

Instruction

Requirements for URBASOLAR/AXPO GROUP suppliers and carriers.

Version 1



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1. PRESENTATION OF THE DOCUMENT

1.1 Purpose of the document

The purpose of this directive is to ensure that all health, safety, and environmental elements are well considered by suppliers and carriers.

This directive contains instructions, requirements, and rules for the organization, coordination, and supervision of delivery operations and includes measures to prevent health and safety risks at work. These rules constitute the minimum to be implemented to enter and work on an URBASOLAR/AXPO GROUP site but do not replace the responsibility of each company and individual in analyzing the risks they face and for which they must act to prevent them.

This directive is an annex to framework contracts but does not substitute for the legal obligations of transport regulations.

It does not revoke the terms and conditions contractually agreed upon in the contract but serves as additional contractual terms and conditions related to the scope of the missions ordered.

This document is applicable throughout the duration of the operations. It is valid for URBASOLAR/AXPO GROUP and all its suppliers and carriers.

1.2 Personnel Concerned

>> URBASOLAR/AXPO GROUP employees

>> All URBASOLAR/AXPO GROUP suppliers and carriers (subcontractors and affiliates).

1.3 Termes et définitions

- HSE: Health, Safety and Environment
- EPI: Personal Protective Equipment (PPE)
- PGC: General Coordination Plan
- PPSPS: Specific Health and Safety Protection Plan
- PDP: Prevention Plan
- PCD: Loading and Unloading Protocol (Safety Protocol)
- CSPS: Health and Safety Coordinator
- SST: First Aid Responder at Work (Workplace First Aider)

2. PRELIMINARY REMARKS

2.1 Organization of a Construction Project

Work Supervisors

They are responsible for the operational aspects of the site. They liaise with the CSPS, conduct preliminary joint inspections, and draft the URBASOLAR/AXPO GROUP PPSPS based on the PGC. They are the guarantors of site safety and have full authority to stop a site or delivery in case of breaches of the safety rules present in this document, in the PGC, the loading/unloading protocol, and the regulations. If necessary, they can lead safety meetings (e.g., 15-minute awareness sessions on all HSE topics), conduct HSE visits, field and administrative checks of workers to ensure that all preventive measures are properly implemented. The work supervisor closely collaborates with the project manager to ensure the smooth running of the site and coordination between different trades.

Project Manager

They have the responsibility and authority to provide directions for the entire project. They liaise with suppliers, manage the budget, and handle certain administrative aspects of the project.

QHSE Construction Coordinator

In collaboration with the work supervisor, they can conduct HSE visits and unannounced checks to ensure the proper application of HSE rules during construction, the wearing of PPE, etc. They also propose improvements to ensure safe working conditions.

QHSE Department Urbasolar/Axpo Group

Composed of specialists in the fields of health, occupational safety, environment, and quality, the QHSE department includes QHSE mission managers, QHSE engineers, and QHSE facilitators. This department is responsible for defining and deploying the group's QHSE policy.

CSPS

The role of the SPS Coordinator (CSPS) is to prevent professional risks related to the coactivity of several independent workers or companies (including some suppliers and carriers) who intervene simultaneously or successively during the design and construction phases. They develop a "general coordination plan" (PGC) that allows companies to develop their PPSPS (specific health and safety protection plan). They conduct scheduled or unannounced safety visits to ensure compliance with regulations.

Purchasing, Supply, Logistics Department They are responsible for supplier relations, from the expression of needs to invoicing. They are also responsible for transmitting the safety protocol for loading and unloading operations and managing disputes if any.

2.2 Code of conduct

We are committed to fair competition where performance, safety, and quality are the determining criteria. According to these principles, relationships with suppliers and carriers are based on accuracy, honesty, and fairness. URBASOLAR/AXPO GROUP has established conduct rules as general guidelines. Every URBASOLAR/AXPO GROUP employee and suppliers and carriers are required to adhere to these conduct rules.

3. PREREQUISITES

3.1 Conduct a Risk Analysis to Establish and Sign the Safety Protocol (Loading/Unloading)

The Urbasolar/Axpo Group work supervisor is responsible for initiating the risk assessment through the PCD (Loading/Unloading Protocol). This risk assessment refers to the installations, types of plants, and loading/unloading operations to be carried out.

This analysis reviews all stages of removal and delivery and evaluates the safest way to do it. This risk assessment must be shared and understood by all stakeholders.

The main objective is for all stakeholders to be aware of the risks related to their function and to take all preventive measures to avoid the occurrence of an accident.

The initial transmission of the document will be carried out by the purchasing department. The supplier is responsible for signing it and transmitting it to their subcontractors.



FO_AL_0050_EN_Safety Protocol.docx

Safety Protocol:

3.2 On site safety induction

The on-site safety induction must be carried out on the first day by the work supervisor upon the arrival of the delivery person on the site. During this induction, the following topics are presented:

- Specific site hazards, risks, and general safety rules (overhead power lines, wind corridors, ATEX or SEVESO zones, etc.)
- Parking
- Traffic plan
- Ongoing work
- Handling and lifting operations in accordance with the previously established PCD.

The main objectives of this induction are to ensure that everyone present on the site:

- Knows the risks related to activities and preventive measures.
- Understands the site organization.

3.3 Access - Team

The personnel of the delivery companies must have the necessary technical and personal skills for the work performed, proven by relevant and valid certifications (e.g., authorizations, driving licenses) and must have been prepared, trained, and informed accordingly.

The supplier will offer their employees medical fitness examinations based on the risks related to working conditions and materials used. These fitness examinations will be carried out according to applicable regulatory requirements.

All mandatory documents required by regulations to work on sites must be kept available during the activity. The supplier will ensure the existence and validity of work documents before the start of the intervention.

3.4 Working Hours

Working hours on the site must strictly comply with local regulations and, where applicable, the rules generally of collective agreements (e.g., rest periods, overtime).

For all French sites, the labor code (part IV) is the reference document for health and safety at work.

3.5 Site Shutdown and Penalties – HSE Requirements

Any detection of an anomaly during deliveries or loading/unloading of materials will be reported to the work supervisor.

In case of violation of the proposed prevention and protection actions, the work supervisor may refuse the delivery without prior notice.

This refusal will be stipulated on the accompanying documents (waybill/CMR). The supplier will not be entitled to any compensation for the refusal of the delivery.

The supplier must under no circumstances evade compliance with general or contractual safety rules or the provisions of this specification, regardless of the reason.

4. GENERAL HSE RULES ON SITE

4.1 Site Installations, Traffic Rules

The supplier must install their supplies in the areas assigned by URBASOLAR/AXPO GROUP. Materials, machines, and equipment will be delivered safely on-site according to the progress of the work. The storage location and unloading method will be agreed upon with URBASOLAR/AXPO GROUP, particularly with the work supervisor, and recorded in the safety protocol (loading/unloading).

Given the fire risk, the entire site is non-smoking. Smoking is only permitted in designated areas with signage, using an ashtray.

Movements and maneuvers of construction machinery or company vehicles must always consider visibility, respect for traffic lanes, and the nature or condition of the ground. It is mandatory to maintain perfect control of risks and safety concerning weather and ground conditions. The speed of vehicles and machinery must consider the specific rules of the sites as well as the actual conditions on the ground. Pedestrians always have the right way.

Access routes for fire trucks, ambulances, police, or other emergency services and specialized vehicles must always be kept clear. Reverse parking is the preferred parking method on all URBASOLAR/AXPO GROUP sites.

4.2 Emergency Situations and First Aid

First aid equipment (first aid kit, spill kits, oil absorbents, etc.) and any other emergency equipment necessary for the activity must be provided by the suppliers and carriers and reported to the work supervisor.

Thus, suppliers and carriers must provide and have available:

- Fire extinguishers in vehicles/construction machinery

- A first aid kit

High-risk activities must never be carried out by a single person. They must be performed by at least two people to allow for immediate assistance in case of an incident (work at height, lifting operations, etc.).

In the event of bodily injury or injury requiring external medical assistance, the emergency phone number included in the site's safety protocol or prevention plan must be called.

Such cases must be immediately reported orally to the work supervisor on-site and in writing using an accident report within 24 hours to URBASOLAR/AXPO GROUP.

Environmental accidents must also be reported to URBASOLAR/AXPO GROUP and handled according to the contract provisions.

4.3 Hygiene and Cleanliness

Suppliers and carriers are required to keep their work area clean and organized. The base camp facilities provided to them (canteen, changing rooms, sanitary facilities) must be kept in good condition.

In case of non-compliance with the above, URBASOLAR/AXPO GROUP reserves the right to identify the responsible parties and charge them for the costs incurred by waste disposal and the restoration of the affected area.

4.4 Waste Management

In terms of the environment, URBASOLAR/AXPO GROUP's main objective is to minimize waste production. Suppliers and carriers are therefore required to follow this objective. Waste sorting is a key element as it promotes recycling and thus optimal waste disposal. The supplier must ensure that waste (including hazardous waste) produced by their activities is properly sorted into appropriate containers and in accordance with applicable local regulations.

Only waste generated from on-site activities can be disposed of in the designated bins/containers. It is forbidden to import waste from outside the operations planned by URBASOLAR/AXPO GROUP. In case of waste dispersal, follow Appendix 3 "Waste Dispersal Reflex Sheet."

4.5 Alcohol, Drugs

It is forbidden to consume alcoholic beverages and drugs on the site. A blood alcohol level of 0.0 ‰ applies to the entire site. On the site, it is prohibited to:

- Consume alcoholic beverages during working hours and breaks.

- Bring and store alcoholic beverages of any kind on the site.
- Consume drugs.

5. HEALTH AND SAFETY AT WORK

5.1 Coordination and supervision

During the construction phase of its power plants, URBASOLAR/AXPO GROUP engages a Health and Safety Coordinator (CSPS).

Their role is to prevent occupational risks associated with the simultaneous or successive involvement of multiple independent workers or companies (including certain supplier-transporters) during the design and construction phases of a photovoltaic power plant.

The CSPS is responsible for drafting the General Health and Safety Plan (PGC), organizing joint inspection visits, and reviewing and validating the Specific Health and Safety Protection Plans (PPSPS) of the participating companies. They ensure that risks related to co-activity are properly managed and that appropriate and effective preventive measures are implemented.

Typically, the CSPS conducts safety inspections twice a month to verify compliance with construction site regulations, health and safety rules, and accident prevention protocols. Access to the site cannot be denied to the CSPS during site visits or in cases of suspected deviations.

In consultation with URBASOLAR/AXPO GROUP, the CSPS takes part in site meetings, briefings, and relevant safety inspections.

5.2 Personal Protective Equipment

Suppliers and carriers must provide their personnel with appropriate, required, and adapted PPE for the risks associated with the work to be performed and the area where the work is carried out. This equipment may include, but is not limited to, a safety helmet, safety shoes, protective gloves, hearing protection, etc.

On URBASOLAR/AXPO GROUP sites, wearing a construction helmet is mandatory (EN 397), as well as safety shoes with ankle protection (EN ISO 20345 S3), work clothes, handling gloves, and a high-visibility vest, regardless of the activities performed. Furthermore, local legislation and Client specifications defined in the PGC/PDP or during the kickoff meeting must be respected. Anyone not wearing the required protective equipment will be denied access to the site.

Personnel must be trained in the proper use of PPE.

PPE must be adapted to the work to be performed and must be checked by the user for visible defects before each use (visual/functional check). The use of defective, unchecked, expired, or non-compliant PPE with local standards is not allowed. Periodic verification by an accredited body may be necessary for certain types of PPE. URBASOLAR/AXPO GROUP reserves the right to check the proper execution of these checks and to expel individuals equipped with unchecked or non-compliant PPE..

5.3 Work Near a Water Retention Basin / Pond / Quarry

The risk of drowning may be present near a water retention basin. Work must be carried out strictly following the existing signage to avoid exposure to this risk.

The organization of the work of suppliers and carriers must consider the prerogatives of the CSPS. Thus, if the work exposes company employees directly to the risk, then wearing individual protection (life jacket) is mandatory, as well as training personnel in good practices.

In case of a fall into the water, compliance with Appendix 4 is mandatory.

5.4 Electrical Environment

Access to technical premises is reserved for authorized personnel.

Intervention near networks: An electrical risk may arise in case of delivery near live overhead lines or buried networks.

Site plans must be studied before interventions to identify risks and implement appropriate preventive measures (cf PCD).

Strict compliance with approach and proximity distance limits must be respected, in accordance with current regulations. The supplier must inform their teams in advance to remind them of safety rules and distances in case of load lifting.

Finally, work near networks must be carried out by duly trained and authorized personnel. An additional lifting plan to the safety protocol may be developed to assess and manage risks.

Appendix 6

5.5 Lifting and Handling

- Manual handling of loads must be reserved for individuals who have been informed of the risks and safety precautions associated with manual handling of these loads.

- The use of lifting equipment will be preferred over manual handling. When using lifting equipment on the site, the following requirements must be met:
- Lifting equipment must comply with local regulations, be well maintained, and have a valid inspection certificate and an up-to-date maintenance log. When URBASOLAR/AXPO GROUP provides handling equipment, these documents will be provided by the rental companies.
- Work must be carried out by trained, competent, and authorized personnel for the specified task.
- It is forbidden to stand under suspended loads and, more generally, in the load lifting area.
- The lifting area must be marked and prohibited from access. Individuals performing the lifting must ensure compliance with these rules and prevent pedestrians from entering the operating area.
- Work must be adapted to weather conditions.
- Ground characteristics (slope, resistance, etc.) must be taken into account, and appropriate safety precautions must be implemented (stabilizers, etc.).
- Overhead power lines must be considered before lifting loads.
- Development of a lifting plan for non-routine or high-risk activities: Appendix 6: [FO_QSE_0040_EN_Lifting plan.xlsx](#)

In France, applicable regulatory texts are available in the labor code: (Chapter 214-3: Articles 214-3.01 to Appendix 214-3.A.8). When lifting on the roof, specific rules must be followed, particularly regarding storage, to avoid roof collapse:

Annexe : IN_CO_018

Instructions for Lifting, Storing, and Distributing Module Pallets on the Roof



6. Acceptance Statement

The supplier hereby declares and confirms that they have received the "Health, Safety, and Environment Directive – Requirements for URBASOLAR/AXPO GROUP suppliers and carriers" and commits to complying with it.

The supplier is required to inform their delivery personnel and subcontractors of the existence of this directive and to ensure its compliance.

7. LIST OF APPENDICES

1. Procedure to follow in case of fire on a construction site
2. Procedure to follow in case of waste dispersal
3. Reflex sheet in case of a fall into water
4. Instructions for lifting, storing, and distributing module pallets on the roof
5. Site induction booklet
6. Lifting plan

APPENDICES

APPENDIX 1



IN_QSE_007
V1 du 08/03/22



What to do in case of fire on a construction site ***Que faire en cas de départ de feu sur un chantier*** **CODE PROJET : C_____**

DESCRIPTION

- Fire outbreak in or near the photovoltaic plant during the construction phase
- Départ de feu dans ou à proximité de la centrale photovoltaïque en phase de construction.

ACTIONS TO BE IMPLEMENTED

1. Get to safety.
2. If you have been trained to attack the fire with extinguishers and the fire is still controllable, attack the fire.
3. Call the Fire Brigade as fast as possible.
4. Notify the URBASOLAR works manager: _____
5. If no one from URBASOLAR is present or reachable, call the emergency number: (+33) 8.01.90.80.89 and indicate the project code: C_____
6. Wait for the fire department. An electrician authorized by URBASOLAR will accompany them. He will help during the intervention of the firemen to disconnect the elements as close as possible to the treatment of the fire and will note the damage at the end of the intervention.



ACTIONS A METTRE EN ŒUVRE :

1. Se mettre en sécurité.
2. Si vous avez été formé à l'attaque du feu au moyen d'extincteurs et si le départ de feu est encore contrôlable, attaquer le feu.
3. Appeler les Pompiers le plus rapidement possible.
4. Prévenir le chargé de travaux URBASOLAR : _____
5. Si personne d'URBASOLAR n'est présent sur place ou joignable, appeler le numéro d'urgence : 08.01.90.80.89 et indiquer le code projet : _____
6. Attendre les pompiers. Un électricien habilité par URBASOLAR les accompagnera. Il apportera de l'aide lors de l'intervention des pompiers pour déconnecter les éléments au plus près du traitement du feu et constatera les dégâts en fin d'intervention.

APPENDIX 2

Conduite à tenir en cas d'envol de déchets **What to do in case of waste being blown away**

DESCRIPTION

- Déplacement des déchets, des modules PV, des engins de chantier sur voie publique, dans le chantier ou aux abords du chantier dus à un orage, des inondations ou une tornade
Displacement of waste, PV-modules, construction equipment on public roads, in the construction site or in the vicinity of the construction site due to a storm, flooding or tornado

ACTIONS A METTRE EN ŒUVRE / ACTIONS TO BE IMPLEMENTED :

1. Informer le Chef de Projets d'URBASOLAR de la pollution générée.
Inform the URBASOLAR Project Manager of the pollution generated.
2. Organiser la récupération des déchets sur site et dans le voisinage.
Organize waste recovery on site and in the neighborhood.
3. Trier et jeter les déchets dans la bonne benne à déchet.
Sort and dispose of waste in the proper waste container.

APPENDIX 3

Conduite à tenir en cas de chute dans l'eau

RISQUES ASSOCIES

- Risque d'hypothermie en cas d'immersion prolongée
- Risque de noyade provoquant un arrêt respiratoire et/ou cardiaque

ACTIONS A METTRE EN ŒUVRE AVANT L'INTERVENTION

1. Mettre le bateau à l'eau en n'oubliant pas les éléments de sécurité (un cordage, une gaffe de récupération, une bouée de sauvetage, un projecteur orientable si l'intervention peut se terminer de nuit).
2. Toutes les personnes quittant la terre ferme doivent porter en permanence sur eux leur gilet de sauvetage contenant la cartouche CO2.

ACTIONS A METTRE EN ŒUVRE SI UNE PERSONNE TOMBE A L'EAU

1. Ne pas vous mettre vous-même en danger. Tendez une perche ou tout autre objet auquel la personne peut s'agripper, ou lancez-lui un objet flottant (bouée) pour l'aider à se maintenir à flot jusqu'à l'arrivée des secours. Essayez de la sortir de l'eau au plus vite.
2. Prévenir immédiatement les secours : Appelez le 15, le 18 ou le 112
3. Vérifier l'état de conscience de la victime de noyade.
 - Une fois la personne hors de l'eau, vérifiez sa respiration (soulèvement de son torse et souffle) et assurez-vous de son état de conscience, à l'aide de questions simples (son nom, la date, ...)
 - Si la victime de noyade est consciente et respire, aidez-la à dégager ses voies respiratoires en basculant sa tête vers l'arrière ou en la mettant en position semi-assise.
 - Ôtez les vêtements mouillés de la victime, séchez-la et enveloppez-la dans des affaires sèches et de préférence chaudes (Dans le cas d'une couverture de survie : il faut mettre la face dorée à l'extérieur pour réchauffer les personnes) pour éviter l'hypothermie. Restez auprès de la victime jusqu'à l'arrivée des secours
4. Si la victime de noyade respire et est inconsciente
 - Si la victime de noyade respire, mais a perdu connaissance, mettez-la en position latérale de sécurité (position de premier secours). Il s'agit d'allonger la personne sur le côté, en croisant sa jambe supérieure, et d'ouvrir sa bouche vers le bas de façon à éviter tout risque de suffocation.
 - Contactez les secours (le 15, le 18 ou le 112) pour faire le point et surveillez régulièrement la respiration de la victime en attendant l'équipe d'urgence.
5. Si la victime de noyade ne respire plus et est inconsciente
 - Si vous ne sentez ni le souffle de la victime sur votre joue, ni sa poitrine se soulever, alors la personne ne respire plus. Contactez les secours (le 15, le 18 ou le 112) pour faire le point
 - Prodiguez les premiers soins si vous êtes formé aux premiers secours, en pratiquant une réanimation cardio-pulmonaire. Commencez par 5 insufflations puis alternez 30 compressions thoraciques et 2 insufflations, jusqu'à la reprise de la respiration ou l'intervention des secours.
6. Toute personne ayant eu une chute dans l'eau doit être auscultée par les secours
Même si la victime a été récupérée rapidement et efficacement, elle devra être auscultée par les secours pour éviter les risques de noyade sèche.
7. Informer votre responsable URBASOLAR. Une fiche REX sera ouverte pour déterminer les causes de l'accident et les corriger le cas échéant.

APPENDIX 4

Construction



Instruction pour le levage, le stockage et la répartition des palettes de modules en toiture

Version 1

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1	04/12/2023	Création du document

1. PRESENTATION DU DOCUMENT

1.1 Objet

Cette instruction a pour objectif de définir les modalités de levage, de stockage et de répartition des palettes en toiture. Elle définit également les consignes de protection des supports lors du cheminement des chariots de transport des modules.

1.2 Personnes concernées

- Personnel interne : Service Construction
- Personnel externe : Sous-traitants d'URBASOLAR

1.3 Termes et définitions

- CACES : Certificat D'Aptitude à la Conduite en Sécurité
- CMU : Charge Maximale D'Utilisation.
- DOE : Dossier des Ouvrages Exécutés
- NDC : Note De Calcul
- OSB : *Oriented Strand Board*. Désigne un panneau principalement à base de copeaux de bois, constitué de plusieurs couches liées par une résine.

1.4 Documents associés

FO_CO_200 CCAG URBASOLAR

Les règles d'or du stockage en toiture

2. PRÉREQUIS

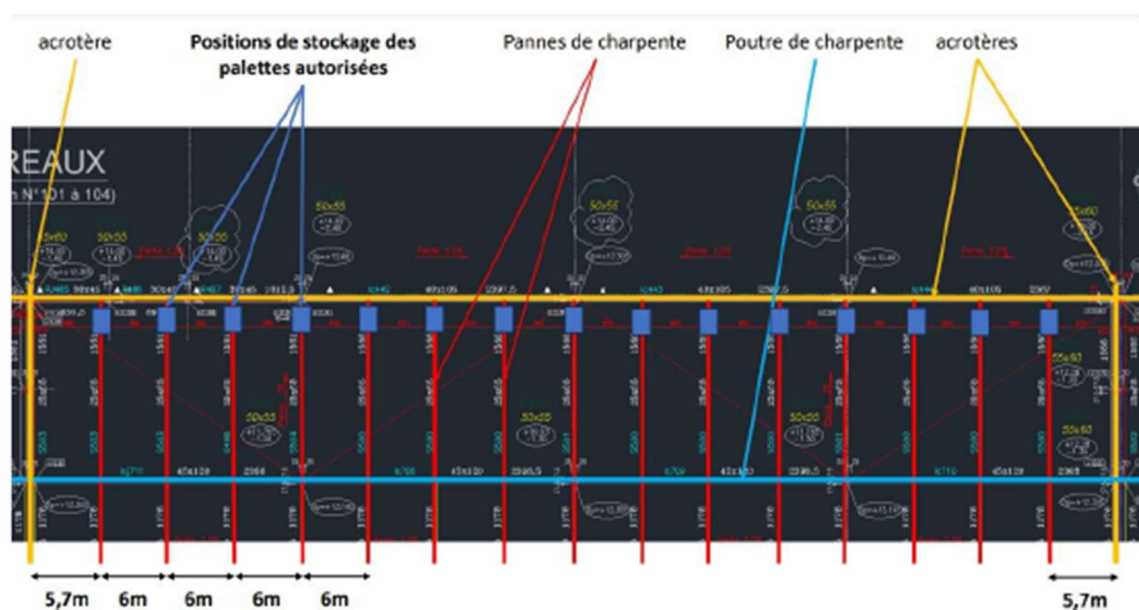
Afin de travailler en toute sécurité, il est nécessaire avant l'opération de s'assurer que les conditions suivantes soient respectées :

- Le conducteur de l'engin doit posséder un CACES et une autorisation de conduite à jour.
- L'engin utilisé doit être à jour de ses contrôles périodiques obligatoires.
- Les autres intervenants sur site doivent être tenus au courant du début de l'opération de levage
- La zone de levage et de réception sur le toit doit être désencombrée et exempte de tout obstacle
- La stabilité de la charge et la CMU doivent faire l'objet d'une attention particulière
- En cas de conditions météorologiques défavorables (fort vent, neige etc...), l'opération devra être reportée

3. INSTRUCTIONS A RESPECTER

3.1. Zones de stockage autorisées

Les flèches représentées sur cette figure, permettent de reconnaître sur un plan, les zones de stockage autorisées en toiture. Le plan de charpente représentant les poutres et les pannes est transmis par URBASOLAR à l'Entrepreneur.



3.2. Protection des supports en toiture

La protection du support doit être réalisée avec des moyens adaptés type SOPRATEC. Dans certains cas, les plaques OSB pourront être admises après analyse de la situation (cf. photo ci-dessous). Le procédé retenu devra quoi qu'il en soit faire l'objet d'une validation préalable par le chargé de travaux URBASOLAR.

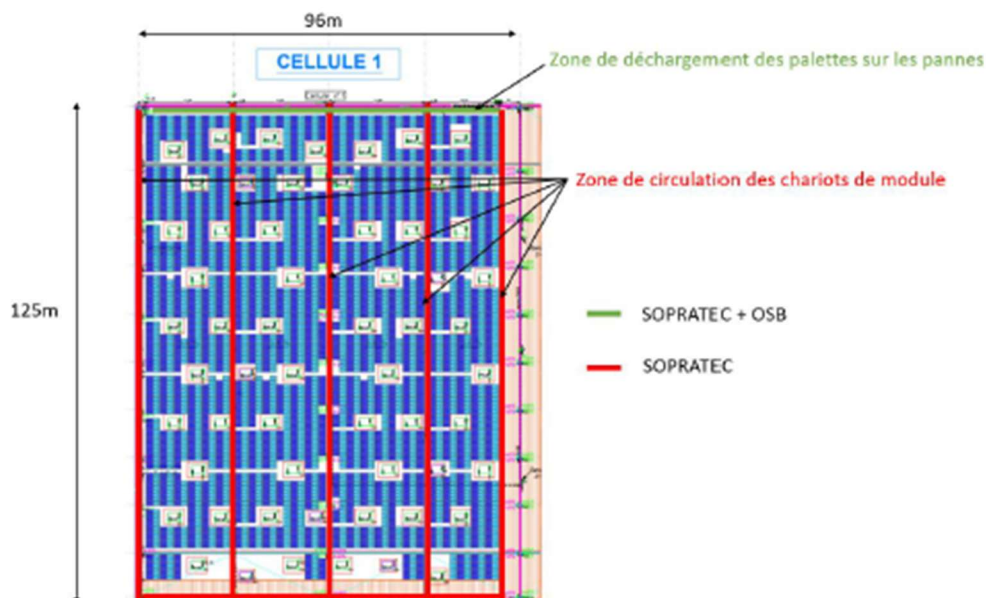


Figure 1 : cheminement en OSB



Figure 2 : Cheminement en SOPRATEC

Le schéma de protection définit doit prendre en compte le cheminement des chariots de transport de la palette à la zone d'installation. Ci-dessous, un exemple de définition des zones de circulation à protéger.



NB : Afin de se prémunir du risque d'envol du dispositif de protection du support, il est impératif :

- Soit de déposer de manière sécurisée le dispositif en fin de journée ;
- Soit de lester le dispositif en fin de journée.

3.3. Préparation, acheminement des palettes et pose en toiture

- La grue doit se positionner au niveau du quai ; au droit de l'emplacement de pose de la palette, et changer d'emplacement pour convenir à la position de stockage en toiture.
- Les palettes doivent être stockées sur les pannes de charpente. Si la grue va suffisamment loin, 2 palettes non gerbées peuvent être posées sur la même panne.
- La position des pannes est marquée à la bombe de peinture par le sous-traitant responsable de la pose des modules. Sur la base des éléments à sa disposition (plans, DOE, NDC), l'équipe URBASOLAR valide les positions marquées.

***NB :** En cas de plan, DOE non disponible ou pas suffisamment clair, l'intervention d'un géomètre est vivement conseillée.*

Précisions :

- Nombre maximum de palettes à stocker simultanément par opération : 4
- Une nouvelle opération de levage ne peut être réalisée, que lorsque la dernière palette de l'opération de levage précédente est en cours de pose des modules qu'elle contient.
- Une fois la palette posée, elle doit être dépalettisée dans les quatre (4) heures qui suivent son levage ou être redescendue. De ce fait, il n'est pas autorisé d'acheminer les palettes en toiture en fin de journée.

APPENDIX 5

EN_CO_007_EN
V1 du 29/07/22

Welcome Booklet
Construction




The whole URBASOLAR team
welcomes you to the site

Document given to.....
Date
Signature.....

I. General presentation

Founded in 2006 and now a subsidiary of AXPO group, URBASOLAR is a French company, a major player in photovoltaics, headquartered in Languedoc Roussillon, Montpellier.

The company is responsible of the development, design, construction, maintenance, and operation of several types of power plants such as **ground-based power plants, floating power plants, photovoltaic greenhouses, parking canopies and roofs.**

Its international expansion allows the development of projects in Europe, Africa, and Asia.

1. Certificates

To ensure continuous improvement of its practices and to affirm its environmental commitment, URBASOLAR is certified under the ISO 9001, ISO 14001 and AQPV standards for a large part of its activities in France.

2. Management commitment

Our company's Quality Safety Environment policy is based on several objectives, whose main axes are:

- Anticipation of developments in the sector as well as **Innovation**
- The development of CSR culture
- Improving **environmental performance** and **working conditions**.

 URBASOLAR is a member of SOREN (formerly PV CYCLE), a non-profit association that recycles photovoltaic modules at the end of their life cycle.

II. Working in compliance with safety rules

To ensure your health and safety on site, here are some recommendations to apply

1. General instructions

- ✓ **Sub-contractor:** Respect of market parts guidelines (PGC, CCTP, CCAG...)
- ✓ For risk specific to your activities, rely on your company's PPSPS and Safety Coordinator guidance.
- ✓ **Visitors:** Follow the instructions of the project manager or URBASOLAR site manager.

2. Personal Protective Equipment

Any presence on site during the work phase is subject to the mandatory wearing of the following PPE:





Other PPE may be mandatory depending on the activity performed and the nature of the project

3. Main risks on our sites

The main risks encountered on our sites (depending on their nature) are the **risk of falling, the electrical risk, the risk of drowning and the risk of fire.**

4. Training / Accreditation

You must ensure that you are trained and empowered to carry out the tasks entrusted to you (job rescuer, driving equipment, heights, electricity, etc.)

Audits are regularly carried out to be in line with the regulations.

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III. Management of the environment 

Your presence on the site requires compliance with the laws and regulations concerning the protection of the environment. The following instructions must therefore be observed:

1. Instructions

- **Preservation of the environment** (compliance with decryption periods, compliance with site environmental measures)
- **Maintaining the site in a clean state** (compliance with waste sorting, limitation of dust emissions, storage, and cleaning of the workstation)
- **Pollution prevention** (retention)
- **Reaction to an accidental pollution incident** (use of pollution kits)
- **Prohibition of any type of release** to soil or water system
- **Limiting consumption** (water, electricity, etc.)

2. Waste Management

It is prohibited to:

- Burning waste
- Dispose of waste without ensuring it cannot become incandescent
- Burying even inert waste
- Not following the sorting policy put in place (recoverable waste, banal/hazardous waste).

Broken or damaged modules must be reported to the URBASOLAR Work Manager to be taken over by SOREN.

IV. How to react in case of emergency

1. Work accident

If you witness an accident:

Step 1: React by protecting the victim

Be quiet, do not move the victim or give him a drink. Protect the area to avoid an overaccident.

Step 2: Give the alert

Call for help (**15** for the SAMU, **18** for the Firefighters and **112** for the European emergency number). Notify a first aid rescuer present on site

Step 3: Rescue the victim

Use the pharmacy box or the emergency kit available in the base-life to provide first aid while waiting for the arrival of the rescue.

2. Accidental Spill

In the event of a product spill, a hose break, or a component of construction equipment:

- Have the appropriate PPE
- Remove any source of ignition from the area
- Stop spill if possible
- Contain and absorb spill with absorbent socks and kit available
- Collect waste generated and put it in a waterproof bag
- Inform your URBASOLAR referent



3. Waste Flight

- Ensure by storing the waste that it cannot fly away:
 - o Clean site areas regularly
 - o Dispose of waste in appropriate bins
- If it fly despite the actions above, try to remove them by checking the site and surroundings

4. Fire

Prevention

 Smoking is prohibited on site outside defined areas

FIRE PERMIT REQUIRED

For all work by hot spots (grinding, decoupling, welding, etc...)

Actions to be implemented in case of fire departure

1. Get to safety.
2. If you have been trained, attack the fire with the appropriate extinguisher
3. Call the Fire Department (**18**) as soon as possible.
4. Notify the URBASOLAR Site manager: _____
5. If no one from URBASOLAR is present or reachable, call our emergency number: 08.01.90.80.89 and indicate the project code: _____
6. Wait for the fire department. An electrician authorized by URBASOLAR will accompany them. He will provide assistance during the intervention of the firefighters to disconnect the elements as close as possible to the treatment of the fire and will note the damage at the end of the intervention.

APPENDIX 6

LIFTING PLAN

To be used for lifting loads such as cable drums, site facilities, electrical substations, waste containers, etc
To be completed jointly by Urbasolar/Axpo Group and the lifting company.

Urbasolar/Axpo Group

0. General informations

Nb project: _____

Lifting date: _____

Lifting location (exact address): _____

1. Load identification

Nominal weight of the load: _____

Dimensions (width, height, length): _____

2. Lifting Specifics

Presence of an obstacle in the lifting area: YES / NO

If yes: Height of the highest obstacle to be cleared: _____

If yes: Height of the highest obstacle to be cleared: _____

Distance between the load and the crane's outrigger point: _____

Ground/structure bearing capacity verified: YES / NO

3. Lifting Area

Sketch of the lifting area (path, equipment location, etc.) – Add a photo of the situation if possible

*Safety perimeter clearly marked**Emplacement et communication entre grutier et vigie*

Lifting company

1. Slings and Accessories

Types of slings and accessories required: _____

Accessories capacity: _____

Attachment method to be used: _____

2. Type(s) of Crane(s) / Lifting Equipment Used

Type, brand, and nominal capacity (SWL): _____

Boom length used: _____

Date of last periodic inspection: _____

Weather limits: wind, temperature, etc.: _____

3. Lifting Team

Names and roles of personnel:

. Name: _____

. Name: _____

. Name: _____

. Function: _____

. Function: _____

. Function: _____

. Certifications up to date: OK / NOK

. Certifications up to date: OK / NOK

. Certifications up to date: OK / NOK

Appropriate Personal Protective Equipment (PPE): **OK** / **NOK**

4. Lifting methodology

Detailed description of the lifting method: (Steps to follow and safety measures to be observed)

5. Communication

Means of communication between team members: (walkie-talkie, _____)

Visibility of the load and the landing area is mandatory