ABB Policy on Health, Safety, Environment, Security and Sustainability (HSE/ SA)

Dear Customer and/or Partner of Global Service Center Switzerland for MV Drives,

Safety is one of ABBs core values and we are dedicated to putting HSE/ SA at the center of all our activities, including materials sourcing, product design, operations and service.

Our dispatched personnel for onsite services are trained to fulfill ABB Switzerland safety standards for travelling and working on construction and production facilities. Our employees are obliged, to report unsafe situations respectively to stop activities and/or to leave unsafe places at any time and with all consequences, in case an unsafe situation cannot be cleared.

We are aiming to identify and clear potential discrepancies between health and safety rules and regulations that are applicable on your site and the rules which are followed by our personnel already at an early phase of the planned services.

In order to prepare our personnel for the work on your site in the best possible way, the guidelines on page 2 are informing about some general rules followed by our personnel.

Looking forward serving you in an efficient and safe way for the upcoming site services.

Yours sincerely,

Samuel Baeni
Head of Global Service Center
Switzerland

Herbert Kuenzi
HSE/ SA Specialist
Global Service Center Switzerland
Global Service Center Switzerland, MV Drives - Basic Guidelines

To ensure a common level of practice related to health and safety rules & regulations and to prepare our personnel best possible to your requirements, we kindly ask you to consider the following topics:

**Organization of the site activities**

Please consider in the planning of the site activities the following limitations:

- Our personnel must take a minimum rest time of 8 hours per day. The maximum working time on site shall not exceed 13 hours.
- Our personnel must take at least two full days rest within two weeks.
- At least a second person must be present (visual contact or within earshot) whenever our personnel works in a higher deemed risk area or performs a task that exposes him/her to a higher level of risk.

**Safety Roles and Responsibilities**

The site responsible unit has to:

- Guarantee safe facilities and work conditions for our personnel at any point in time.
- Ensure that site-induction & safety briefings are executed.
- Establish site access authorization.
- Establish permit to work handling system.
- Provide additional Personal Protective Equipment (PPE) if ABB standard PPE is not fulfilling the site requirements.
- Provide suitable lifting equipment if parts with more than 25kg must be lifted.
- Provide suitable access equipment if work at height (above 2 meters) is required.
- Ensure that the driver and vehicle for transport to and from site fulfills common safety standards, if organized by site.

**Electrical Installations: Safety Philosophy**

- Any work on the installation is only permitted in de-energized state of the equipment (disconnected and grounded).
- A lock and tag out management system (LOTO) shall be established.
- All equipment must be treated as "live" unless they are isolated/locked out and tagged.
- The site responsible unit shall nominate a leading professional engineer to put the installation in the proper de-energized condition and to prepare the installation for operation afterwards.
- The site responsible unit shall provide adequate procedures and grounding equipment to ensure that the installation is accurate de-energized prior our personnel starts their activities.

**Safety Measures and Personal Protective Equipment (PPE)**

Potential hazards have to be avoided by the highest applicable hierarchy of control:

- PPE should only be used if the risk cannot be reduced by any other safety measure and only if the hazard is present for the time when and the place where the task is performed.
- Safe zones and time limited release of general PPE requirements should be considered and applied to reduce health impact on the personnel.
- The use of gloves on a computer, helmet inside the equipment, ear-muffs and glasses without a potential hazard etc. has to be avoided as it is reducing the agility of the personnel and might be even increasing the impact of another risk.

Please contact the assigned project manager in case of any questions or remarks.