces. • Follow-up on identified risks, agreed actions/conditions and activities. • Registration, investigation (incl. root cause analysis) and reporting of accidents/incidents incl. spills to the construction management, NN project management and appointed Novo Nordisk EHS Project Responsible. • Collaborate with contractors to continually implement corrective and preventive measures. • Regular evaluation of the contractors' HS performance and compliance to agreed conditions. • Cooperation with 25N to ensure safety in 25N during construction activity, especially during connecting existing building and expansion.
Construction management	<ul style="list-style-type: none"> • Obtain and accumulate weekly reporting of the number of hours worked on the project. • Ensure that tasks and responsibilities cf. Appendix 5 concerning safety measures in common areas is properly carried out and maintained

8 Detailed requirements

8.1 Communication and language

Construction managers/foremen who are responsible for day-to-day planning and instruction on site must be able to communicate in Danish and/or English.

If the employees on the project do not speak Danish and/or English, the contractor is obliged to explain to the safety coordinator – in writing – how the employees are instructed and made aware of the relevant HS requirements. Based on this explanation, Novo Nordisk project management and/or safety coordinator will determine the need for additional services such as interpretation, translation of documents or 3rd party assessments. The costs must be held by the contractor whose employees or whose subcontractors it relates to.

8.2 Documentation of health and safety training

All relevant HS training required either based on legislation or on good industry practice must be documented and must be available on request.

This includes, among other:

- HS training (for members of the HS org.)
- Scaffolding
- Crane operation
- Telehandler and fork truck certificates
- The use of epoxy and isocyanates
- Hot work
- Cutting and welding in metals

8.3 Novo Nordisk Technical Standards

In case of work inside 25N, the guidance and standards for working inside 25N shall be known and complied with. This will be planned and detailed adequate time before such work start.

8.3.1 Personal protective equipment

Basic requirements are the use of safety shoes, helmet, high visibility clothing (class 2). Other types of personal protective equipment (e.g., eye protection, gloves, respiratory protection, and hearing protection) must be used when

there is a risk of injury associated with the work that cannot be removed or countered in any other way following the general hierarchy of controls for prevention. All personal protective equipment must be CE marked.

Personal protective equipment must be provided by the performing contractor/employer for all employees they have on site.

8.3.2 Work at height

As a rule, the use of scaffolding, lifts and work platforms should be used. Alternatives such as individual fall protection and ladders are only allowed when the use of scaffolding or lifts is justified not to be an option.

- **Fall protection**
In cases where fall protection (choose fall restraint before fall arrest) is assessed to be the most suitable safety measure – it is a prerequisite that it is for short-term work (as a rule of thumb work assignment of a 4 hours maximum). The type of fall protection to be used, must be a complete/coherent system and it must be used in accordance with the supplier's user instructions about anchor points, harness, fall absorber and other approved parts described by the supplier. Furthermore, an emergency rescue plan must be prepared for those working in fall protection.
- **Ladders**
Platform ladders, step ladders and A-frame ladders can be used for short-term work (such as inspection tasks, light maintenance tasks). Other use of ladders is allowed only as a means of access and only when other solutions or the use of other equipment is not a reasonable option. All ladders must comply with international standards for professional use (EN 131) and/or Danish legislation. Two-step stools with a stable working platform (max height of 50 cm) can be used. Use of ladder will be controlled by work permit system.

8.3.3 Construction power and working cables

Construction power must be arranged so that all working cables which are 5 meters or longer can be placed at a height of 2 meters or alternatively can be placed under protective cable covers at floor/terrain level.

All cable connections/equipment must have proper grounding in accordance with Danish legislation. To minimize fire hazards, the use of cable drums must comply with instructions for use.

Electrical panels with active components must be inspected every 3 months and marked with the time of inspection by the electrician.

8.3.4 Dust-developing tools/equipment and processes

For all dust-developing processes and tools, efficient extraction or collection systems must be established at the source. Safety measures, e.g., respiratory protection, in relation to dust exposure must be selected based on the risk of dust. Removal of dust from the floor or deck should be done by vacuuming by the contractor responsible for the dust-developing work task. Removal of, for example, clippings or other smaller pieces of debris can be done by wet scraping.

8.3.5 Metal cutting and welding

Anyone performing or who in the vicinity of metal cutting and/or welding work must be protected from exposure to fumes, gases, ultraviolet light, and sparks. This should be done with effective extraction and/or with the proper use of suitable respirators, eye protection and gloves. Metal cutting and welding must be planned and coordinated with the surroundings and other activities so that exposure of persons and fire can be prevented.

8.3.6 Noisy tools/equipment and processes

Unnecessary noise exposure shall be avoided. Consider low noise methods, if they exist. The use of tools and processes that make more than 80 dB(A) noise must be reduced, isolated, or coordinated with other nearby activities to prevent noise impact.

8.3.7 Temporary constructions

Temporary structures such as railings, stairs, barriers, covering of openings and bracing of excavations must be robust and must have the necessary strength for the purpose. Depending on the design and the risk, Novo Nordisk may require documented structural calculations for temporary structures.

8.3.8 Machinery/tools and other technical aids

All machines/tools and technical aids must be approved in accordance with current CE standards. Relevant user instructions/manuals must be present at the workplace and regulatory required inspections must be visibly marked on all items.

9 Emergency response plan

The overall emergency response plan is attached to this HS Plan as [\[APPENDIX 7\]](#)

The safety coordinator is responsible for preparing and updating the emergency response plan to reflect current conditions. All contractors, subcontractors and employees must know the content of emergency response plan and must be able to act in accordance with it.

Common first aid and fire extinguishing equipment must be available at the construction site. Location of emergency response items/equipment, escape routes and evacuation assembly points are reflected on the construction site layout plan / [\[APPENDIX 2: Construction site plan \]](#).

Inspections by – or contact with authorities

Safety coordinator, the construction management or Novo Nordisk project manager as well as the CVP HS coordinator for the area must be informed about both announced and unannounced inspections and other contact to the authorities regarding the project.

10 HS Plan updates

Safety coordinator is responsible for keeping the HS Plan up to date by systematic follow-up on the working conditions on the construction site. Communication of updates and changes takes place at least at the safety meetings, where safety for upcoming work and activities on the construction site are coordinated, as well as safety training materials and welcome leaflets are updated.

11 Sanctions

For minor violations

- Oral reprimand.
- Safety intro is repeated (with manager) + written warning.
- Concerned person expelled 3 days.
- Concerned persons are expelled from the project.

More serious misconduct:

- Written warning.
- Concerned persons are expelled from NNs projects.

No compensation in terms of time/finances is given to contractors if a company or employees are expelled.

12 Terms and definitions

The following list covers terms and abbreviations and abbreviations used in this HS Plan.

Term	Definition
Quotation	Offer that includes list for specification/pricing to be returned in the tender process
HS Plan	Project Health and Safety Plan (cf. DK rules. In Danish: PSS)
Common areas	Areas where more than one contractor works at the same time
Client/Owner	Novo Nordisk A/S (or NN)
Contractor	Legal entity with a contract with Novo Nordisk for the execution of work on the project
Construction management	NN appointed construction professional management for the construction/project in the actual construction phase
Subcontractor	Legal entity with contract under a contractor
Employer	Legal entity with employees performing work on the project (sole proprietorships are also referred to as employers)
HS	Health & Safety / Work Environment
AmR	Health and safety representative (employee-elected)
AmO	Health and safety organisation (regulatory required)
AMK-P	DK acronym for "Safety coordinator – Engineering/design phase"
AMK-B	DK acronym for "Safety coordinator – Construction phase"
NN	Novo Nordisk A/S
PPE or Personal protective equipment	Safety equipment intended for individual use
Technical aids	Equipment and tools that can help the workflow
High risk activities	Duties that involve a special risk. These are appointed for the individual project based on health and safety legislation and the knowledge of NN 'high-risk activities' and the conditions under which the work is to be carried out.
CVP HS Coordinator	Health & Safety coordinator for a CVP area in Novo Nordisk. Also often referred to as CVP HS Partner

APPENDIX 1: Health and Safety organisation

Date: 14 March 2024

Revision date:

Version:1.4

Safety coordinator is tasked with updating list.

The task of the contractor is to inform about changes related to their organisation.

	Company Name	Phone Number Email	AmR/Management rep?	Trained/enrolled in legally required HS training?
Safety coordinator	C7 Consulting A/S on behalf of NN Torben Bruun Hansen	21 73 23 75		Yes
Construction manager	DS Flexhal Flemming	25 41 67 90		
Management representative	DS Flexhal Kim Zachariassen	60 29 45 05		Yes
HSS Representative (AmR)	?			
Management representative	?			
HS Representative (AmR)	?			
Xx	?			
Xx	?			

APPENDIX 2: Construction site plan

The construction site plan will be updated whenever there have been changes important for the working environment.

The need for update will be part of the biweekly safety coordination meetings.

A large version (A3 or larger) can be seen at the board at the entrance and in the site hut.

APPENDIX 3: Schedule

Guidance

Insert the overall time schedule and update regularly according to adjustments in the detailed schedules.

The time schedule must be detailed enough to reflect high risk activities, including which work cannot be carried out simultaneously or in the vicinity of other works. Thus, it may be necessary to adjust the schedule to ensure that other employees on the construction site are not exposed to e.g., noise or dust generating work.

APPENDIX 4: List of contractors/contractors

Guidance

Copies of updated list of contractors and subcontractors with CVR or RUT number must be posted visibly at the entrance to the construction site.

[Contract A]	[Company] [Name] – mobile [XX XX XX XX]	CVR/RUT
[Contract B]	[Company] [Name] – mobile [XX XX XX XX]	CVR/RUT
[Contract C]	[Company] [Name] – mobile [XX XX XX XX]	CVR/RUT
[Contract D]	[Company] [Name] – mobile [XX XX XX XX]	CVR/RUT
[Contract E]	[Company] [Name] – mobile [XX XX XX XX]	CVR/RUT

APPENDIX 5: Boundaries and control of safety measures in Common areas

Will be part of the safety coordination meetings – and minutes - and Appendix 5 will be updated regularly.

	Area of responsibility	Responsible	Period
1	Construction site layout/logistics plan		
1.1	Notification about the construction site to Arbejdstilsynet (Danish working environmental authority) prior to starting up work on site	NN AMK-P	03/2024
1.2	Plan construction site design incl. logistics	DSF Site manager	01-04/ 2024
1.3	Update construction site overview on an ongoing basis to ensure it reflects the actual physical conditions and layout on site (incl. temporary construction utility installations)	DSF Site manager	04/2024 - 06/2025
2	Access conditions – exterior terrain¹		
2.1	Establish and maintain process for access control to the construction site (access only after having received safety intro). Everyone who needs access to site must have an access card.	DSF	
2.2	Establish cameras (CCTV) for security surveillance	NA	
2.2.1	Maintain cameras (CCTV) for security surveillance	NA	
2.3	Establish access road/path to/and on the construction site	DSF	03- 04/2024
2.3.1	Maintain access road/path to/and on the construction site	DSF	04/2024- 06/2025
2.3.2	Keep access road/path to/and on the construction site clean	DSF	04/2024- 06/2025
2.4	Establish segregation between walking and driving traffic on the construction site	DSF	04/2024
2.4.1	Maintain the segregation between walking and driving traffic on the construction site	DSF	04/2024- 06/2025
2.9	Keep access roads/paths on the construction site clean	DSF	04/2024- 06/2025
2.10	Prevent dust generation from access roads to and from the construction site	DSF	04/2024- 06/2025
3	Access conditions – indoor areas in existing 25N		
3.1	Establish access control for indoor construction site areas	NN	TBD
3.2	Establish and control boundaries to other (production)areas	NN	TBD
3.3	Establish boundaries of access paths to construction areas	NA	
4	Safety measures in common areas – outdoor and indoor		
4.1	Outline and establish emergency escape routes and emergency exits	DSF	04/2024
4.1.1	Maintain emergency escape routes and emergency exits	DSF	04/2024- 06/2025
4.1.2	Establish and maintain emergency exit signage	DSF	04/2024
4.2	Safeguarding of areas for general traffic/access (closing/covering of holes and openings) ²	DSF	?

¹ Establishing of driving and walking roads/paths. Roads must be established in size and construction so that heavy traffic such as concrete element trailers, concrete trucks, mobile cranes and manitoux can operate smoothly without hinderance and in any weather conditions. The road must be built with correct and sufficient capability of water drainage/off run and the surface must be suitable for maintenance and cleaning. Surface must also be suitable for the use and transportation of technical aids like material carts, gas cylinder carts, lifts, robots etc.

² Floors in rooms/areas where work is performed, and general traffic occurs must be free of bumps, holes, and hazardous level differences. The floors must be firm, stabile and slip resistant. Ramps and/or steps must be established where level differences cannot be prevented.

	Area of responsibility	Responsible	Period
4.3	Establish and maintain temporary guardrails ³ , gangways, platforms, ramps	DSF or Subcontractor	TBD
4.3.1	Keep temporary gangways, platforms, ramps clean – frequency for cleaning must be established	DSF or Subcontractor	TBD
4.3.2	Control of temporary guardrails, gangways, platforms, ramps	AMK-B	
4.4	Establish and maintain scaffolding system structures	NA	NA
4.4.1	Keep scaffolding system structures clean – frequency for cleaning must be established	NA	NA
4.4.2	Ongoing controls of scaffolding system structures	NA	NA
4.5	Establish and maintain temporary stairs	DSF or Subcontractor	TBD
4.5.1	Keep temporary stairs clean – frequency for cleaning must be established	DSF or Subcontractor	TBD
4.6	Rent, use, maintenance, and control of mobile elevation work platforms	DSF or Subcontractor	TBD
4.7	Establish, maintain and control of material hoists/elevators	DSF or Subcontractor	TBD
4.7.1	Keep material hoists/elevator clean – frequency of cleaning must be established	DSF or Subcontractor	TBD
4.8	Establish, maintain, and control personnel elevator	NA	
4.8.1	Cleaning of personnel elevator	NA	
4.9	Removal of dust in common areas, however also following NN technical standards section 8.3.4 re. 'Dust-developing tools/equipment and processes'	DSF or Subcontractor	04/2024-06/2025
5	Construction site boundaries		
5.1	Establish Construction site boundaries – construction site fencing	DSF	04/2024
5.1.1	Maintain Construction site boundaries – construction site fencing	DSF	04/2024-06/2025
5.2	Establish construction site entrance/driveway with gate/locking capabilities	DSF	04/2024
5.2.1	Maintain construction site entrance/driveway with gate/locking capabilities	DSF	04/2024-06/2025
5.3	Establish and ongoing maintenance of general signage	DSF	04/2024-06/2025
5.4	Establish perimeter controls	NA	
5.4.1	Maintain perimeter controls	NA	
5.4.2	Control of perimeter control functionality	NA	
6	Welfare facilities – including temporary office pavilions		
6.1	Establish welfare facilities	DSF	04/2024
6.1.1	Connect and maintain water supply	DSF	04/2024
6.1.2	Connect and maintain electricity supply	DSF	04/2024
6.1.3	Connect and maintain connection to sewer system	DSF	04/2024
6.2	Cleaning of welfare facilities – frequency of cleaning must be established	DSF's subcontractor	04/2024-06/2025
6.2.1	Daily clear-up in welfare facilities	DSF's subcontractor	04/2024-06/2025

³ Re-establish guardrails (hand, knee, and foot level) and re-establishing of coverings after casting of floors. Make sure that guardrail has correct height after for instance insulation of roof. If roofing parapets are used as safeguards at roof edge it must fulfill the same requirements as for guardrails – including a minimum height of 1,0 meter.

	Area of responsibility	Responsible	Period
6.2.2	Control of cleaning in welfare facilities	DSF	04/2024-06/2025
6.3	Establish and maintain mobile toilets	NA	
6.3.1	Cleaning of mobile toilets	NA	
6.3.2	Emptying of mobile toilets	NA	
6.4	Keep areas around welfare facilities clean	DSF's subcontractor	04/2024-06/2025
6.5	Establish temporary office pavilions	DSF	04/2024
6.5.1	Maintain temporary office pavilions	DSF	04/2024-06/2025
7.	Parking conditions		
7.1	Establish temporary parking area	DSF	04/2024
7.1.1	Maintain and keep parking area clean	DSF	04/2024-06/2025
7.2	Ensure access conditions to parking area	DSF	04/2024-06/2025
7.3	Establish and maintain parking signage (card for parking permit in the car)	DSF	04/2024-05/2025
8.	Waste handling		
8.1	Establish and manage waste containers for household waste, including arrangement for collection of the waste	DSF	04/2024-06/2025
8.2	Establish and manage waste containers for construction waste fractions, including arrangement for collection of the waste	DSF	04/2024-06/2025
8.3	Keep waste areas clean	DSF	04/2024-06/2025
9.	First aid, AED, eye wash, fire extinguishers etc.		
9.1	Establish central first aid container/shed	NA	
9.2	Establish and maintain first aid kits and fire extinguishers at welfare facilities	DSF	04/2024-06/2025
9.3	Establish and maintain local and decentralized first aid stations	NA	
9.4	Continuous control of first aid kits and equipment	DSF Site manager + AMK-P	04/2024-06/2025
10.	Material storage/laydown areas – outdoor and indoor⁴		
10.1	Establish and maintain boundaries for material storage/laydown areas	DSF	
10.2	Keep material storage/laydown areas clean	DSF	
10.3	Control of materials in storage	DSF Site manager +AMK-P	
11	Temporary electrical installations		
11.1	Notification of electrical installations to local electrical supply company	DSF	?
11.2.1	Decide placement of orientation and emergency lighting	DSF+NN	04/2024
11.2.2	Establish orientation and emergency lighting	DSF	04/2024
11.2.3	Maintain orientation and emergency lighting	DSF	04/2024-06/2025
11.2.4	Ongoing control of orientation and emergency lighting	DSF Site manager + AMK-P	04/2024-06/2025
11.3	Decide placement and type of construction power distribution panels	DSF+NN	03/2024
11.3.1	Establish construction power distribution panels (primary and secondary)	DSF	TBD
11.3.2	Maintain construction power supply	DSF	04/2024-06/2025
11.3.3	Ongoing control of construction power supply	DSF	04/2024-06/2025

	Area of responsibility	Responsible	Period
11.4	Establish and maintain work light	DSF	04/2024-06/2025
12	Winter precautions during winter season		
12.1	Salting, graveling and snow removal	DSF	When needed
12.2	Establish interim closures for windows, doors, channels, and other openings	DSF	When needed
12.2.1	Maintain interim closings	DSF	When needed
12.2.2	Control of interim closings	DSF	When needed
12.3	Establish scaffold system structure covering	NA	
12.4	Establish coverings for temporary work areas, short meeting areas etc.	DSF	When needed
12.5	Establish temporary construction heating inside building	NA	
12.5.1	Maintain temporary construction heating of work areas inside building	NA	
12.6	Frost protection of temporary water and sewer installations	NA	
13	Other conditions in common areas		
13.1	Establish cover/segregation of high-risk activities to reduce risk and minimise exposure (e.g. consider changed work hours)	DSF	TBD
13.2	Establish cover/segregation of dust generating activities	DSF	TBD
13.2.1	Control and maintenance of cover/segregation at dust generating activities	DSF	TBD
13.2.2	Signage for dust generating activities	DSF	TBD
13.3	Establish noise reducing barricading/shielding of noise generating activities	DSF	TBD
13.3.1	Control and maintenance of noise reducing barricading/shielding of noise generating activities	DSF	TBD
13.3.2	Signage at noise generating activities	DSF	TBD
13.4	Establish storage area for pressurized gas cylinders	DSF	TBD
13.4.1	Control of stock volumes and distances between different types of stock	DSF	TBD
13.5	Establish barricading at crane/hoist activities of heavy items (by tower crane/mobile crane/telehandler) etc.	DSF	TBD
13.5.1	Control of barricades at crane/hoist activities	DSF	TBD
14	Soil work – excavation, sheet piling etc.		
14.1	Screening for underground installations	DSF	04/2024
14.1.1	Collect public underground installation information (LER data)	DSF	04/2024
14.2	Geotechnical investigations	TBD	
14.2.1	Geotechnical sampling for soil contamination investigations	TBD	
14.2.2	Soil and underground structure and strength investigations	TBD	

APPENDIX 6: High risk activities

High risk activities <i>Will be assessed during project execution and be part of minutes from the safety coordination meetings.</i> <i>At project start the following activities are assessed potentially to be with high risk for a good working environment.</i>	Project activity and prevention
Work at height	Removal of tiles on existing facade Establishing of walls Working on the roof Lifting of equipment Installation of light Indoor: Sprinkler, light, wires, alarms, valves, fancoils, zone cooling/heating plates and other installations. Prevention: Planning and instruction, use of mobile cranes, telescope lifters, guard rails, use of technical equipment and personal fall protection. Work permit.
Work in confined spaces	Technical shafts. Prevention: Planning, instruction, and right tools. Possible to stand on platforms. Work permit.
Work on or near e.g., pressurised and/or live systems where hazardous energy must be controlled (e.g., electrical, mechanical, chemical, thermal, pressure energy)	To be further assessed.
Hot work	Welding, cutting, roofing. Prevention: Fire-fighting equipment. Work permit.
Mounting and dismantling of heavy prefabricated elements as well as the use of crane, hoist etc.	Transport and mounting of facade elements, including windows. Stack. Prevention: Planning, instruction, adequate tools/machinery plus work permit.
Work with hazardous substances and materials	Epoxy/PU in NIR/RAMANN Prevention: work procedure and qualified staff plus work permit.
Excavation	Levelling the ground. Diesel tank for emergency generators. Prevention: Planning, instruction, and right machinery/tools.
Opening into 25 N, and work inside 25N	Prevention: Planning, instruction, collaboration, information, and use of 25Ns requirements incl. emergency plan. Permit to work in 25N.
Construction activities at multiple levels	To be further assessed.

Work with radiation hazard	To be further assessed.
Working with high voltage electricity	<p>Placement of cables in the high or below surface or next to construction parts/poles.</p> <p>Work in transformer room</p> <p>Identification of existing cables on the ground and in 25N.</p> <p>Prevention: Only authorised electricians. Ensure grounding. Ensure control of construction site board by authorized electrician.</p>
Traffic	<p>Prevention: One-way for vehicles. Adequate signing. Pedestrian and vehicles separated.</p> <p>Special focus when road on site is changed in august.</p>
Dusty work/areas	<p>Excavation.</p> <p>Vehicles on the roads</p> <p>Drilling and other work with concrete, wood and metal.</p> <p>Prevention: adequate ventilation, cleaning, encapsulation. Use of breathing protection, if necessary, when above prevention has been implemented.</p>
Noisy work/areas	<p>Vehicles, machines, hand tools.</p> <p>Prevention: Planning and instruction: use of least noisy equipment, distance to other persons.</p> <p>If this is not enough, use of hearing protection.</p>
Indoor: installation of heavy and large items	<p>Staircases, Large doors/gates, electrical cables.</p> <p>Prevention: Planning, instruction, and adequate lifting aid.</p>

APPENDIX 7: Emergency response plan

Accident	Fire	Environment
1 Accident response	1 Fire response	1 Spill response
<ul style="list-style-type: none"> • Stop and limit the accident • Save people and initiate first aid • Call 112 • Close off and mark the accident area to prevent others from harm • Call the gate (Construction Management) and provide directions for emergency personnel • Ensure access for emergency personnel to the accident scene 	<ul style="list-style-type: none"> • Save people • Call 112 and report the fire • If possible, stop the fire • Evacuate the area/building if necessary. Shout: "Fire" and make sure all floors are evacuated. Consider if explosion risk exists • Call the gate (Construction Management) and provide directions for emergency personnel • Ensure access for emergency personnel to the accident scene • When evacuating the area: Stay calm and go to the agreed meeting point. 	<ul style="list-style-type: none"> • Stop or minimize spills and spreads, if it can be done without risk of injury. • Call 112 and report the spill • Evacuate the area if necessary and make sure everyone is gathered at the meeting point • Call the gate (Construction Management) and provide directions for emergency personnel.
2 Inform contact persons (Accidents, fire, and environment)		
<p>For serious injury, fire or environmental spill where external emergency response is called, <u>immediately inform</u>:</p> <ul style="list-style-type: none"> • Supervisor, safety coordinator and construction management. • Novo Nordisk Security • Novo Nordisk Project Manager • Novo Nordisk communication project responsible • Novo Nordisk HS project responsible <p>Novo Nordisk Project Manager <u>immediately</u> informs local Novo Nordisk management (Project Owner + Director)</p> <p>Always seek advice from a doctor/emergency service regarding suitable transport of injured persons. Taxi/private car is generally not recommended for transport.</p>		

Location of assembly point, first aid equipment, AED, and fire extinguisher: [See construction site plan.](#)

Ensure emergency preparedness for **high-risk activities** before start-up. Employees must be instructed in necessary emergency response so that they know how to act if an accident occurs. For hot work always bring fire extinguishers.

Contact Information – Role	Name	Telephone number
Client Advisor for NNHI25N	Kristian Arounsack-Jørgensen	2541 6790
Safety coordinator	Torben Bruun Hansen, VBQH	2173 2375
Construction management (also for gate)	Kim Zachariassen	6029 4509
Novo Nordisk Security	Emergency Phone	4442 0000
	Center Phone	4441 0002
Novo Nordisk Project Manager	Vu Petersen, VPT	3075 2118
Novo Nordisk HS project responsible	Ewa Klaudia Ginalska, EWKS	3448 8661
Novo Nordisk communication project resp.	(informed by NN Security)	
Novo Nordisk local management (Project Owner or CVP)	Rune Sylow, RUPE	3075 3377
Novo Nordisk local management (Director)	(informed by NN Project Man.)	
Emergency telephone	-	112 or 1813
NN Environment (informed about environmental waste)	Mailbox group	envcompliancegroup
Novo Nordisk Health & Safety Supporter 25N	Nicolai Friis	3448 1741

Psychological crisis support: For NN employees, contact NN security and ask for PFA emergency psychological crisis help.