Safety Manual

Safety - Health - Environment

1. VALUES AND POLICY

1.1. HD Core Values

The core values of HD ehf, hereinafter referred to as HD, are safety, honesty, service spirit and professionalism. These values are published on HD's website, www.hd.is. A brief summary of these values follows below.

Safety

The safety of our employees is our number one priority. Safety is for everyone and encompasses the physical and emotional safety of our employees, as well as operational safety and informational security.

Honesty

We respect each other, our customers, and the environment in which we operate. We are trustworthy, act with integrity, and keep our word.

Service Spirit

We are helpful and attentive to the needs of our customers, colleagues, and partners. We strive to deliver value to customers at the right place, at the right time, and with the right level of quality. Delivering outstanding service requires a cohesive team whose members work together and are ready to help each other.

Professionalism

We are professionals through and through, and with our experience and knowledge, we ensure that our customers receive the best solutions possible. The quality of our work is very important to us, and we strive to get things right the first time. Through a culture of continuous improvement, we help each other become better in everything we do.

1.2. Safety Policy

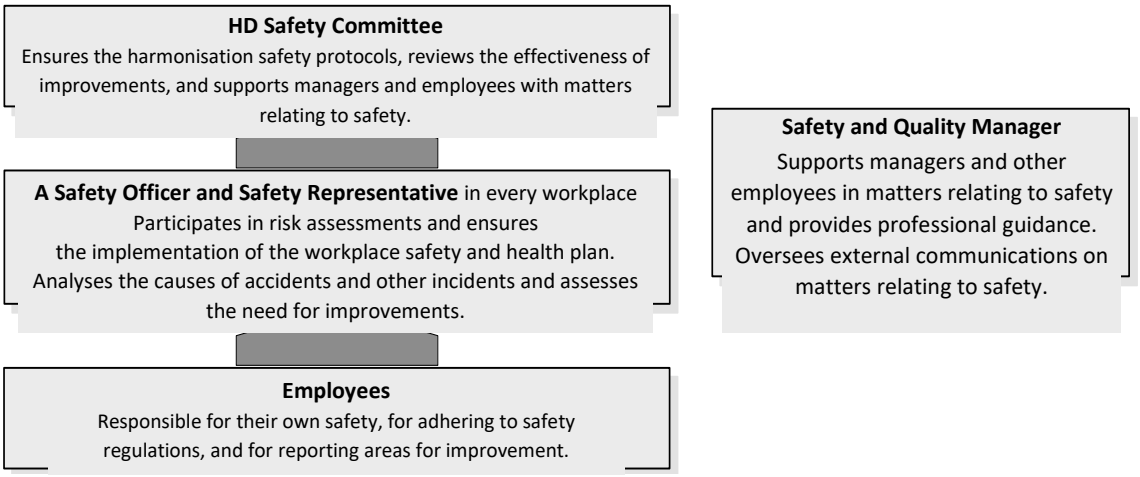
HD's safety policy aims to ensure the safety and operational continuity of the company by minimising all operational risk to an acceptable level and minimising the risk of accidents. The policy has been published on HD's website, www.hd.is. A brief summary follows below.

- The safety of our employees is our number one priority. Safety is for everyone and encompasses the physical and emotional safety of our employees, as well as operational safety and informational security.
- Safety is a source of operational efficiency, and we promote a solid awareness of safety among our employees.
- We aim to become an accident-free company and employ a culture of continuous improvement to achieve this. We are committed to having a safe working environment and safe facilities, and through continuous improvements, we are constantly making this environment better and safer.
- We help each other to build a culture of safety and guide each other when things could be improved. All employees should adopt an attitude of willingness to report and raise awareness of areas where safety could be improved.
- We work with contractors, partners, customers, and other stakeholders to create a safe working environment and ensure the safety of everyone involved in our projects. We respect the safety regulations of others, but if our rules are more comprehensive, then we always abide by our rules and encourage others to do the same. We never compromise on our safety requirements.
- We often work in hazardous conditions, and conducting a risk assessment at the start of a project helps to ensure we all come home safely.
- We provide all the equipment necessary to ensure the safety of our employees. It is our collective responsibility to use this equipment (helmets, safety glasses, safety footware, safety signs, etc.) and to ensure that everyone else does so, too.
- Good housekeeping is an important element in ensuring a safe workplace. We tidy up immediately after finishing our work and leave things as we would like to find them. Good housekeeping applies equally across the board, whether in workshops, on worksites, or in computer systems.
- Everyone should come home safely! This applies everyday and with every task within HD's operations.

1.3. Our Objectives

- To consistently meet the requirements and expectations of our customers and employees to perform professional work.
- To be a leader in the fields in which the company operates.
- To apply best practices in safety and quality management, with active participation from all employees to continuously improve.
- To enhance and maintain the professional knowledge of our employees.
- To ensure an effective flow of communication.
- To support the initiative our employees and provide them with a safe working environment.
- To prioritise accident and injury prevention over daily tasks.
- To have an accident-free workplace.

2. SAFETY MANAGEMENT STRUCTURE



2.1. Duties of the Employer

To ensure maximum safety, good facilities and hygiene at the workplace to comply with laws and regulations on occupational health and safety.

To inform employees about the risks of accidents and illnesses associated with their work.

To provide the training and instruction necessary for employees to perform their tasks safely.

To provide information in compliance with laws and regulations to Safety Representatives and labour inspection authorities.

To meet all information and reporting requirements for matters relating to safety.

To ensure that any changes in the workplace, e.g. as a result of new technology, equipment, or other external factors, comply with regulations on facilities, hygiene, and safety measures.

To conduct regular inspections of the workplace to ensure compliance with regulations on facilities, hygiene, and safety measures.

To organise work in a manner that leverages the training and expertise of our employees, along with other organisational factors, to ensure a safe workplace.

To encourage employees who have experience in matters relating to safety to work according to HD's safety, health, and environmental plan, and to motivate all other employees to follow this example.

To report accidents and/or poisonings at the workplace to the police and the Administration of Occupational Safety and Health as quickly as possible. Serious injuries must be reported immediately. Accidents which cause absence for more than two days, including the day of the accident, must be reported to the Administration of Occupational Safety and Health.

2.2. Duties of the Supervisor

Supervisors are the daily managers of on-site work and play a key role in planning work in accordance with safety requirements.

Supervisors ensure that all equipment is certified and that safety takes precedence at the workplaces under their supervision. They are employer's on-site representatives and have the authority to manage tasks. They are responsible for fulfilling the company's obligations regarding the training and instruction of new employees, the proper handling of hazardous materials, the dissemination of information, and reporting obligations.

Supervisors should always work together with employees to improve workplace safety, facilities, and hygiene.

Supervisors ensure that the working conditions within their area of responsibility are satisfactory with regards to workplace facilities, hygiene and safety, and ensure that all the procedures are followed.

If Supervisors become aware of any factors that could lead to accidents or illnesses, they must ensure that any danger is averted. If the danger cannot be averted with the resources available on-site, they must immediately notify the employer.

2.3. Duties of the Employee

All employees must understand and follow the requirements, preventive measures, and procedures specified in this handbook and perform their work in compliance with them.

Employees should play their part in ensuring that the working conditions within their area of responsibility are satisfactory regarding facilities, hygiene, and safety, and that measures aimed at enhancing safety and improving the facilities and hygiene are followed.

If employees notice faults or deficiencies that could compromise workplace safety, facilities or hygiene, which they cannot rectify themselves, they must immediately report them to the Safety Officer, Safety Representative, Supervisor or employer.

If safety guards or other equipment need to be removed for the repair or installation of machinery or equipment, the person performing the work must immediately replace the safety equipment or take equivalent measures upon completion of the work. Refer to section 6.2, Working on Machinery, Lockout-Tagout-Test.

Employees must always follow the established safety rules, both on-site and off-site.

If employees believe that the measures that are in place to prevent accidents or illnesses are insufficient, they must report this to their immediate Supervisor or Safety Representative, and log it in the feedback system on the company's website.

Employees should never undertake tasks that they do not know how to perform or understand. Ensure that appropriate instructions are provided by a Supervisor.

Employees are required to cooperate on matters relating to health and safety within the company as described in the company's obligations i.e. the election of their Safety Representative.

The duties of employees are more limited than those of managers and primarily concern their own tasks and work processes.

Employees must follow all safety regulations set by the company, public supervisory authorities, or ministries.

Employees must report all accidents and near-misses, even if nobody was harmed.

Where there is a risk of contact with moving parts, employees are prohibited from wearing loose clothing, necklaces, rings, or bracelets (except those with emergency information). Employees with long hair must secure it appropriately.

Employees with pacemakers or other electric artificial organs must inform their immediate Supervisor.

2.4. HD Safety Committee

The HD Safety Committee holds regular meetings (at least four times a year), where all members of the committee convene. The committee reviews all matters relating to safety, feedback, and anything else that has arisen within the company. The committee elects its own Chairperson and Secretary, each serving for a term of one year, with these roles alternating between the Safety Officers and Safety Representatives.

The Safety Committee shall discuss issues related to workplace facilities, health and safety. In particular, the committee shall investigate accidents, incidents, and cases of occupational diseases with the aim of identifying causes and proposing improvements to prevent reoccurrence.

The Safety Committee shall also review plans and proposals for major projects or other changes to the company’s operations that could impact workplace conditions.

2.5. Safety Officer

The Safety Officer represents HD in matters relating to safety and is appointed by the company for each worksite.

2.6. Safety Representative

The Safety Representative represents employees at the workplace and is elected by the employees to serve a term of two years. All HD employees have the right to vote and to nominate candidates for this position.

2.7. Roles of the Safety Officer and Safety Representative

The Safety Officer and Safety Representative jointly ensure that workplace safety, hygiene, and facilities comply with the laws and regulations, as well as follow the directives of the Administration of Occupational Safety and Health.

They conduct workplace inspections and monitor machinery, equipment, hazardous substances and work practices to ensure they do not endanger the lives and health of employees.

They oversee the condition and use of safety equipment and personal protective equipment.

They support employee training and education on hygiene and safety.

They ensure that reporting obligations for workplace accidents and occupational illnesses are met. They investigate the causes of accidents and incidents, and propose measures to prevent reoccurrence.

They are familiar with the rules and requirements to implement HD's safety, health, and environmental plan as outlined in this safety manual.

2.8. Safety and Quality Manager

Safety and Quality Managers support managers and other employees in matters relating to safety, assist with coordination, and provide professional guidance. They oversee external communications for matters relating to safety, including interactions with the Administration of Occupational Safety and Health and other regulatory bodies.

3. PROTECTIVE AND SAFETY EQUIPMENT

HD provides all general protective and safety equipment. The Supervisor and the Safety Representative are responsible for ensuring that employees always use the appropriate personal protective equipment (PPE).

Employees are strictly prohibited from:

Modifying, cutting, or tampering with PPE in any way that might compromise the integrity of the safety equipment provided, such as scribbling on safety helmets.

If an employee is found to have violated these rules, HD reserves the right to review or submit to a third party the legitimacy of any claims made concerning injury, sick leave or death benefits related to workplace accidents that result from such behavior.

3.1. General Workwear

Employees must wear approved clothing provided by HD ehf. to carry out their work. It is the responsibility of employees to immediately report any required workwear replacements to their managers.

3.2. Safety Helmets

Safety helmets must be worn at all HD workshops and worksites, unless otherwise specified. On certain sites, requests can be made to use a safety cap. Requests should be sent to the Safety and Quality Manager at oryggisgaedastjori@hd.is, who will conduct a risk assessment. If conditions permit, the risk assessment will be approved, and the results will be sent to the relevant Division Manager to inform employees of the outcome.

3.3. Safety Footwear

Steel toe cap safety footwear and sole protection must be worn at all HD workshops and worksites. Worn-out safety footwear must be replaced before losing its protective qualities.

3.4. Hearing Protection

Hearing protection or earplugs must be worn at HD workshops and worksites. Hearing protection should be used when indicated to do so by signage.

The noise produced by hammering steel plates can reach up to 160 dBA at a distance of 1 meter from the source.

3.5. Safety Glasses

Safety glasses are standard equipment for anyone visiting HD worksites, including HD workstations where their used specified.
Tinted safety glasses should only be used indoors if working in conditions that require the use of tinted lenses.
Employees who wear prescription glasses must use one of the following:

· Prescription safety glasses with side shields that meet the required standards. They must fit well while wearing face shields, masks, and helmets. HD provides these glasses at no cost to its employees.

· Protective goggles over the top of prescription glasses. HD provides these glasses at no cost to its employees.

Under certain conditions, additional safety equipment is required, such as face shields when working with angle-grinders and welding helmets when welding.

Working in Dusty Environments

In dusty environments, use of contact lenses should be avoided. Protective goggles should be used instead.

3.6. Face Shields

Face shields must be worn during all angle-grinding work, regardless of the duration or extent of angle-grinding.

3.7 Welding Helmets

Welding helmets must be worn during all welding work.

3.8 Dust Masks and Respirators

Appropriate respirators must be used when painting and working with solvents/any other substances that emit hazardous fumes.

Appropriate breathing apparatus must be used when welding in confined or enclosed spaces. The specific breathing apparatus required must always be confirmed before starting work in confined and/or cramped spaces.

Dust masks should be used wherever there is a significant presence of dust and in other areas where airborne contaminants are present.

3.9 Protective Gloves

Protective gloves must be worn when handling items with rough surfaces or sharp edges.

Approved welding gloves must be worn when performing welding work.

Approved rubber gloves must be used when working with corrosive cleaning agents.

Protective gloves also help to mitigate injuries from pinching incidents. Leather gloves provide much better protection than nylon gloves for this purpose.

3.10 Screens

Portable screens must be set up when welding and angle-grinding work is performed near walkways or other employees. Screens should be positioned to prevent other people from being affected by welding and angle-grinding, and to protect equipment from damage.

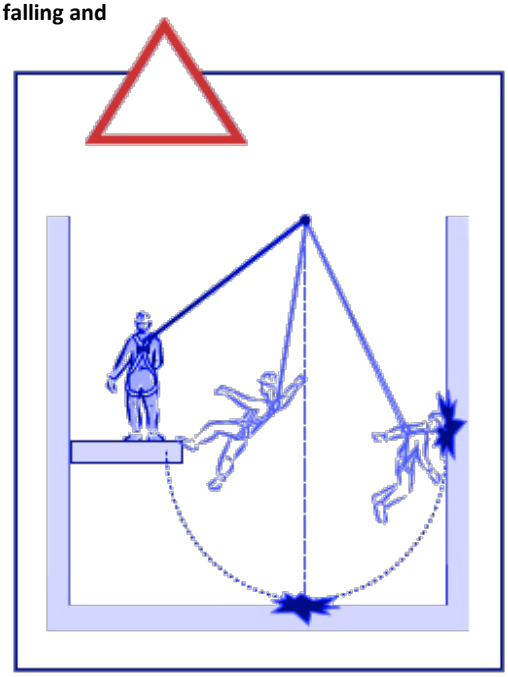
3.11 Fall Protection Equipment and Fall Prevention

All walkways, floors, stairwells and platforms over 1.8 meters above the ground/other surfaces must have railings on both sides. Standard railings are 1.1 metres tall with a handrail, knee rail and kickplate.

When working at height, appropriate measures should be taken to prevent falls. Unauthorised persons should not have access to the work area.

Fall protection equipment must always be used where there is a risk of falling and

where work is being performed at heights over 1.8 metres.



Division Managers, Foremen and Supervisors must ensure that their employees receive the appropriate training in the assembly and use of fall protection.

The following conditions are particularly hazardous:

- Near unguarded and open edges of floors or roofs
- Near unguarded holes or openings
- Near unguarded trenches, foundations, tunnels and lift shafts
- When working on incomplete assemblies
  (e.g. incomplete scaffolding/work platforms)
- When working on slippery/brittle surfaces (e.g. stone tile roofs, fibreglass roofs, and skylights)
- Near unguarded cast moulds

Attach fall protection equipment only onto designated anchor points.

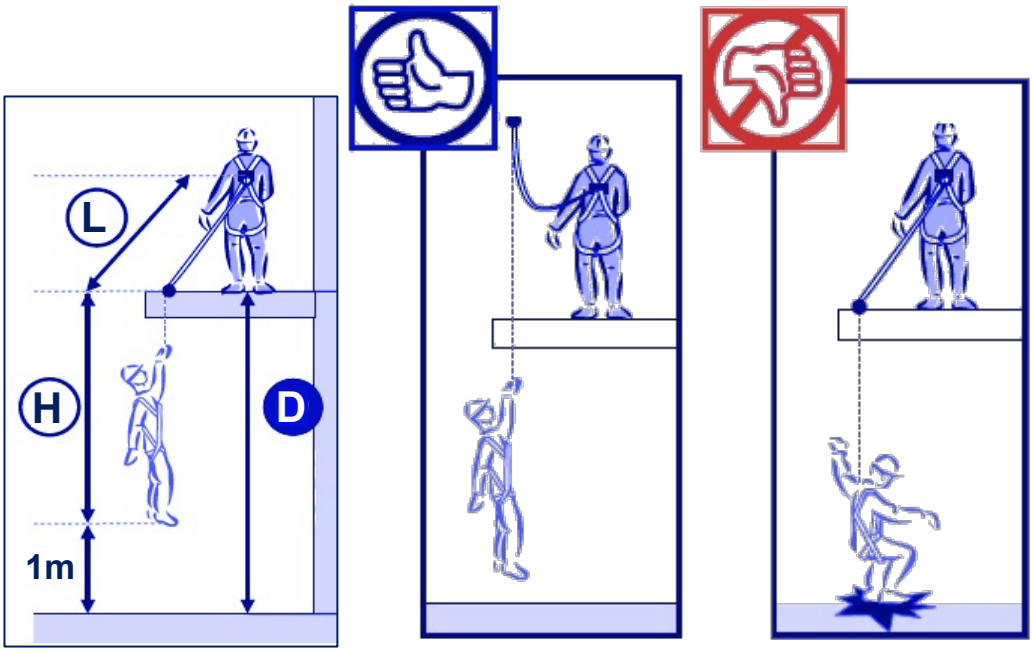
Note that the minimum distance between the ground contact point and the anchor point depends on the type and length of the lifeline.

Distances must be confirmed according to the conditions specified in the manuals accompanying the equipment.

If training or further guidance on fall prevention and the use of fall protection equipment is required, contact the Safety and Quality Manager or the relevant Division Manager. You can also submit feedback on HD's website at www.hd.is/fyrirtaekid/abendingar/.

Fall protection equipment is personal equipment, and employees are responsible for inspecting it before and after each use. If a defect is found or the equipment is damaged, it must immediately be taken out of use and inspected. If it is found to be in good condition, it may still be used; otherwise, it must be replaced. Fall protection equipment is inspected annually by the relevant supplier.

Always remember that a correctly worn fall arrest harness will distribute weight across the pelvic girdle.



If someone falls while wearing a harness that is not properly adjusted, the weight of the fall will be distributed incorrectly across the body and could cause permanent damage, including to the

Inspect fall arrest harnesses, lifelines, and anchor points **before using the equipment**. Follow these six steps when putting on a fall arrest harness:

1. Hold the harness by the shoulder straps and ensure that the leg straps hang loose.
2. Put your arms through the shoulder straps.
3. Fasten the chest strap. The chest strap should sit at the centre of the sternum. Adjust the shoulder straps so that the D-Ring is positioned on the back between the shoulder blades.
4. Pull the leg straps forward so that the strap under the pelvic girdle sits under the buttocks
5. Connect and adjust the leg straps so that they fit snugly. There should be just enough slack to fit a flat hand under the strap, but not a clenched fist.
6. The attachment point on the back (D-Ring) should sit between the shoulder blades.

4 WORKING AT HEIGHTS

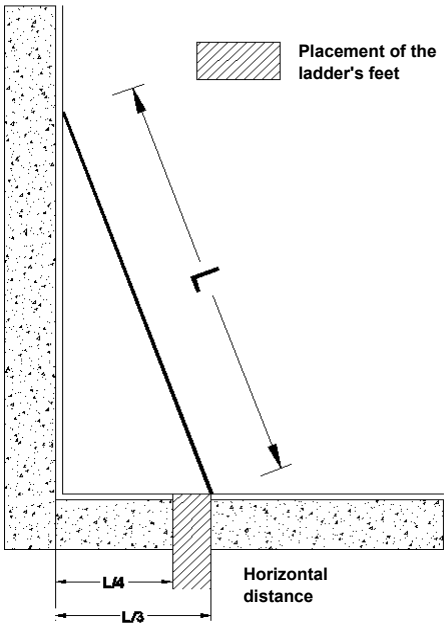
4.1 Ladders

Ladders used near electrical conductors must be made of insulating material.

Ladders should be free of oil, grease, and dirt, as should the employee's gloves and the soles of their shoes.

During use, the ladder must stand on a secure surface and both rails must be supported.

Ladders should be long enough to ensure that users do not have to stand on the top two rungs to perform their work.



Employees must always be facing the ladder when climbing up or down.

Never use a ladder horizontally, on scaffolding, on aerial work platforms, on unstable platforms, or near doors that may open onto them.

Never join two ladders together.

Any damaged ladders must be taken out of use and reported to the Supervisor.

Remember the 3-Point Contact rule: Employees must always maintain three points of contact when climbing up or down ladders and/or stairwells.

This means that either both feet and one hand, or both hands and one foot, must maintain contact with and/or have a grip on the ladder, handrail, platform, etc.

L (metres)	Horizontal distance	
	$^1/_4$ x L (metres)	$^1/_3$ x L (metres)
8	2	2.7
10	2.5	3.3
12	3	4
14	3.5	4.7
15	3.75	5

4.2 Stairwells

Stairwells used near electrical conductors must be made of insulating material.

Stairwells should be free of oil, grease, and dirt, as should the employee's gloves and the soles of their shoes.

When in use, stairwells must stand on a secure surface, with all feet fully extended and all locking mechanisms engaged. The stairwell must stand on all of the supports.

Employees must always be facing the stairs when walking up or down.

Any damaged stairwells must be taken out of service and reported to the Supervisor.

4.3 Scaffolding

Scaffolding should be used for tasks that cannot be performed from the floor. Scaffolding components must be inspected and reviewed before assembly, and they should be reviewed if they have been subjected to impacts that could affect their load-bearing or assembly capacity.

Scaffolding components that do not pass visual inspection must be replaced before assembly.

The assembly and disassembly of scaffolding must be carried out in a way that does not endanger employees. Appropriate fall protection equipment must be used.

The platforms must be uniform and cover the entire internal area of the scaffold, and should neither wobble nor be slippery.

The scaffold must be securely positioned on a stable base or anchored well enough to prevent slipping if the base is not sufficiently stable.

Handrails must be present on all levels of the scaffold. If certain work tasks require the removal of handrails in order to be performed, appropriate fall protection equipment must be used. Mobile scaffolds must have locks on all of the wheels, which must be engaged when the scaffold is in use.

5 WORKSHOP AND WORKSITE HOUSEKEEPING

5.1 The Premises and Environment

The worksite and workshop environment should be tidy and free of debris and material residue.

Access must be clear enough for emergency service vehicles at all time.

5.2 Floors

Floors should be well-maintained, in good condition, clean, and free of unnecessary equipment and clutter.

If there are openings in the floor or roof, they should either be covered securely enough to be able to withstand potential loads (such as foot traffic, snow, wind, or other relevant loads at the worksite) or be cordoned off with appropriate barriers.

5.3 Walkways

Walkways, courtyards and floors where foot traffic occurs should be kept clean, in good condition, and non-slippery.

Paths should be marked or delineated.

5.4 Workstations

Workstations should be kept clean and in good condition.

5.5 Tidying Up

Workstations should be cleaned up at the end of the workday. Waste and leftovers should be disposed of in designated areas and sorted for recycling. Cleanup is part of the job, so the job is not considered finished until the area is tidy.

Dining areas and toilets should be cleaned regularly.

5.6 Compressed Air Cleaning

Caution should be exercised when cleaning workwear with compressed air. Safety goggles should always be worn to protect the eyes from dust. Never direct compressed air towards the head or unprotected skin, or closely to clothing being worn.

5.7 Material Storage

Materials that are to be stored should be positioned so that they do not block exits or emergency equipment such as fire extinguishers, fire hoses, electrical panels, and walkways.

5.8 Site Cleanup

The worksite should be tidied up after finishing work, and signs or obstacles should be removed to prevent accidents.

5.9 Waste Disposal

Debris that could blow around the site, such as paper, plastic, etc., should be removed.

Hazardous and toxic materials, such as batteries, oil waste, oil-contaminated materials, solvents, and oil-based paints, should be placed in a sealed container before being sent to an authorised hazardous waste disposal service.

Organic waste should be regularly removed from the worksite.

Debris that can cause environmental pollution, such as timber scraps and metals, should be removed.

Waste Collection Methods

A large, sealed container on the worksite. When the container is full, it should be sent to an authorised waste disposal service for emptying.

Organic waste is collected in a sealed container, which is regularly sent to an authorised waste disposal service.

Open containers on the worksite. Waste should be sorted upon disposal into the containers e.g., timber in one, metal scraps in another, etc. It is crucial that the waste be properly sorted into the containers. When full, they should be sent to an authorised waste disposal service for emptying.

6 WORKING ENVIRONMENT

6.1 Equipment and Tools

Always check the condition of equipment/tools before each use. Any defects or malfunctions should be reported immediately to a Supervisor.

Equipment that is not to be used (damaged/in need of repair) but stored on-site should be labelled with a red tag stating "OUT OF ORDER".

Equipment/tools that are stored e.g. for customers should be labelled with an orange tag stating "ON HOLD" or the customer's name and the date it was stored.

Specialised tools and equipment that require regular maintenance should be labelled with a green tag. Always check whether maintenance is due by inspecting the green tag.

6.2 Working on Machinery, Lockout-Tagout-Test

Employees intending to work on machinery must first turn off the main switch and fuses or take the necessary steps to ensure that no unauthorised person can start the equipment and possibly cause an accident.

Appropriate signage must be placed on the electrical panel or starting switch, or members of staff should be assigned to keep watch if necessary to ensure that the equipment is not started by accident.

Lockout: Turn off the main switch and fuses associated with the machinery to be worked on and lock them. Movable equipment such as valves and drives should also be locked.

Tagout: The switched-off and movable equipment must be tagged, and a person assigned to keep watch if there is a possibility that it could be started.

Test: Machinery should carefully be tested to ensure it cannot be started.

6.3 Equipment Testing

Caution must be exercised when testing equipment to avoid any potential harm.

6.4 Electricity

Care should be taken when working with live electrical equipment.

All electrical work must be performed by a certified electrician.

Electrical contractors must work in accordance with a certified safety management system.

Special care should be taken when working with damaged and/or broken cables until it is certain that they are de-energised and grounded.

All connections to the electrical grid must be performed in full cooperation with the relevant energy provider.

All electrical equipment, unless battery-powered, must be grounded.

Work on electrical equipment should be performed on dry surfaces and in sheltered conditions away from poor weather conditions.

Welding work should be performed so that the welder avoids contact with live parts. The welder must wear dry welding gloves and safety footwear with rubber soles, and must be protected from wet or damp conditions. When welding, always:

- Disconnect electrical equipment before performing welding work on it (to avoid damage to the equipment's electrical controls).
- Ensure that the ground point is sufficiently close to the welding site to prevent voltage drops.
- Ensure that the grounding is not compromised by factors such as location or other equipment that may interfere with the flow of electrical current running through it.

6.5 Vapours and Flammable Gas

Products and equipment that emit vapours or flammable gas must not be operated until authorised by a Supervisor.

6.6 Gases and Pressure Vessels

Pressure vessels may only be used in an upright position and must be secured to prevent them from falling. They must be shielded from sparks and fire. Screens can be used for this purpose.

Pressure vessels must be transported in crates and securely closed.

Pressure vessels must be kept away from sources of heat and must not exceed a temperature of 50°C.

It is prohibited to use vessels that have been exposed to damage, rust, heat, or harsh treatment. Such vessels should be returned to the supplier immediately. The same applies to cylinders that cannot be opened without the use of tools.

Pressure vessels that are not in use must be stored in an upright position to prevent them from falling.

Oxygen cylinders must be stored away from flammable substances. Propane gas cylinders that are not in use must be securely stored outdoors.

Pressure vessels must not be lifted without protective caps or by the neck of the cylinder unless they are designed for such use.

6.7 Noise

Hearing protection or earplugs must be used when entering HD worksites and workshops. Signposted requirements to use hearing protection must be complied with at all times.

The noise produced by hammering steel plates can reach up to 160 dBA at a distance of 1 meter from the source.

Noise can cause accidents by:

- Preventing people from hearing and understanding alarms and instructions given to them.
- Drowning out alarms from approaching hazards (e.g. from reversing vehicles).
- Disturbing employees, e.g. drivers.
- Causing work-related stress that increases mental strain and thereby the risk of mistakes.
- Worksite noise levels are monitored closely, and appropriate measures are taken as needed.

6.8 Hot Water

Special caution must be taken when working with/near hot water and/or steam.

Employees must wear rubber boots and insulated gloves if there is a burns risk.

Work areas with running water/steam must not be left unattended/unmarked.

Danger zones must be marked to warn of the hazard.

6.9 Radiation

Welding work performed near walkways or other workstations must be shielded.

6.10 Working in Confined Spaces

A confined space is a space that is fully or partially enclosed and which:

- has been identified as such in a risk assessment
- may have limited access
- may be subject to the following conditions:
  - air containing potentially hazardous gases or explosion hazards
  - unsafe oxygen levels, e.g. due to chemical cleaning
  - may potentially cause entrapment or suffocation

Examples of confined spaces include:

Storage areas, production areas, pressurised areas, compartments with only one access point. Spaces that are open from above, such as pits, oil collectors, and trenches deeper than 1.5 metres. Pipes, ducts, wells, reservoirs, tunnels, basements, abandoned work and/or exploration areas.

Work in a confined space must always be performed by two people A Supervisor must be stationed outside the space, both within sight and calling range.

Before entering a well or another confined space where there is a risk of hypoxia, ensure that the space is well ventilated and measured with the appropriate instruments. Handheld oxygen metres should be used where needed.

Accompanying authorisation/permits to work in enclosed spaces are mandatory: There is no room for second thoughts or actions if you enter an oxygen-deprived space. Loss of consciousness can occur within seconds.

It is essential that there is mutual understanding between the companies requiring employees to work in confined spaces and the employees who will be working in said spaces. The relevant safety and equipment documentation must therefore be completed and approved by all parties. The employee must have completed the necessary training.

6.11 Gas Cutting and Welding

Employees must ensure that they have their permits to hand to perform welding work at the relevant sites, e.g. work on oil pipes, tanks, and other areas where there is a risk of ignition, explosions, or where special permits are required.

All combustible material shall be removed from areas where welding work is performed. Combustible parts that cannot be removed shall be guarded.

Checks must be performed to ensure that there is no risk of ignition after the completion of welding work. Each individual situation must be assessed each time, but at a minimum, fire surveillance must be performed for 30-60 minutes. It is with good reason that gas and oxygen cylinders are to be handled with the utmost safety.

Welding and Gas Cutting

Warning

INCORRECT USE OF GAS EQUIPMENT
CAN CAUSE ACCIDENTS AND FIRES

Gas equipment should only be used by those who have received the appropriate training to operate it and who are aware of the potential hazards associated with its use, as well as the correct response to those hazards.

Main safety points:

1. Under no circumstances should oil or grease come into contact with compressed oxygen, as this can lead to spontaneous combustion and explosions.

2. When oxygen cutting, flying sparks can travel far and potentially result in ignition.

3. Fires can occur in equipment, hoses, and even gas cylinders. If this occurs, the cylinders must always be immediately shut off. If a gas cylinder starts to heat up, it should be cooled with water and placed in a safe location until it is no hotter than lukewarm, and the emergency fire services should be called. To mitigate this risk, check valves must be installed on gas and oxygen hoses at the torch handles, and flashback arrestors must be installed on gas cylinders (acetylene or propane).

4. Cylinders should be protected from high temperatures, including strong sunlight. In the event of a fire, cylinders should be moved to a safe location.

5. Standing cylinders, both empty and full, should be secured with safety restraints. Always store S-acetylene and propane gas cylinders in an upright position.

6. Seals and connectors for gas and oxygen cylinders and associated equipment must be of approved design and maintained to ensure that they are always tightly sealed. Leaks in valves, hoses, or cylinder fittings can lead to explosions.

7. The pressure regulator adjustment screw should be unscrewed enough to ensure that there is no pressure on the diaphragm when it is connected to the cylinder. Otherwise, there is a risk that the pressure could cause a gauge or hose rupture.

8. Cylinders must be handled with care and protected against tipping and defects and must not be subjected to harsh treatment or impacts. Incorrect or rough handling of cylinders could result in a major accident.

9. When use of the equipment is finished, always close both cylinder valves. During transport, the cylinders must always be closed off and capped with a securely tightened protective cap.

Administration of Occupational Safety and Health

6.12 Heat Stress and Dehydration

Heat Stress - Symptoms

Causes of heat stress	*Consequences of heat stress*
Heat	Rash
Humidity	Cramp
Poor air circulation	Dizziness
Physical exertion - strenuous work	Exhaustion
Excessive clothing	Stroke
Inadequate hydration	
Poor physical condition	
Poor nutrition	
Alcohol consumption	

Dehydration

Symptoms of dehydration	*Measures to prevent dehydration*
Infrequent urination	Drink enough fluids, have water/Gatorade available, and drink 250 ml of water every 20 minutes
Cramp	Remember that caffeine is a diuretic
Feeling faint	Drink 1 glass of water for every cup of coffee (soft drinks and tea also contain caffeine)
Dark urine	Avoid alcohol - it can take the body up to 10 hours to process 4 small beers!
Fatigue	Hangovers increase the risk of dehydration
Excessive sweating, can lose up to 2 litres of fluid per hour.	

Heat Exhaustion - How The Body Responds

Symptoms of significant loss of fluid and salt:	*How to respond to symptoms*
Nausea, vomiting, increased sweating	Move the person to a cool place
Headache	Give the person fluids to drink (water, energy drinks)
Heavy fatigue, exhaustion, or muscle weakness	Seek medical assistance
Rapid and shallow breathing	Precautions
Cold, clammy, or reddish skin	Acclimatisation
Rapid, weak pulse	Drinking plenty of water

Heatstroke

Measures to prevent heatstroke	*Response to heatstroke*
Acclimatisation	Seek medical assistance
Monitoring coworkers for signs of heat stress	Move the person to a cool place if possible
Medical supervision	Cool the body quickly
Drinking plenty of water	Wet the clothes with water
	Use a fan to increase cooling

7 MACHINERY AND HAND TOOLS

7.1 Machinery Guards

Protective and safety equipment for machinery must be present and in good condition.

Protective and/or safety equipment for machinery should never pose an increased risk to employees. In situations where protective equipment needs to be removed for maintenance or repairs, the manufacturer's instructions must be followed. Always ensure that all protective equipment is securely in place before the equipment is put back into use.

7.2 Angle-Grinders

A face shield must always be used when working with angle-grinders. It is not permitted to remove the guards from angle-grinders. Inspect the grinder thoroughly before and after each use to ensure that it is in good working order. Do not change the disk or handle the angle-grinder without first disconnecting it from the power supply.

Damaged angle-grinders must be reported to a Supervisor and removed from service.

7.3 Hand Tools

Hand tools must be in good condition to be used. Damaged hand tools must be reported to a Supervisor.

Ensure that hand tools do not pose a danger to others. They should be stored so that there is no risk of them falling or causing accidents. Hand tools should not be left on walkways or at heights, on platforms/ladders/stairs.

7.4 Machinery

- For all larger machinery and equipment, HD provides a risk assessment which employees must familiarise themselves with before starting work.
- Any comments or malfunctions regarding machinery/equipment must be reported to a Supervisor immediately.

8 HAZARDOUS SUBSTANCES

8.1 Safety information for Hazardous Substances

Material safety data sheets must be updated as required.

Safety data sheets must be accessible to all employees via the Supervisor.

Employees must be aware of the hazards associated with the substances they work with.

8.2 Storage and Handling

Hazardous substances must be stored and handled in a manner that prevents any and all risk. Flammable substances should never be stored near escapes, ladders or emergency exits.

Substances that have been spilt onto floors or surfaces must be immediately and thoroughly cleaned up.

There must be hazardous waste containers on-site. Substances that are hazardous, flammable, susceptible to releasing toxic gases, or capable of spontaneous combustion must be kept separate.

Personal protective equipment must be used in accordance with the instructions.

Supervisors must ensure that employees are informed about the potential hazards associated with the use of certain substances.

Extreme caution must be exercised when working with acidic creams or acids, e.g. those used for cleaning stainless steel, and appropriate personal protective equipment must be used (rubber gloves, safety glasses, or face shield).

Project managers should strive to use less harmful substances where possible.

8.3 Emergency Shower and Eye Wash

Showers and eye wash stations must be clearly marked and accessible.

Eye wash stations must be replenished regularly in accordance with the manufacturer's instructions on expiry.

9 OPERATION OF VEHICLES, MACHINERY AND HOISTING EQUIPMENT

9.1 Operation of Vehicles

Vehicle and machinery operators must have valid licenses.

Utmost care must be taken when operating vehicles.

Drivers of large vehicles are advised to have a spotter present when reversing.

Operators of such vehicles must ensure that their load is securely fixed in place.

When a vehicle is no longer in use, its lights should be turned off, the keys should be removed, and it should locked and left as per the regulations.

The forks of a forklift should be left in the lowest position, and the mast should be tilted forward if necessary.

It is prohibited to transport passengers with vehicles or machinery unless it has seating specifically designated for passengers.

Lifting people with equipment that is not intended for such use is strictly prohibited.

Under no circumstances should vehicles exceed the maximum speed limit.

9.2 Bridge Cranes, Cranes, Hoists, and Operation of Hoisting Equipment

Under no circumstances should the hoisted weight exceed the capacity specified by the hoisting equipment. Refer to the load factor table on the next page.

Hoisting operations should be performed vertically with no sudden movements.

Hooks used in hoisting operations should have a safety latch.

If there is a risk that the hoisted object may rotate and cause a hazard, a tagline should be used.

Equipment should not be left hanging from a hook without supervision.

Crane operators must have recognised licenses to operate hoisting equipment and should always carry their work machine license.

A recognised hand signal system should be used when performing hoisting operations.

Explanatory diagrams for the hand signal system can be found on page 20. You can also view the hand signal system via the link here: The Hand Signal System].

A hoisting plan must be used, and all details must be thoroughly checked as specified. A copy of the hoisting plan form is available on HD's intranet. The supplier's hoisting plan form must be used if requested by the supplier.

Blind lifts must be controlled by an appointed supervisor who is to direct the lift alone and is positioned to have a clear overview of the worksite so that the crane operator can clearly see the Supervisor's signals.

If a man basket is hoisted in a blind lift, the crane operator and the individuals in the basket must be in radio contact with one another.

9.3 Preventive Measures and Maintenance of Hoisting Equipment

Sharp Edges – Hazard
If hoisting a load that has sharp edges, use edge guards to protect the hoisting equipment.

Storage

Correct storage of chains increases their lifespan. Good accessibility and labelling save time and reduce the risk of mistakes.

Avoid using slings at high temperatures

Polyester lifting slings are made from synthetic fibres and should not be used on loads that are hotter than 100°C.

Recipe for Disaster

Never hoist with a rotating chain.

Regular Inspection

This provides greater safety to those working with hoisting equipment. Seek expert advice if any doubts arise during equipment inspection.

Chemicals are Prohibited

Do not use lifting strings near alkalis such as caustic soda or ammonia.

For hotter loads, lifting chains should be used instead.

Caution!

Incorrect lock installation causes excessive strain when lifting and hauling.

Tagline – Safer Operation

Use a tagline to control rotation when hoisting a long load.

Avoid Overheating!

When welding or cutting metal, ensure that the lifting chain and its accessories are not exposed to the resulting heat. The heat could damage the tempering of the chain. The temperature of the lifting chain must never exceed 200°C.

9.4 Sling Loads

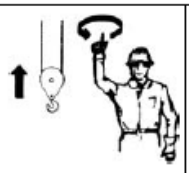
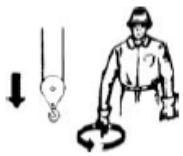
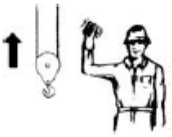
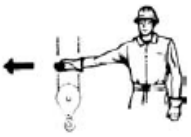
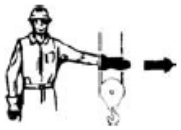
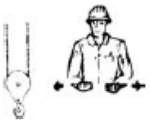
Always note the specified maximum load capacity of hoisting equipment. Refer to the manufacturer's specifications and consider the load angle. The first rule is to understand the impact that changing the load angle has on the hoisting equipment, which is indicated in red in the diagram. **The load angle should never be less than 30°.**

Hámarksgeta hífibúnaðar = Uppgefin hámarksþyngd x Álagsstuðull

The load factor is calculated from the load angle. The calculations below show the load factor for a lift weighing 10 tonnes.

Load Angle	Load Factor	Total Load at Top	2 slings Max load slings must tolerate	3 slings Max load slings must tolerate	4 slings Max load slings must tolerate
90°	1,000	10.0	5.0	3.3	2.5
80°	1,015	10.2	5.1	3.4	2.5
70°	1,064	10.6	5.3	3.5	2.7
60°	1,154	11.5	5.8	3.8	2.9
50°	1,305	13.1	6.5	4.4	3.3
45°	1,414	14.1	7.1	4.7	3.5
40°	1,555	15.6	7.8	5.2	3.9
30°	2,000	20.0	10.0	6.7	5.0

9.5 Hand Signal System for Crane Operators

1  **HOIST** Arm up, index finger pointing up. Circular hand motion.	2  **LOWER** Arm down, index finger pointing down. Circular hand motion.	3  **HOIST SLOWLY** Arm up. Small circular hand motion.	4  **LOWER SLOWLY** Arm down. Small circular hand motion.
5  **RAISE BOOM** Extend arm outward, thumb pointing up.	6  **LOWER BOOM** Extend arm outward, thumb pointing down.	7  **TO THE LEFT** Extend right arm outward, palm open.	8  **TO THE RIGHT** Extend left arm outward, palm open.
9  **EXTEND BOOM** Side movement outward with both hands, thumbs	10  **RETRACT BOOM** Side movement inward, thumbs pointing inward.	11  **MAIN HOIST** Hand raised in front of the head.	12  **AUXILIARY HOIST** Right arm up, with left hand under the elbow.
13  **STOP** Extend one arm outward, swing it back and forth.	14  **EMERGENCY STOP** Extend both arms outward.	15  **MOVE LIFTING EQUIPMENT** Circular motion with both hands.	16  **SIGNAL NOT UNDERSTOOD** Sideward movement with the arm.

If faster lifting, lowering, or lateral movements are required, these are indicated with faster hand movements.

WARNING!!!

Ensure that the hoist load on the sling never exceeds the SWL stamped on it.

The angle between the arms should never be greater than 120°, i.e., 60° from the vertical line.

10 SAFETY AND TRAINING

10.1 Safety Orientation

All employees must familiarise themselves with the HD Safety Manual which can be found at www.hd.is

Before starting work, they must take and pass the HD safety test.

New employees will receive training for the machines and equipment they will be using.

The company's Safety and Quality Manager is responsible for informing HD's Heads of Department about changes and/or new developments in matters relating to safety.

Division Managers are responsible for ensuring that information reaches their subordinates.

In addition to general orientation, specialised courses in first aid and fire response will be given.

10.2 Risk Assessment

As per the Act on Working Environment, Health and Safety in Workplaces, (No. 46/1980), the employer is responsible for creating a written workplace health and safety plan.

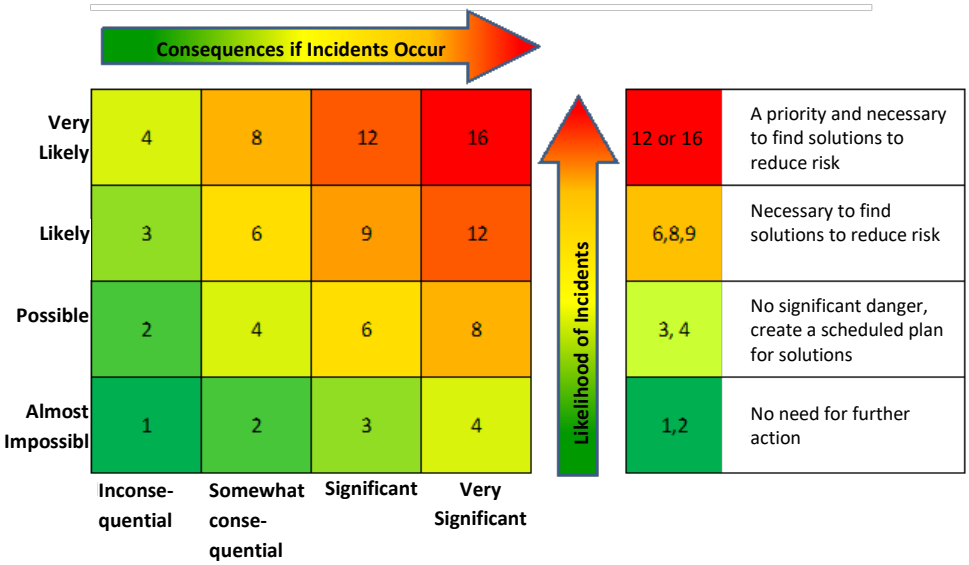
When the associated risks of certain projects are not clear, a more detailed risk analysis must be performed. A risk assessment, an analysis, and a written plan must be produced, and the Division Manager is responsible for ensuring and verifying that their subordinates have reviewed the risk analysis.

The employer is responsible for creating a healthcare plan based on the risk assessment, including a prevention plan with measures to reduce work-related illnesses and accidents. The plan should provide a good overview of risk and stress factors to facilitate work and ensure better results. The prevention plan must be based on the results of the risk assessment.

At all HD workplaces, a risk assessment must be produced for the tasks performed there and for all heavy machinery owned by HD.

If there is no risk assessment in place for the task being performed, the Supervisor must be notified and the Quality and Safety manager informed.

Risk assessments can be printed out and collected from each Division Manager/Supervisor, and employees must familiarise themselves with the risk assessments relevant to their tasks.



11 ACCIDENT RESPONSE AND RECORDING

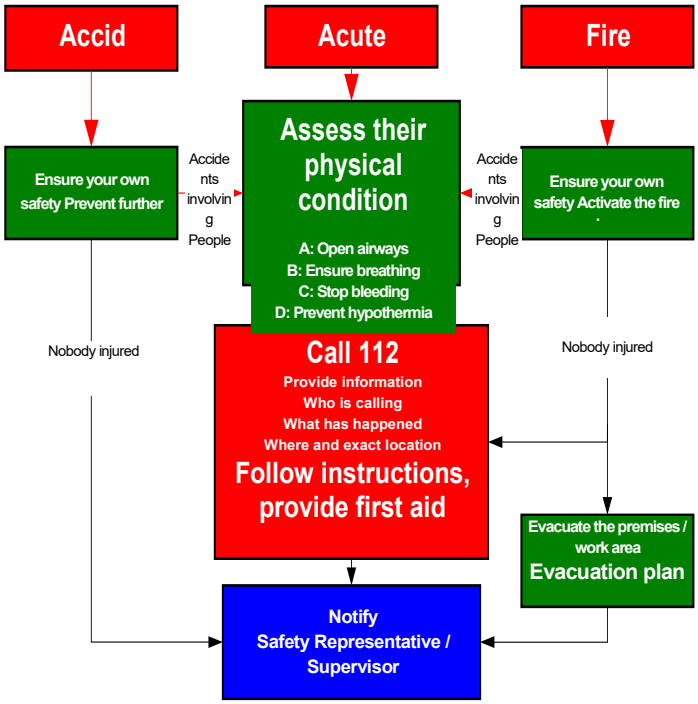
11.1 HD ehf.'s Emergency Response Plan

At every worksite, it is crucial that employees know how to respond to emergencies and act appropriately upon arriving at the scene of an accident. Important guidelines can be found in the Icelandic Red Cross "First Aid" brochure, which is included in all first aid kits at HD worksites.

We encourage everyone to attend first aid courses, either organised by HD ehf., the Icelandic Red Cross, or courses run by certified individuals or institutions in first aid instruction.

HD ehf. First Aid Courses

HD ehf. offers first aid courses every two years at no cost to employees. These courses are tailored to have an emphasis on the work environment and the hazards associated with the working conditions at HD's sites. These courses are taught by individuals with certifications in first aid training. The courses also cover fire response and the use of fire extinguishers. For more information, contact the Quality and Safety Manager or send an inquiry via the feedback system on HD's website,www.hd.is.



11.2 Information from the Icelandic Red Cross

1 Ensure both your own safety and the safety of others

2 Assess the condition of the injured/sick person, check immediately for responsiveness, breathing, and bleeding

3 Seek assistance, call 112 ONE ONE TWO

4 Provide first aid

The information in the following sections has been provided by the Icelandic Red Cross.
Familiarise yourself with brochures and other materials on the Icelandic Red Cross website:www.raudikrossinn.is

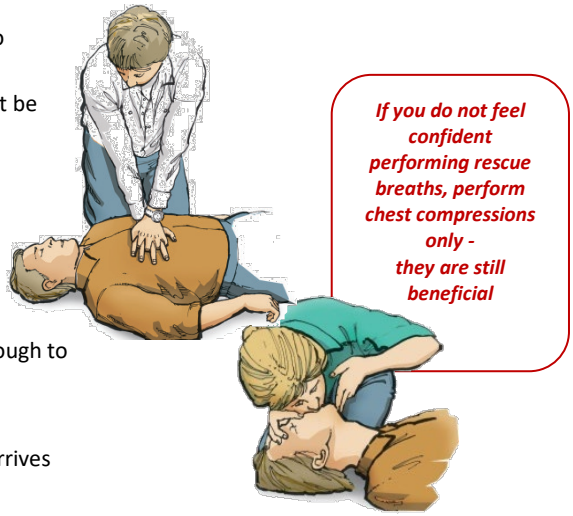
11.3 Resuscitation

Check for responsiveness to stimuli: If the person shows no response to stimuli, call 112 immediately.
Check for breathing: Open the airways and watch and listen for signs of normal breathing.
If breathing is abnormal, perform chest compressions and rescue breaths. Send someone to retrieve a defibrillator if there is one available.

RESUSCITATION OF ADULTS	
COMPRESSIONS	BREATHS
30	2

Chest Compressions and Rescue Breaths - Symptoms of Cardiac Arrest: No response to stimuli and abnormal breathing. In the first few minutes after cardiac arrest, the person may take occasional gasps of air which should not be confused with normal breathing

- Perform 30 firm compressions in the centre of the chest with straight arms at a rate of at least 100 compressions per minute
- Push down at least 5 cm, then fully release the pressure after each compression
- Open the airways, pinch the nose, and breathe into the mouth just enough to make the chest rise, or for about 1 second
- Repeat the breath. Two breaths should take around 5 seconds
- Continue doing 30 compressions and 2 breaths until specialised help arrives



If you do not feel confident performing rescue breaths, perform chest compressions only - they are still beneficial

Foreign object in the airways -Serious symptoms: Difficulty speaking and unable to breathe or cough

First Aid – adults and children over 1 year old

- Strike firmly 5 times between the person's shoulder blades
- Grasp around the abdomen just above the belly button
- Thrust sharply with your hands inward and upward 5 times
- Continue until the object is dislodged or specialised assistance arrives
- If the person loses consciousness, start resuscitation

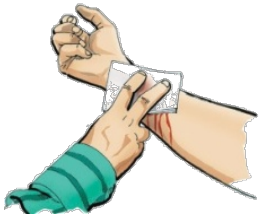
11.4 Accidents

Safety at the scene of a traffic accident

- Alert other road users and stop traffic near the site of the accident
- Place a warning triangle about 200 metres away from the site of the accident
- Turn off the vehicle involved in the accident
- Extinguish any fires that may have started
- Stabilise the vehicle if there is a risk of it rolling over

After a high fall, a heavy collision or an overturned car, call 112 and have the people involved in the accident transported for medical examination – regardless of whether or not there are visible injuries

Bleeding - Symptoms: Blood flowing from an open wound. Significant blood loss can occur in a short time.



- Have the person sit or lie down
- If bleeding is severe, press firmly directly onto the wound with the cleanest material available
- Add more layers of dressing/material on the top if it is bleeding through
- Do not remove any large objects that are deeply embedded in the wound(s)
- Seek medical attention immediately and call 112 if you are unable to control the bleeding

Broken bones - Symptoms: Swelling, open wound, pain, deformity, or limited movement

- Help the person find a comfortable position
- Control any bleeding
- Support the limb to avoid unnecessary movement
- Cool the wound for 20 minutes at a time
- Seek immediate medical attention if you suspect any broken bones

Burns - Symptoms: Redness, swelling, pain, blisters, or numbness

- Quench the fire/source of the burn
- Immediately cool the burnt area with lukewarm water until the pain subsides
- Cover the burn with non-stick dressings, do not burst any blisters
- If the area of the burn covers more than the size of your palm, goes around a limb, or is on the face or any other sensitive areas, immediately seek medical attention or call 112

Severe Head Injury - Symptoms: Unconsciousness, drowsiness, memory loss, vomiting, headache, or seizures

- Call 112 immediately if the person loses consciousness or has seizures
- While waiting for help, support the person's head and neck and assume that a neck injury has been sustained
- Seek advice from a medical professional even if no severe symptoms are present
- Let the person rest and monitor them for at least 6 hours
- Avoid physical exertion after a head injury

11.5 Acute Illness

Chest Pain - Symptoms: Pain in the left side of the chest, often radiating through the arm and neck, sweating, and nausea

Sudden chest pain in a person over 35 years old may indicate a heart attack.

- Call 112
- Keep the environment calm and quiet
- Help the person into a comfortable position
- Help the person take 300 mg of aspirin unless allergic
- If the person stops breathing normally, start resuscitation with chest compressions and rescue breaths

Anaphylaxis - Symptoms: Difficulty breathing, swelling of the lips, tongue or throat, rash, rapid heartbeat, or decreased consciousness.

- Call 112 immediately
- Help the person find a comfortable position
- Help the person use their adrenaline pen if they have one and cannot inject themselves

Seizures -Symptoms: Sudden convulsive movements and decreased consciousness

- Protect the person from injury and place something soft under their head
- Ensure there is nothing constricting the neck or obstructing breathing
- Talk to the person and stay with them until the seizure passes
- Try to lay the person on their side
- Call 112 if the person has never had a seizure before, if the seizure lasts longer than 2 minutes, or if the person does not regain consciousness within 10-20 minutes after the seizure

Diabetes, Low Blood Sugar (Hypoglycaemia) - Symptoms: Behavioural changes, shaking, paleness, sweating, hunger, or seizures

- Give the person sugar (juice, fizzy drink, sugar cubes) if they are able to swallow
- Call 112 if the person's condition does not improve, the person cannot swallow, or the person loses consciousness

11.6 Eye Injuries

It is obligatory to wear appropriate protective goggles in all operational areas of HD ehf.

- Always have a first aid kit on hand with eye rinsing equipment.
- Treat all eye injuries as serious, even if they seem minor.
- If debris, a particle, or a splinter gets into the eye, rinse the eye with eye wash solution.
- Avoid rubbing the eye with the back of the hand or knuckles.
- Have the eye treated by a healthcare professional.

11.7 Electrical Injuries

Electric Shock

The extent of the injuries that can be sustained from contact with electricity depends on whether it is a direct current (DC) or alternating current (AC), the voltage, and the extent and duration of contact.

Electric shock can cause severe internal injuries. High-voltage electricity (1,000 volts) can be life-threatening. Even the voltage of 220 volts common in households can be fatal.

There are three types of electric burn: Thermal burn (flame), arc burn (flash), and true electrical burn (contact).

Thermal burn: This occurs when electricity ignites clothing or other objects that are in direct contact with the skin. The flame caused by the electric current is what causes the burn, not the current itself or the arc.

Arc burn: This occurs when electricity jumps between points without passing through the body. Arc burns can cause significant external injuries extremely quickly.

True electrical burn: This occurs when electricity passes through the body. Symptoms include injuries at the entry and exit points of the current. Surface injuries may be minor, but high-voltage current passing through the body can disrupt heart rhythm (even cause cardiac arrest), and cause burns and other internal injuries.

What do you see?

In an electric shock, the current enters the body at one point and travels along the paths of least resistance (such as nerves and blood vessels). While visible burns may appear minor, internal injuries can be much more severe. The current typically exits the body at the point of contact with another object or where it is grounded (such as through a metal object), and there may be multiple exit points.

Contact with Outdoor Power Line - High Voltage

What should you do?

- If someone has received an electric shock having touched a fallen high-voltage power line, you must disconnect the power before approaching the person or anything that might be in contact with the high-voltage line.
- If you feel tingling in your feet or lower body when approaching someone who has received an electric shock, stop immediately. The tingling indicates that there is current flowing through the ground. Lift one foot, turn around, and hop back to a safe area.
- If you reach the injured person, do not attempt to move any wires, even if there is a wooden stick at hand. If the voltage is high enough (and it is almost impossible to know how high it is), the current can jump through tools and cause an electric shock.
- Wait until professionals with the appropriate equipment are able to disconnect the wires or power source. Prevent others from entering the danger zone.

11.8 Warning and Emergency Lighting

Warning and emergency systems, along with emergency lighting, must be in operation at all times. Heads of Department are responsible for ensuring that workplace warning systems are operational.

11.9 Rescue from Confined/Restricted Spaces

Remember to review the safety checklist before starting work in a confined space, as detailed in section 6.106.10 Working in Confined Spaces.Vinna í lokuðum rýmum

- Follow the emergency response plan. All employees working in confined or restricted spaces must be familiar with the emergency response plan.
- A conscious individual who is unable to exit a space independently should be rescued quickly, but caution must be exercised to ensure that oxygen levels are safe before entering the space. If someone has fallen while using fall protection equipment, the rescuer should secure a rescue line to the harness and perform all lifts gently to avoid jerking movements.
- If the person shows signs of unconsciousness and does not respond to calls, do not endanger your own life while attempting a rescue. It only takes a few seconds to lose consciousness in an oxygen-deprived or contaminated atmosphere.

- Contact the emergency services by ringing 112 if there is any doubt about the severity of a fall. There is always a risk of internal injuries and/or severe head trauma.

11.10 Scene of Accidents

To ensure a successful investigation by the Administration of Occupational Safety and Health and the police at the accident site, it is crucial that no evidence is disturbed until investigators have completed their examination.

11.11 Recording Accidents and Incidents

Employees must ensure that all accidents and incidents are recorded. Evidence at the accident site must be left undisturbed for investigative purposes. Report all accidents and incidents to the Safety Officer and Supervisor.

All employees and contractors of HD are required to report any and all incidents that lead to or could potentially lead to accidents. Reports must be submitted electronically using the feedback system on the company's website: https://hd.is/fyrirtaekid/abendingar/

The following list is not exhaustive but serves as a guideline for reporting:

- Accident
- Near-misses
- Dangerous conditions/behaviour
- Damage
- Complaints
- Praise
- Suggestions
- Feedback

Serious accidents must be reported to the Administration of Occupational Safety and Health and the Social Insurance Administration within 24 hours of the accident, as well as to the Safety and Quality Manager.

Environmental incidents should be reported to The Environmental Agency or the local municipal health inspection authority.

Accident and Deviation Recording System

Deviations must be recorded by the person involved in the incident or deviation. The recording system is available on HD's website. Please follow the instructions and information provided in the recording system.

If employees have suggestions or complaints, or if there have been incidents or mistakes that affect the quality or services of HD, these must be logged in the feedback system on the website.

12 FIRE AND FIRE PROTECTION

12.1 Fire

Familiarise yourself with:

- The correct response to a fire, as detailed below.
- The location of fire extinguishers and fire hoses at the worksite.
- The location of fire alarms.
- The sound of the fire alarm system.
- Escape routes and the evacuation plan.

12.2 Placement and Use of Fire Extinguishers

- Fire extinguishers should be wall-mounted and their locations clearly marked.
- Fire extinguishers should be placed in work areas with a fire risk due to the nature of the work performed there.
- When working on scaffolding or aerial work platforms with a fire risk, a fire extinguisher should be taken up.
- Instructions on how to use the extinguisher are displayed on the extinguisher itself.
- Never aim the nozzle of the extinguisher against the wind.
- If there is a fire involving flammable liquids, never aim the extinguishing agent directly at the liquid.
- Start extinguishing at the edge of the fire and push the flame back with steady movements.
- Only use as much as necessary to extinguish the fire. Save the remaining extinguishing agent in case the fire reignites.
- Never use water fire extinguishers on oil, grease, or electrical fires.
- Fire extinguishers must be refilled immediately after use.
- Fire extinguishers must be inspected at least once a year.

12.3 Fire Classes and Appropriate Extinguishers

The main types of fires that can occur on our worksites are: A, B, and C.

A-Fires: These involve solid materials like wood, clothing, paper, plastic, rubber, etc. Use water, powder, or foam fire extinguishers in class A situations.

B-Fires: These involve flammable liquids like oil, gasoline, grease, varnish, etc. Use carbon dioxide, powder, or foam fire extinguishers in class B situations.

C-Fires: These involve gases and electricity. Use carbon dioxide, powder, or foam fire extinguishers in class C situations (ABC).

12.4 Fire Alarm System:

Employees must respond to fire alarms in accordance with the evacuation plan.

- Inform others about the fire.
- Rescue people.
- Call 112.
- Leave the building according to your assigned evacuation plan or extinguish the fire.
- Remember never to use water on electrical equipment.
- Do not endanger your safety or the safety of others.

12.5 Evacuation in Case of Fire:

Employees, colleagues, clients, and other individuals who have access to HD worksites should familiarize themselves with the evacuation plans at the locations where they work.

Employees should be alert to any visible, audible, or smell signs indicating the need to evacuate the area. If such signs are detected, notify all employees in the area and inform the nearest Supervisor.

If there is a need to evacuate, employees should leave their workstations immediately and proceed to the designated assembly point.

The Supervisor of each workstation must confirm that all of their subordinates have evacuated the area before leaving the building.

The assembly point should be marked on evacuation maps.

At the assembly point, all employees should remain stationary while a headcount is performed and should follow the instructions of the Supervisor or management team.

No one should return to the evacuated area without permission from the Supervisor or management team.

Familiarise yourself with the escape routes at your workplace and follow the evacuation plan.

12.6 Evacuation in Case of Fire:

- If there is smoke ahead of you, choose another route.
- Touch closed doors with the back of your hand, not your palm; if they are hot, choose another route.
- Close doors to that lead to the fire but do not lock them.
- Choose the shortest safe route out.
- Never use lifts (elevators) during a fire.
- If you encounter smoke, keep close to the floor, e.g. by crawling.
- Use a mask if one is available.

If you cannot escape:

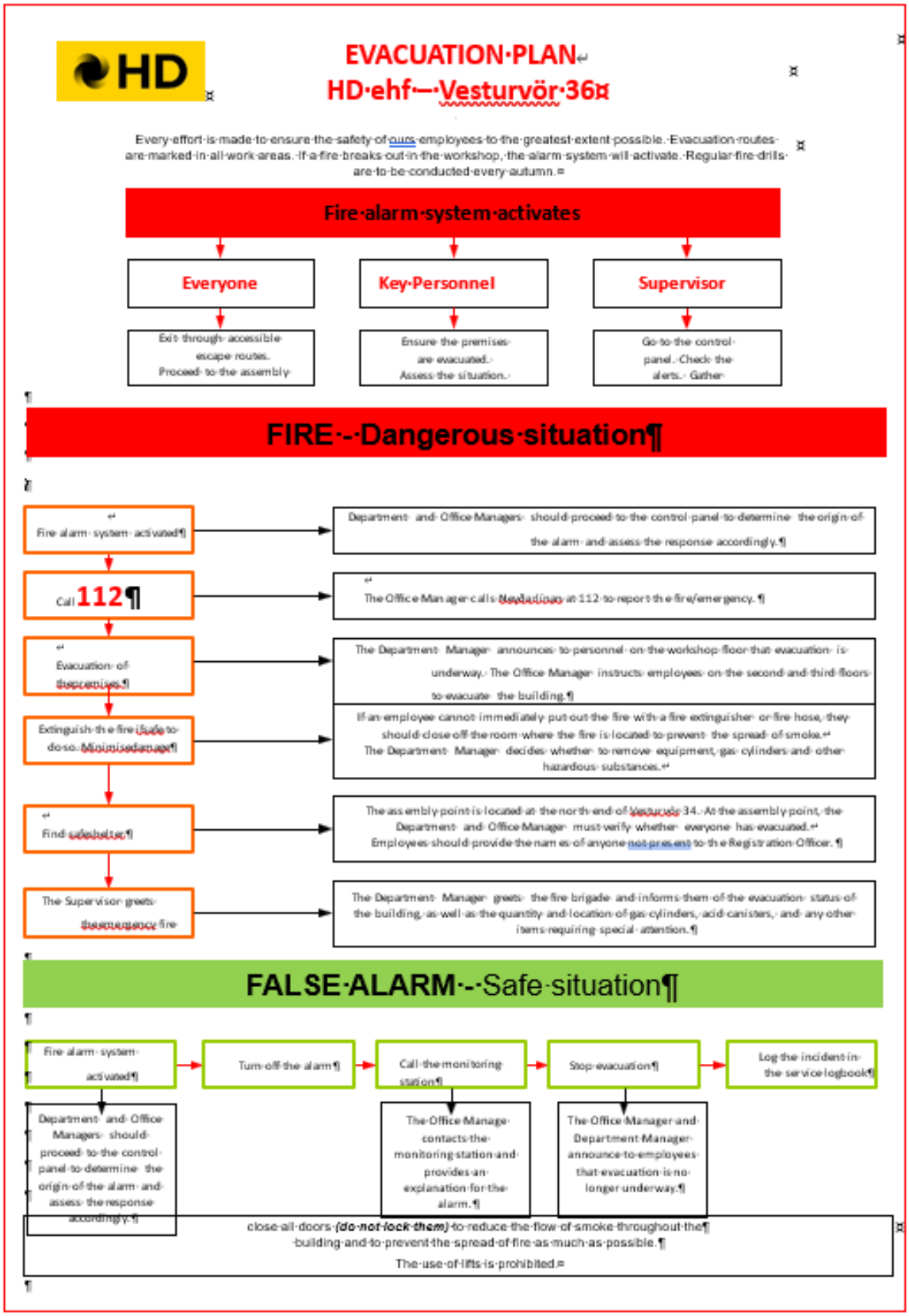
- Seal yourself in a room away from the fire, preferably with a window.
- Let others know you are there by:
- Calling 112.
- Shouting out of the window.
- Banging on the walls or shouting.
- Stay calm and wait for rescue.

After escaping:

- Go to the assembly point or a safe area, do not block access to escape routes.
- Make yourself known and provide useful information.
- Provide information about anyone who might still be inside the building.
- Do not re-enter the building until the fire department allows re-entry.

12.7 Evacuation Plan

Evacuation plans are available for each location and are stored on HD's intranet. Below is an example evacuation plan for Vesturvör 36.



13 SIGNAGE

Safety signs at HD work areas include mandatory signs, warning signs, and prohibition signs, as described below. Employees must familiarise themselves with their meanings and comply with them.

- Prohibition signs forbid behaviour that could create hazards.
- Mandatory signs prescribe necessary actions, e.g. wearing protective equipment.
- Warning signs alert to potential hazards.

14 HEALTH

14.1 Physical health

It is recommended that employees undergo regular health check-ups.

If a risk assessment reveals a danger to health in the workplace, you are entitled to a health check-up accordingly.

It can be a good idea to take a fitness test if you perform physically demanding work.

Smoking

Both active and passive smoking increase the risk of various health problems such as cancer, heart disease, and respiratory illnesses.

Be considerate of your colleagues and remember that everyone is entitled to a smoke-free work environment.

If you need help quitting smoking, you can find useful information on the Public Health Institute of Iceland's website: www.lydheilsustod.is.

Alcohol and Drugs

Consuming alcohol and drugs increases the risk of accidents.

Mental and social difficulties often accompany alcohol and drug use.

Remember that it is strictly prohibited to consume alcohol and other drugs at work.

Educational materials about alcohol and drugs are available on the Public Health Institute of Iceland's website.

14.2 Mental and Social Health

Interactions

The way we act towards each other has big impact on safety and well-being.

Praise your colleagues when they deserve it.

Keep in mind that any kind of reckless behaviour or pranks are completely unacceptable.

Treat all employees with total respect.

Sexual harassment or bullying will not be tolerated.

Cruel jokes or behaviour that hurt others or cause emotional stress are unacceptable.

Gossiping about colleagues can cause harm and create feelings of insecurity.

How do you feel at work?

The main symptoms of stress-related disorders are:

- Fatigue.
- Difficulty concentrating.
- Mood swings.
- Difficulty communicating.
- Depression.
- Anxiety.
- Sleep problems.

You can find useful information about mental health on the Public Health Institute of Iceland's website.

What can you do about it?

HD's policy is to provide a safe and healthy environment for its employees and to promote well-being at work. If you feel as though you have an excessive workload, or if you are experience bullying or harassment, you should contact a representative or someone you trust. The matter will be dealt with in cooperation with you and in complete confidentiality.

14.3 Exercise and Diet

Exercise and a healthy diet improve well-being and boost energy levels, both at work and in everyday life.

Exercise and moderate physical activity are essential for everyone. Keep the following tips in mind when looking for exercise routine that might suit you:

- Choose an activity that you find enjoyable.
- Use the stairs instead of the lift.
- Cycle or walk between destinations. Park your car a bit further away.
- Take activity breaks.
- Aim to do at least 30-60 minutes of exercise a day.

Make sure to eat:

- Fruit and vegetables everyday.
- Fish twice a week or more.
- Wholegrain bread and other cereals.
- Low-fat and low-sugar dairy products.
- Salt in moderation.
- Cod liver oil or other sources of vitamin D.
- Sugar, cakes, sweets, ice cream, alcohol, and soft drinks in moderation.
- Drink plenty of water throughout the day.

Evaluate your own diet and see how you compare. You can find a range of self-assessment tools for your diet on the Public Health Institute of Iceland's website, www.lydheilsustod.is

14.4 Musculoskeletal System

The most common symptoms of work-related strain are pain in the back, neck and shoulders, which are associated with:

- Working conditions.
- Poor working posture or movements.

- Physical exertion.
- Monotonous, repetitive movements.
- Working schedule.
- Mental and social factors such as your relationships.
- Information overload and stress.

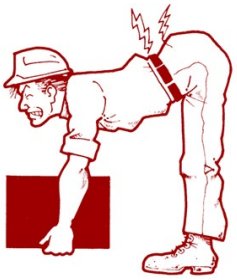
What can you do about it?

- Adopt a good posture.
- Adjust your workstation so that your working height and work area suit you.
- Alternate between sitting and standing.
- Use ergonomic chairs and assistive devices where possible.
- Change your working position frequently.
- Wear good shoes and comfortable clothing.
- Take regular breaks.
- Exercise regularly.
- Use suitable aids.

14.5 Manual Handling and Moving of Objects and Equipment

Proper body mechanics are crucial! Use equipment or seek assistance from colleagues when lifting and carrying objects.

If you need to lift something:



- Consider the weight of the object (<25 kg).
- Keep your feet a good distance apart.
- Face the item directly and stand as close to it as possible.
- Bend your knees and hips, keeping your back straight.
- Secure a firm grip with straight elbows and relaxed shoulders.
- Lift the object by moving your body weight from your toes to your heels.
- Slowly straighten your knees and hips simultaneously.
- Avoid repetitive lifting.

If you need to carry something:

- Distribute the weight evenly between your right and left sides.
- Hold the load as close to your body as possible, keeping your back straight back.
- Switch hands regularly if carrying a load in one hand.
- Use assistive devices such as wheelbarrows or trolleys where possible.
- Ensure you have a clear view ahead and that your path is unobstructed.

15 OFFICES

15.1 General Safety Measures

Remove any damaged or broken furniture. Report any deficiencies that could be a tripping hazard to the property managers.

Report any exposed cables and wires lying on the floor.

Immediately mop up or have someone mop up spills and dirt from floors.

Close drawers and cabinet doors after use.

Never use wheeled office chairs, shelves or fragile tables as a substitute for a step stool or ladder.

Exercise general caution when using stairs, walking around corners, and walking through outward-opening doors.

Have electrical plugs and devices repaired by professionals.

15.2 Office Environment

Height-adjustable desk:

Adjust the height of the chair so that both of your feet are flat on the floor, with your hips slightly higher than your knees.

Adjust the height of the desk so that your elbows are level with or slightly higher than your keyboard.

Adjust your working height so that you are able to sit with a straight back and relaxed shoulders.

If the height of the desk is not adjustable:

Adjust the height of the chair so that your elbows are level with or slightly higher than your keyboard.

Use a footstool if your feet do not reach the floor.

See any guidelines from the Administration of Occupational Health and Safety regarding office environments/workstations.

Long-term desk work:

Familiarise yourself with your chair's adjustment capabilities.

Adjust the height of the chair back so that the lumbar support fits the small of your back.

Sit up straight and with your back against the backrest of the chair.

Change your sitting position frequently, e.g. by using the forward tilt of the seat if available.

Stand up or make use of the chair's wheels and swivel function to reach for objects on nearby shelves.

Retrieve objects with both hands and avoid twisting your spine.

Screen and Eye Protection:

If you wear glasses, ensure that they are suitable for screen work.

Minimise the difference in brightness between the screen and your surroundings (e.g. by increasing ambient light, adjusting screen brightness).

Have regular eye tests.

Take short breaks regularly and look away from the screen to rest your eyes.

Position the screen so that:

Light from windows or lamps does not shine directly into your eyes or reflect off the screen.

The top edge of the screen is at eye level.

The screen is about an arm's length away from your body (45-60 cm).

The screen is centred in front of your body.

Mouse, keyboard, etc.:

The keyboard should be centred in front of your body.

Place the mouse next to and at the same height as the keyboard.

Alternate between your left and right hands to use the mouse if you experience discomfort that might be related to mouse use.

Keep your elbows relaxed and close to your body while typing.

Rest your forearms on the area in front of your keyboard.

Keep your wrists in a neutral position.

Use keyboard shortcuts instead of the mouse whenever possible.

Movement

Avoid static work, i.e., holding muscles tense for extended periods. Static work reduces blood flow to your muscles and causes fatigue and discomfort.

Alternate between standing and sitting if your desk allows it.

Take activity breaks if you sit for extended periods.