

# Ericsson Care

## Stay safe

## Be well



### Supplier OHS Maturity Assessment:

- Scoring Criteria
- Evidences expected from Ericsson Supplier
- Route to compliance

# Questionnaire & Scoring System



No	Requirement	Section	Pass/Fail Question	Severity by related score (0;2;3;4)
1	OHS Policy	Management System		0-2 Major / 3-4 - Minor
2	Legal Compliance	Legal Compliance	YES	0-2 Critical / 3-4 - Minor
3	Incident reporting and investigations	Incident Reporting and Investigation	YES	0-2 Critical / 3-4 - Minor
4	OHS Targets and performance indicators	Targets & Performance Management		0-2 Major / 3-4 - Minor
5	OHS Responsible and Responsibilities	Training & Competence Management	YES	0-2 Critical / 3-4 - Minor
6	Training & competence		YES	0-2 Critical / 3-4 - Minor
7	OHS Risk assessment and controls	Risk Assessment & Management	YES	0-2 Critical / 3-4 - Minor
8	OHS Safety Plans		YES	0-2 Critical / 3-4 - Minor
9	Site inspections			0-2 Major / 3-4 - Minor
10	Emergency Preparedness & Response	Emergency Preparedness		0-2 Major / 3-4 - Minor
11	Personal Protective Equipment	Personal Protective Equipment		0-2 Major / 3-4 - Minor
12	Subcontractors work (Supplier Selection & Evaluation)	Management of Subcontractors *	YES	0-2 Critical / 3-4 - Minor
13	Calibration and maintenance	Hazards & Operational Controls **		0-2 Major / 3-4 - Minor
14	Climbing and Working at Height		YES	0-2 Critical / 3-4 - Minor
15	Rope Rigging & Lifting		YES	0-2 Critical / 3-4 - Minor
16	Working with Electricity		YES	0-2 Critical / 3-4 - Minor
17	Driving and Vehicle Safety		YES	0-2 Critical / 3-4 - Minor
18	Environmental & Occupational Noise			0-2 Major / 3-4 - Minor
19	Radio Frequency Electromagnetic fields			0-2 Major / 3-4 - Minor
20	Hot Works			0-2 Major / 3-4 - Minor
21	Chemical Handling			0-2 Major / 3-4 - Minor
22	Confined Spaces			0-2 Major / 3-4 - Minor
23	Lone Working			0-2 Major / 3-4 - Minor
24	Manual Handling		0-2 Major / 3-4 - Minor	
25	ISO 45001 Certification	Management System		0-2 Minor

Scoring Guide / Maturity Levels				
Stretch (5)	Commitment (4)	Robust (3)	Warning (2)	Off-Track (0)
Supplier can demonstrate that it has consistent and comprehensive implementation examples and the maturity level of the OHS management system is Excellence	Supplier can demonstrate that it has good implementation examples against E/// requirements and the supplier is in Mature Stage in terms of OHS management system	Supplier has only basic implementation examples against E/// requirements, it fulfills critical requirements as a minimum and in Development Stage	Supplier has either no or limited implementation examples and the management system of the supplier is very poor.	Supplier cannot demonstrate any evidence according to requirements.

## Assessment score:

- Stretch – above 89%
- Commitment – below 88%
- Robust – below 72%
- Warning – below 56%
- Off-Track – below 40% **and/or fail on any "Pass/Fail" question**

## Statement:

- **Pass** (Stretch, Commitment, Robust)
- **Fail** (Warning, Off-Track)

\* The question is applicable if the Ericsson Supplier manages subcontractors. In any case the Ericsson supplier, despite of not managing subcontractors for Ericsson projects, can provide supporting evidences about the risk management systems that have in place in other non-Ericsson projects. This information will be taken into consideration in the event that there is a potential extension to the scope of services being provided.

\*\* Some Hazards & Operational controls may not be part of the current scope of works delivered for Ericsson i.e. "Confined Spaces". Ericsson supplier must justify if a particular activity is not under their scope. In any case the Ericsson supplier, despite of not delivering a certain activity, can provide supporting evidences about the risk management systems that are in place in other non-Ericsson projects. This information will be taken into consideration in the event that there is a potential extension to the scope of services being provided.

Ericsson might check if the response provided by the supplier is aligned with the current scope of works.

# Roles & Responsibilities according NC category found

Non-conformity Category	Ericsson Supplier	SGS
<b>Critical</b> Non-conformities on <b>PASS/FAIL questions (*)</b>	Submits <u>Root Cause Analysis</u> and <u>Corrective Action Plan</u> and <u>Corrections</u> within 1 month	Reviews and accepts the corrections, identified causes, and corrective action plans submitted within 10 working days
	Realization of corrective action plan and submitting implementation evidence / CA records within 3 months unless Ericsson agrees on an extension after analyzing the Non-Conformity.	Reviews, accepts, and verifies the corrective action implementation evidence submitted within 10 working days
<b>Major</b> Non-conformities on other* questions where there is a significant doubt that effective process control is in place	Submits <u>Root Cause Analysis</u> and <u>Corrective Action Plan, Corrections and CA implementation evidence</u> within 1 month	Reviews, accepts, and verifies the corrections, identified causes and corrective action implementation evidence submitted within 10 working days
<b>Minor</b> Non-conformities that do not affect the capability of suppliers to perform activities safely	Submits <u>Root Cause Analysis</u> and <u>Corrective Action Plan</u> within 1 month	Reviews and accepts the corrections, identified causes and corrective action plans submitted within 10 working days
		Verification of corrective action implementation during re-evaluation audit

# 1st Question



*Does your Ericsson Supplier have a written **OHS Policy** that has been approved by your top management and has been communicated throughout the organization and to your subcontractors (when applicable)?*

**Expected evidences from Ericsson Supplier:**

- A copy of the OHS Policy
- Evidence of how the OHS Policy has been communicated to employees (if available subcontractors) (i.e.. Email, training, notice boards)

**Route to compliance**

Ericsson Supplier should have an OHS Policy and the OHS Policy that;

- has been signed off by the Ericsson Supplier's top management
- has been communicated throughout the organization and to its subcontractors (when applicable)
- has issued according to Ericsson Supplier's document control process (have doc. no, date, Ericsson Supplier logo etc.)
- is up-to-date

# 2nd Question



Pass/Fail Question

*Has your Ericsson Supplier committed any infringements to the **laws or regulations** concerning Occupational Health & Safety (OHS) matters in the last three (03) years or is under any current investigation by, or in discussions with, any regulatory authority in respect of any OHS matters, accident or alleged breach of OHS laws or regulations?*

## Expected evidences from Ericsson Supplier:

- A declaration from your top management that your Ericsson Supplier has not committed any infringements to the laws or regulations or is not under any current investigation by any regulatory authority in respect of any OHS matters (Statement should be signed off by CEO with official letterhead, stamp, etc.)
- A copy of the documented process or the systematic identification and assessment of legal applicable laws and regulations (i.e. procedure, instruction)
- A list of all OHS requirements including laws and regulations that the Ericsson Supplier has identified as applicable
- A report of the legal compliance check conducted within the last twelve (12) months and corrective action plan to close any gaps identified

## Route to compliance

The Ericsson Supplier should;

- have a process (preferably documented) for the systematic identification and assessment of legal compliance.
- identify all its applicable legal requirements.
- assess its compliance against its legal obligations periodically and the process in place to manage and close the gaps identified.

# 3rd Question



Pass/Fail Question

*Does the Ericsson Supplier have a process for **Incident Reporting and Investigation**, including a system for recording safety incidents (near misses, injuries, fatalities etc.) that meets local regulations and Ericsson's OHS Requirements at a minimum?*

## Expected evidences from Ericsson Supplier:

- A copy of the documented process (i.e. procedure, instruction)
- Evidence of how the process has been communicated to employees (if available subcontractors) (i.e.. Email, training, notice boards)
- Evidence of investigations, identified root causes and action plans for incidents and near misses (i.e. investigation reports) (excluding personal identifiable information)
- "Records if the Ericsson Supplier had any work-related fatality and /or incidents (internal employee, sub-contractors, or external party) that caused permanent disability or absence of over thirty (30) days in the last three (03) years. Evidence requested includes;1. If yes, the Ericsson Supplier must provide the investigation report/s, and corrective action plans to prevent re-occurrence, including a status report on the corrective actions. 2. If not, the Ericsson Supplier must provide a declaration from its top management that there has not been any work-related fatality and/or incident that caused permanent disability or absence of over thirty (30) days in the last three (03) years."
- Last three (03) years statistics including incidents, near misses, fatalities, work related illness

## Route to compliance

The Ericsson Supplier should:

- have a process (preferably documented) for Accident & Incident Reporting and Investigation including root cause analysis
- have a system for recording safety incidents (near misses, injuries) that meets local regulations and Ericsson's OHS Requirements as a minimum
- provide evidence that it investigates its accidents & incidents to identify root causes and correct them to prevent recurrence

If the Ericsson Supplier has work-related fatalities and/or incidents that caused permanent disability or absence of over thirty (30) days in the last three (03) years - the incident/s were adequately investigated, there was/were robust corrective action plan/s in place to address the root cause/s of the incident/s, and all corrective actions were diligently followed up and closed.

# 4th Question



Pass/Fail Question

*Does the Ericsson Supplier set relevant OHS Annual Objectives and Performance Indicators to ensure continual improvement of their OHS performance? Are these performance indicators reviewed regularly by senior leaders?*

**Expected evidences from Ericsson Supplier:**

- The OHS Annual Objectives and Performance Indicators of last 2 years with action planning
- Results of the OHS Annual Objectives and OHS Performance Indicators of the last completed calendar year
- Evidence of how the objectives and targets were monitored continuously
- Evidence of governance meetings by senior leaders where OHS performance is discussed (i.e. management review, OHS committee)

**Route to compliance**

The Ericsson Supplier should;

- have documented OHS Annual Objectives and OHS Performance Indicators for the last two (02) years that are relevant to the Ericsson Supplier's activities and risks
- have an OHS Program including an action and monitoring plan in place to meet the objectives and targets
- monitor progress of the annual objectives and OHS performance indicators periodically
- discuss OHS performance in governance meetings

# 5th Question



Pass/Fail Question

*Does your Ericsson Supplier:*

- *have an **OHS organization** that is dimensioned/resourced adequately?*
- *have a qualified and competent **OHS Responsible Person** (OHS Practitioner/Officer) appointed to provide OHS expertise in the establishment and implementation of the OHS management system and to ensure that the Ericsson Supplier meets local regulations and Ericsson's OHS Requirements as a minimum?*
- *have a clear organizational structure capable of discharging the OHS Responsibilities throughout the organization?*
- *appoint a qualified and competent OHS Responsible Person for each project?*

Expected evidences from Ericsson Supplier:

- The evidence of the professional qualifications (certifications, memberships, including local mandatory requirements etc.) of the appointed OHS Responsible person(s)
- Evidence to verify the employment relationship between the Ericsson Supplier and the OHS Responsible (valid current contracts, signed formal appointment, etc.)
- "A copy of the organizational structure detailing OHS responsibilities at all levels and job descriptions for the organization such as following positions: \*Top Management \*Technical /Project Manager \*Supervisor/Team Leader \*Person in Charge of Work (PICW)\*Technicians"

## Route to compliance

The Ericsson Supplier should have a well-dimensioned and resourced OHS organization. Supplier should have;

- appointed OHS Responsible person(s) (OHS Practitioner) meets local regulations and Ericsson's requirements as a minimum, including qualifications, experience, and required licenses and/or memberships. This needs to be verified through an evidence check and interview with the appointee.
- that there is a formal appointment in place and that is valid.
- that there is evidence of either a formal employment contract or a service contract between the Ericsson Supplier and the appointee.
- the Ericsson Supplier has OHS responsibilities in all job descriptions requested to be submitted as evidence.
- assigned competent project OHS responsible
- assigned competent PICW for each site

# 6th Question



Pass/Fail Question

*Does the Ericsson Supplier have a process to ensure that all its employees (and subcontractors when applicable) have the required technical **competence**, are medically fit, and are trained by licensed training centers on the OHS aspects of the works (including OHS Induction) they will perform for Ericsson?*

Expected evidences from Ericsson Supplier:

- A copy of the documented process (i.e. procedure, instruction)
- Training need analysis for field employees including, but not limited to, supervisor/team leader, technician, climber, rigger, driver.
- Training matrix/requirement per job role including, but not limited to, supervisor/team leader, technician, climber, rigger, driver.
- Medical fitness requirements per job role including, but not limited to, supervisor/team leader, technician, climber, rigger, driver.
- "Training and fitness to work records. A list or database listing all the employees and subcontractors and detailing: job role, training requirement as per the training matrix ;medical fitness compliance, compliance status against the requirement "
- OHS Induction training syllabus
- OHS Induction training frequency and sample records
- Evidence of periodic OHS awareness activities and frequency.
- Evidence that safety topics and issues are communicated and discussed with employees and contractors. Records may include meeting minutes, safety alert emails or posters, photos of safety notice boards, workshop attendance lists, survey results, employee-led initiatives, and programs in posters or emails.
- List of the approved training centers that the Ericsson Supplier procures its OHS training from and evidence of their accreditation by the local authorities
- List of the approved Occupational Health providers that the Ericsson Supplier procures it medical fitness to work assessments from and evidence of their accreditation by the local authorities.

Route to compliance

The Ericsson Supplier:

- has a documented process to manage OHS training, competence, and medical fitness to work
- has provided records that its workers (including subcontractors, contingent workers, temporary & fulltime workers when applicable) have the required competence, are trained, and medically fit to work in line with Ericsson's requirements (the assessor must sample %25 of the employees and subcontractors from the list provided and seek evidence from the Ericsson Supplier on the of training and medical fitness to work certificates of the said individuals)
- has provided records that its employees (and subcontractors when applicable) received their OHS training from licensed/accredited training centers (the training centers accreditation must be verified by the assessor)
- has provided records that the fitness to work of its employees (and subcontractors when applicable) are evaluated by approved medical providers (the medical provider accreditation must be verified by the assessor)
- has provided a list of rescuers, wardens and first aiders and their training certificates
- Evidence that safety topics and issues are communicated and discussed with employees and contractors.
- training is provided in relevant languages based on project location and attendees' needs.

# 7th Question



Pass/Fail Question

*Does the Ericsson Supplier have a process for OHS Risk Assessment & Control in line with local regulations and Ericsson's OHS Requirements as a minimum?*

**Expected evidences from Ericsson Supplier:**

- A copy of the documented process (i.e. procedure, instruction)
- Three (03) project risk assessments from current or recent projects, which scope of activities is like the one to be provided to Ericsson with actions to mitigate the risk
- Ten (10) daily pre-work checks / risk assessments from current or recent projects, which scope of activities is like the one to be provided to Ericsson with actions to mitigate the risks
- Evidence of how the risks identified were communicated and discussed with employees and subcontractors before commencing the works (i.e. toolbox talks, induction trainings)

**Route to compliance**

The Ericsson Supplier:

- has a documented process for OHS Risk Assessment & Control that provides a framework for baseline risk assessments, job safety analysis (JSA), daily risk assessment, etc.
- has provided evidence of process implementation, including at least three (03) risk assessments of recent projects, and that these risk assessments are of good quality
- has provided evidence of communication of risks to employees and subcontractors
- has provided evidence of actions plans to mitigate/manage the risks identified

# 8th Question



Pass/Fail Question

*Does your Ericsson Supplier prepare **Project OHS Plans** for each of your projects detailing the measures that must be in place to manage the risks associated with the scope of work?*

**Expected evidences from Ericsson Supplier:**

- 3 Copies of EHS Project Plans that included high-risk activities such as driving, working at heights, civil and electrical work, construction

**Route to compliance**

Each project has specific Project OHS Plans, no copy paste/no standard or generic information. Project specific risks and mitigation actions/measures must be identified in the OHS Plan.

The Project OHS plans include but not limited to:

- \* scope of work that shall be undertaken;
- \* key contacts, and responsibilities for OHS delivery including the qualifications, competence and experience of those with specific responsibility for OHS;
- \* risk assessments and mitigation
- \* training and competence provisions
- \* details of the monitoring, auditing, inspection, certification and reporting processes that the Supplier has in place to ensure that the required standards are achieved and provide OHS data thereof to Ericsson as agreed;
- \* details of the Supplier's incident reporting and investigation procedures;
- \* details on how sub-contractors shall be selected and managed, including communication of standards
- \* details of how any high-risk substances shall be selected, used and controlled throughout the delivery of the works;
- \* details of the Suppliers emergency processes; and
- \* any other required details of the Governance process between Ericsson and the Supplier.

Assessor must also verify;

- \* Evidence for Project OHS Responsible Person in line with the requirements listed in Question 7; i.e. name and professional qualifications (certifications, memberships, including local mandatory requirements etc.) and responsibilities specified in the Project OHS Plan

# 9th Question



*Does your Ericsson Supplier conduct **Site Inspections** to assess adherence to OHS requirements during field activities?*

Expected evidences from Ericsson Supplier:

- samples of recently conducted OHS site inspections (last 6 months)(i.e. inspection form, checklist, reports including findings & action plans, performance statistics)

Route to compliance

The Ericsson Supplier:

- has a structured site inspection plan/program
- has a unified site inspection checklist
- has competent and qualified site OHS inspectors
- has a plan for mitigation actions/improvement actions of site inspection findings
- has statistics for site inspections/targets for monthly site inspections
- corrective actions arising from the inspections

# 10th Question



*Does your Ericsson Supplier have a process to prepare for **Emergency Preparedness and Response** that ensures:*

*\*emergency plan/instructions are place for any potential emergency situations*

*\*all employees including subcontractors are trained on such emergency procedures*

**Expected evidences from Ericsson Supplier:**

- a copy of the documented process (procedure, instruction, etc.)
- evidence of emergency plans (including site emergencies)
- evidence of how emergency plans were implemented/communicated to employees (if available subcontractors)(i.e.. training, mail)
- evidence of mock tests, fire drills and/or refresh awareness of response to potential emergencies
- emergency equipment list/records like fire extinguishers, fire blankets etc.

## **Route to compliance**

- Emergency Preparedness and Response plans are prepared and are specific to the sites/scope of work and risks, including emergency routes, communication, medical response and emergency kits, and training (i.e. first aid, tower rescue, etc.).
- These plans do not only cover fire but all potential emergency situations related to the scope of work.
- Employees are trained on emergency plans
- Periodical drills and tests are conducted on sites to test and improve these emergency response arrangements
- Premise risk assessments includes emergency risks and mitigation actions

# 11th Question



*Does your Ericsson Supplier have a documented process for the **Management of Personal Protective Equipment (PPE)** including procurement, storage, issue, use, inspection, maintenance, test and disposal that meets Ericsson's OHS Requirements as a minimum including, but not limited to?*

- \* that all employees are trained in the adequate use of PPE*
- \* that all employees are trained and understand that PPE must be used only for the intended purpose*
- \* that PPE is provided to employees free of charge*
- \* that PPE is examined for faults before use and any defective PPE is replaced immediately*
- that PPE is maintained, stored and tested according to manufacturer's recommendations and/or international standards.*

## Expected evidences from Ericsson Supplier:

- a copy of the process (procedure, instruction, etc.)
- evidence of how this procedure was communicated to employees (and subcontractors if applicable)(i.e. training, mail)
- PPE matrix for all job roles within the scope of services to Ericsson.
- PPE issue and inspection records (i.e.. signed PPE forms)

## Route to compliance

The Ericsson Supplier has:

- a process for Issue, Use, and Management of Personal Protective Equipment (PPE) that meets Ericsson's requirements
- Project/site risk assessment includes PPE risk and PPE requirements as mitigation action.
- Adequate PPEs are selected for use and employee are trained on how to use and maintain, inspects etc. including subcontractors where applicable.
- PPE comply with Ericsson standards (as well as international standards)
- Employees are medically fit to use PPEs, necessary medical test for specific PPEs are done like respiratory tests etc..
- broken PPE is taken back, stored separately and disposed properly

Note: the samples must be taken from the projects samples in question #8.

# 12th Question



*Does your Ericsson Supplier have a written process for **managing subcontractors' work and performance**, including, but not limited to:*

- due diligence for the OHS evaluation/selection of subcontractors;*
- how OHS responsibilities and requirements are included in the contracts with subcontractors;*
- how the Ericsson Supplier ensures that Ericsson's OHS requirements are effectively cascaded down to its subcontractors and adhere to*
- how the Ericsson Supplier ensures that its subcontractors comply and adhere to local laws and regulations (including insurance and employees' Social Security registration)*
- how the Ericsson Supplier ensures that its subcontractors are technically competent, medically fit, and trained by licensed training centers on the OHS aspects of the works they will perform for Ericsson*
- how the Ericsson Supplier manages and monitors its subcontractors' OHS performance.*

## Expected evidences from Ericsson Supplier:

- a copy of the process including the criteria for the OHS evaluation and selection of your subcontractors.
- examples of standard contracts with subcontractors including how your and/or your customer's requirements are cascaded down to your subcontractors (i.e. back to back)
- evidence of how you manage your subcontractor's compliance to OHS requirements including local laws and regulations and how you ensure they are technically competent, medically fit and trained.
- records of meetings where the Ericsson Supplier's subcontractors OHS performance was discussed

## Route to compliance

- The Ericsson Supplier has included Ericsson's OHS requirements, or largely similar requirements, in the evaluation and selection of subcontractors as evidenced by having these requirements in requests for quotations, or manuals that they communicated to their subcontractors
- the Ericsson Supplier has included Ericsson OHS requirements, or largely similar requirements, in its subcontractors' contracts
- has mechanisms to make sure safety standards are adhered to continuously
- there are recurring OHS meetings with subcontractors to discuss performance (at least quarterly) and continual improvement (Note: check that records of meeting are unique and not copy and paste).
- corrective actions are taken to address subcontractors' performance issues
- it has a process for consequence management to manage breaches and violations.
- it ensures that its subcontractors comply and adhere to local laws and regulations (including insurance and employees' Social Security registration)
- it ensures that its subcontractors are technically competent, medically fit, and trained by licensed training centers on the OHS aspects of the work they will perform for Ericsson

# 13th Question



*Does your Ericsson Supplier have a process to ensure that all **equipment** including , but not limited to, cranes, mechanical lifting devices, chains, ropes, grinders, jackhammers, testing equipment, electrical tools is:*

- suitable for its intended use*
- maintained in line with manufacturer's recommendations (Maintenance plan)*
- inspected / examined before use*
- calibrated (whenever applicable)*
- only used by those competent to operate it*

## Expected evidences from Ericsson Supplier:

- maintenance and calibration plan
- register listing all inventory of equipment and PPE requiring testing, calibration, and/or periodic maintenance/certification, including details of serial numbers, calibration/inspections/maintenance results, and history and records of the last inspection/calibration/maintenance/tests.

## Route to compliance

- Ericsson Supplier has a maintenance plan in place for equipment, tools, vehicles
- Ericsson Supplier has an inventory list of plants/equipment, tools and PPEs
- Ericsson Supplier has maintenance / calibration records for the last three (03) years
- Ericsson Supplier has inspection plan and records are maintained

# 14th Question



Pass/Fail Question

*Does your Ericsson Supplier have a procedure for **Climbing & Working at Heights** that meets local regulations and Ericsson's OHS Requirements as minimum including, but not limited to?*

*\* that only persons that are medically fit, trained and hold a current certificate of competence can perform working at heights activities*

*\* that trained and equipped 'tower rescue' personnel are always on site during all tower climbing works and ready to perform rescue activities*

*\* that in addition to standard PPE, specific PPE such as full body harness, double Y-lanyards, work position lanyards and fall arrest systems are always available, in good condition and inspected on regular basis irrespective of its usage by a qualified person*

*\* arrangements including risk assessments and controls are identified and in place to address all working at heights potential risks including unauthorized access to work zones, falling objects, pre-work inspections, adequate anchoring, adverse weather conditions, limited lighting, etc.*

*\* arrangements for the safe use of Mobile Elevated Work Platforms, including safe work practices and provisions for operator certification, pre-inspection and use requirements.*

## Expected evidences from Ericsson Supplier:

- a copy of the process (procedure, instruction etc.)
- evidence of how this procedure communicated to employees (if available subcontractors)(i.e.. training, mail)
- evidence of safe working methods including pre-work check/risk assessments, method statements, mitigation plans involving climbing, working at height
- evidence of rescue planning, tower rescue training records, rescue kits issue records (including serial numbers)

## Route to compliance

The Ericsson Supplier has a process for climbing & working at height, understood by employees and subcontractors and implemented effectively.

- Baseline and pre-work risk assessments include climbing and working at height activities (Min 3 examples)
- Pre-work checks or similar controls are performed on-site before the work commences to verify site safety conditions
- Only trained, competent, and medically fit to work employees are allowed to work at height
- Employees are provided with adequate, complete, and in good condition PPE and rescue kits that are periodically inspected
- The Ericsson Supplier has safe work methods to climb
- The Ericsson Supplier has emergency plans and rescue plans for climbing works, which its employees and subcontractor (when applicable) are trained on

Note: Competence relevant to this subject should be verified under question 6 "Training and Competence"

# 15th Question



Pass/Fail Question

*Does the Ericsson Supplier have a procedure for **Rope Rigging & Lifting** that meets local regulations and Ericsson's OHS Requirements at a minimum?*

Expected evidences from Ericsson Supplier:

- *a copy of the process rope rigging & lifting (procedure, instruction etc.)*
- *evidence of how this procedure communicated to employees (if available subcontractors)(i.e.. training, mail)*
- *evidence of training for those executing lifts*
- *evidence of lifting plans for lifting and lowering activities including evidence of correct rigging and lifting equipment is in place for lifts and supervising process for lifting*

Route to compliance

- The Ericsson Supplier has a process for rope rigging and lifting, understood by employees and subcontractors and implemented effectively.
- Baseline and pre-work risk assessments include lifting activities (Min 3 examples)
- Only trained and competent employee perform rope rigging and lifting operations, their training matrix include this
- Lifting plans are documented and include safe operating calculations and a diagram to demonstrate the lifting activities (Min 3 examples)
- Calibration and inspection plans and records for the lifting gears (pulleys, ropes, etc.)

# 16th Question

Pass/Fail Question



Does your Ericsson Supplier have a procedure for **Working with Electricity** that meets local regulations and Ericsson's OHS Requirements as minimum, including but not limited to,

- \* that electrical qualifications are maintained by those who will perform the works
- \* Lock Out/Tag Out process
- \* prohibition to do live electrical work on high voltage systems
- \* that anyone performing any type of work on electrical equipment (including subcontractors) are trained and hold a current certificate of competence to work with electricity
- \* that anyone performing any type of work on electrical equipment is provided with the Personal Protective Equipment (PPE) that is required for the task
- \* that insulated tools such as screwdrivers, side cutters, wire strippers are provided and used when performing electrical works
- \* that all portable electrical tools operate at safe voltage
- \* that electrical works is only performed on electrical equipment that complies with applicable legal requirements and electrical safety standards
- \* that safety instructions related to electrical work have been communicated to employees and subcontractors and that adherence is actively monitored

## Expected evidences from Ericsson Supplier:

- a copy of the process (procedure, instruction etc.)
- evidence of how this procedure communicated to employees (if available subcontractors)(i.e.. training, mail)
- evidence of safe working methods including risk assessment, actions and emergency planning
- high voltage system permit procedure and evidence of implementation, including isolation permits (LoTo, authority to work etc.) (Only if you have "High voltage electrical works" in your scope)

## Route to compliance

- Ericsson Supplier has a process for Working with Electricity, understood by employees and subcontractors and implemented effectively.
- Project/site risk assessment include electrical risks and mitigation actions
- Safe working method are in place work electrical works including emergency preparedness, permits etc.
- Permit to work system in place and actively used for electrical safety
- Only competent employees work with electricity
- Employee are trained o electrical safety
- Adequate and safe tools are provided to employees
- Competences relevant to this subject should be verified under question 6 "Training and Competence"

# 17th Question

Pass/Fail Question



Does your Ericsson Supplier have a procedure for **Driving and Vehicle Safety** that meets local regulations and Ericsson's OHS Requirements as minimum including, but not limited to:

- \* drivers' competence including Defensive/Safe Driving training, driving license for the type of vehicle and fitness to work
- \* vehicles are equipped with tracking/telematics systems
- \* driving behavior monitoring process
- \* fleet roadworthiness and management including routine inspections
- \* communication and mechanisms to secure compliance to Ericsson Lifesaving Rules , including use of seat belts by driver and all passengers, prohibition of use of handheld mobile phones while driving, and adherence to speed limits always.
- \* prohibition of carrying unauthorized third parties in Ericsson's assigned vehicles
- \* vehicles equipped with safety kits including safety net, emergency triangles, fire extinguisher and first aid kit as minimum
- \* adherence to all requirements by your subcontractors.
- \* journey management plans including a risk assessment to ensure all risks related to driving are mitigated

## Expected evidences from Ericsson Supplier:

- a copy of the documented process (procedure, instruction etc.)
- evidence of how this procedure communicated to employees (if available subcontractors)(i.e.. training, mail)
- vehicle register list/database, including model, year, telematics device model and serial number
- vehicle tracking system reports
- examples of driving performance reports and actions taken in case of deviation.
- vehicle inspection records

## Route to compliance

- Ericsson Supplier has a process for driver and vehicle safety, understood by employees and subcontractors and implemented effectively.
- Project/site risk assessment includes driving and vehicle risks, journey management plans are in place
- All drivers are pre-assessed before driving approval, have proper licenses fit for the vehicle and trained on safe driving methods
- Ericsson Supplier has vehicle register, maintenance are followed
- Ericsson Supplier vehicles are comply with Ericsson requirements
- All drivers are medically fit to work
- Vehicles fitted with GPS tracking system, monitored and actions taken for the violations.
- Competences relevant to this subject should be verified under question 6"Training and Competence"

# 18th Question



Does your Ericsson Supplier have a procedure for **Environmental & Occupational Noise** that meets local regulations and Ericsson's OHS Requirements as minimum, including but not limited to;

- \* identify the noise hazards, including but not limited to level and time of exposure, through appropriate noise surveys,
- \* assess the likely exposure of employees to the noise hazard, and
- \* define in a noise management plan the measures required to eliminate or reduce risks, control exposures, and protect employees.
- \* correct hearing protection meeting any recognized international standards shall be provided and used as required.
- \* employees use the prescribed hearing protection when required
- \* noise control and hearing protection equipment is maintained as per the manufacture's recommendations
- \* training on the risks, use and maintenance of personal protective equipment ("PPE") is provided.
- \* hearing checks shall be provided to all employees who are exposed to noise above the limits (noise exposure limits as defined in health and safety legislation are adhered to. In any event, a maximum of 80 dBA TWA over 8 hours period , or less if required by local laws, shall not be exceeded)

## Expected evidences from Ericsson Supplier:

- a copy of the documented process (procedure, instruction etc.)
- evidence of how this procedure communicated to employees (if available subcontractors)(i.e.. training, mail)
- "noise measurement plan and records"
- noise monitoring equipment calibration/maintenance records and plan

## Route to compliance

- Ericsson Supplier has a process for Environmental & Occupational Noise, understood by employees and subcontractors and implemented effectively.
- Project/site risk assessments include noise risks and control measures.
- Ericsson Supplier does noise measurements with a proper equipment or an authorize 3rd party provider
- Employees are medically fit to work and have regular hearing checks
- Employees are provided with adequate hearing protection and trained on how to use and when to use it.

# 19th Question



*Does your Ericsson Supplier have a procedure to manage exposure to Radio Frequency Electromagnetic fields that meets local regulations and Ericsson's OHS Requirements as minimum, including but not limited to:*

- \*securing compliance with applicable allowable limits ('exposure limits')*
- \*controls to ensure that no work is carried out within the compliance boundary (exclusion zone) of a live antenna*
- \*provision and use of handheld or body or body worn personal monitors (i.e. dosimeters)*
- \*calibration of monitors*
- *RF EMF training provision for employees and subcontractors*

## **Expected evidences from Ericsson Supplier:**

- a copy of the documented process (procedure, instruction etc.)
- evidence of how this procedure communicated to employees (if available subcontractors)(i.e.. training, mail)
- "RF EMF field monitoring equipment register, including model and serial number"
- records of RF EMF assessments
- "incident records for RF exposure above the limit with investigations and actions"

## **Route to compliance**

- Ericsson Supplier has a process for Radio Frequency Electromagnetic fields, understood by employees and subcontractors and implemented effectively.
- Project/site risk assessment includes RF EMF risks and control measures
- Pre-task risk assessments are conducted to identify RF EMF exposure risks
- Employees are trained on Rf EMF risks
- Employees are medically fit to work, personal exposures/risks are checked
- RF EMF field monitoring is done with a calibrated equipment
- Incident procedure includes RF EMF exposures/incidents
- Incident records for RF exposure above the limit with investigations and actions

# 20th Question



*Does your Ericsson Supplier have a documented process for the **Hot Works** that meets Ericsson's OHS Requirements as a minimum including, but not limited to?*

- \* that Ericsson Supplier conduct full fire risk assessment initially and upon a material change to the premises*
- \* that persons carrying out hot work have enough experience and competence*
- \* that a fire watch appointed for a minimum of one hour after the hot works have been completed*
- \* that Ericsson Supplier have a hot work permit system issued by a competent person before the work is started*
- \* that Ericsson Supplier provide an appropriate fire extinguisher and fire blanket available during hot work*

## **Expected evidences from Ericsson Supplier:**

- a copy of the process (procedure, instruction etc.)
- evidence of how this procedure communicated to employees (if available subcontractors)(i.e.. training, mail)
- hot work permits procedure and evidence of hot work permit implementation (permit examples)

## **Route to compliance**

- Ericsson Supplier has a process for Hot Works, understood by employees and subcontractors and implemented effectively.
- Hot work activities are conducted by competent person
- Hot work permit system is in place and implemented
- Competent fire watch is assigned for hot work activities
- Emergency preparedness and response training should be verified in question, team training
- All risk controls and response equipment and measures that are needed for the type of hot work being performed have been included which may include signage, barriers, removing any nearby combustible materials, and controls specific to welding types when applicable

# 21th Question



Does your Ericsson Supplier have a process for **Hazardous Chemical Handling** including spill control and response, that meets local regulations and Ericsson's Requirements as minimum, including but not limited to,

- \* the prohibition of use of any substance listed in the Ericsson List of Banned and Restricted Substances.
- \* that Safety Data Sheet (SDS) are kept up to date and available in the local language
- \* that risk assessments for the use of chemical substances are undertaken and controls are in place in line with SDSs instructions as minimum
- \* that everyone that is required to handle/use chemical substances are trained to do so and are provided with the appropriate Personal Protective Equipment (PPE)
- \* that chemical substances are appropriately stored, labelled and disposed of in accordance with applicable legislation and SDS
- that spill control and response arrangements are in place including availability of spill kits, trained staff and waste management in accordance with applicable legislation and SDS.

## Expected evidences from Ericsson Supplier:

- a copy of the documented process (procedure, instruction etc.)
- evidence of how this procedure communicated to employees (if available subcontractors)(i.e.. training, mail)
- hazardous chemical register (Quantity and type of chemicals used at any workplace)
- safety data sheets for each of the hazardous chemicals listed
- details and evidence (pictures) on how you store and transport hazardous chemical substances in your premises and on-site.
- a letter signed by your CEO/Managing Director confirming that the Ericsson Supplier does not use any substance listed in the Ericsson Lists of Banned and Restricted substances

## Route to compliance

- The Ericsson Supplier can demonstrate evidence on;
  - \*A robust documented process for Hazardous Chemical Handling including spill control, response, special needs PPE and safe disposals, that meets local regulations and Ericsson's Requirements
  - \*Employee training about the chemicals, risks and protective measures, emergency planning etc.
  - \*Safety data sheets in place in the local language, available where the chemicals are used and stored, available, in case of an emergency (copies of SDS as a 2nd set) and kept updated
  - \*All chemicals used listed, monitored and controlled (including where they are used.),kept in undamaged, marked, and suitable sealed containers, and stored, used and disposed of in accordance with applicable legislation and its Safety Data Sheet
  - \*Relevant employees medically fit to work with chemicals
  - \*A chemical administrator appointed before the first use and when chemicals are identified in the workplace (i.e. office, warehouse, production site, test lab or customer site)

# 22th Question



Does your Ericsson Supplier have a procedure for **Confined Spaces** that meets local regulations and Ericsson's OHS Requirements as minimum, including but not limited to,

- \* that confined space qualifications are maintained by those who will perform the works; adequate technical competency for confined space entry supervisors, authorized confined space entrants, person who test or monitor atmosphere, stand-by personnel/attendant, and rescue personnel.
- \* permit to work system with minimum mandatory permit content
- \* test confined space atmosphere safety by appropriate atmospheric tests (i.e., oxygen deficiency, toxic substances, and explosive concentrations etc.) before entry and monitor and record in accordance with needs of the nature of workplace and local legal requirement
- \* that anyone performing any type of work in confined spaces (including subcontractors) are trained minimum about hazards of confined spaces, assessment of procedures, control measures, emergency plan and procedures; and selection, use, fit and maintenance of safety equipment and hold a current certificate of competence to work in confined spaces
- \* that anyone performing any type of work in confined spaces is provided with the Personal Protective Equipment (PPE) that is required for the task
- \* that safety instructions related to confined spaces have been communicated to employees and subcontractors and that adherence is actively monitored
- \* that emergency arrangements specific to the activity being undertaken and to the time and date of entry, a Stand-by Person always be present whenever confined space work is being conducted. The team have proper rescue training.
- \* that appropriate equipment and tools provided for the work in line with Ericsson's requirements and the tools and equipment inspected periodically and before the start of the work

## Expected evidences from Ericsson Supplier:

- a copy of the documented process (procedure, instruction etc.)
- evidence of how this procedure communicated to employees (if available subcontractors)(i.e.. training, mail)
- permit to work procedure and permit examples (Including atmosphere safety testing records , emergency plans)
- evidence of rescue planning, rescue training records and rescue equipment

## Route to compliance

- conduct risk assessments for confined space activities and include the assessments and risk mitigation action in the OHS safety plan
- only allow medically fit to work in confined spaces to work
- provide training to all confined spaces workers including risks, control measures and emergency preparedness
- provide adequate tools for confined space entry and works
- permit to work system is in place work confined space activities, standard by person is assigned for confined space works
- Emergency plans are in place, rescue teams and rescue kits are in place for confined spaces
- Confined space atmospheric checks are done and recorded
- A Stand-by Person must always be present whenever confined space work is being conducted. Rescue training is critical, and the team shall have proper rescue training.

# 23th Question



*Does your Ericsson Supplier have a procedure for **Lone Working** that meets Ericsson's OHS Requirements including, but not limited to:*

*\* strict prohibition of lone working when working on live power installations, at heights (i.e. above two meters), in confined spaces and in areas with no mobile phone coverage and when conducting hot works*

*\* appointment of a contact person or an automated system for lone worker tracking, including locations, routes, check-in/out times, contact and vehicle details, etc.*

*-locations of lone workers,*

*-reporting-in times or estimated time of arrival and departure at a remote site (the frequency of reporting-in should be determined based on risk and changes of location),*

*-contact details, and*

*-travel/vehicle details (particularly important in the event of requiring emergency assistance).*

## Expected evidences from Ericsson Supplier:

- a copy of the documented process (procedure, instruction etc.)
- evidence of how this procedure communicated to employees (if available subcontractors)(i.e.. training, mail)
- emergency instruction/plan including escalation procedure

## Route to compliance

- Project/site risk assessments include lone working risks and control measures
- If a lone working planned, lone working procedure is in place including escalation process in emergencies
- Emergency measures are in place for lone workers
- Lone workers are medically fit to work and trained on procedure and emergencies
- Lone workers equipped with necessary equipment like mobile phones etc.

# 24th Question



*Does your Ericsson Supplier have a documented process for the **Manual Handling** that meets Ericsson's OHS Requirements as a minimum including, but not limited to?*

*\* that Ericsson Supplier conduct risk assessment before manual handling*

*\* that Ericsson Supplier provide appropriate protective equipment for the job; gloves (e.g. considering dexterity and cut resistance) where there is a risk of cutting the hands, protective footwear, clothing which does not impede safe manual handling (e.g. loose clothing shall be avoided as it may get stuck)*

*\* that employees medically fit to do manual handling*

*\* that Ericsson Supplier provide manual handling training to recognize the risks and decide the best way to carry out the tasks*

*\* that mechanical handling equipment used whenever possible by an individual who is authorized and trained to use it*

## Expected evidences from Ericsson Supplier:

- a copy of the documented process (procedure, instruction etc.)
- evidence of how this procedure communicated to employees (if available subcontractors)(i.e.. training, mail)

## Route to compliance

The Ericsson Supplier can demonstrate evidence on;

- A robust documented procedure for the Manual Handling that meets Ericsson's OHS Requirements
- Risk assessment before manual handling
- Appropriate protective equipment for the job ; gloves (e.g. considering dexterity and cut resistance) where there is a risk of cutting the hands, protective footwear, clothing which does not impede safe manual handling (e.g. loose clothing shall be avoided as it may get stuck)
- Employees medically fit to do manual handling
- Manual handling awareness guides and training to recognize the risks and decide the best way to carry out the tasks

# 25th Question



*Is your Ericsson Supplier's OHS management system certified against ISO 45001 by an accredited certification body?*

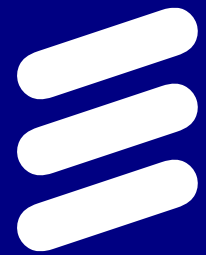
**Expected evidences from Ericsson Supplier:**

- A copy of your current valid ISO 45001 Certificate.

**Route to compliance**

\* The certificate have accreditation logo

- The issuing Certification Body is accredited by local accreditation body
- The scope of the ISO certification is in line with the scope of services that the Ericsson Supplier is intending to provide to Ericsson
- The ISO Certificate is valid.



Stay safe. Be well.