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Our goal is to offer our customers complete solar panel solutions that would help customers reduce their electricity bills and increase their independence from the energy market.



Internal rules of procedure and electrical safety requirements for the construction site of Smartecon OÜ (main contractor)

1. The working language of the construction site is Estonian. By agreement, other languages may be used at construction meetings parallel to Estonian. A person who speaks languages other than Estonian must make sure that they are understood unambiguously and correctly.
2. Work is supervised by the designated site manager or foreman. The site manager or foreman enters materials and resources delivered to the construction site into a responsibility accounting system and signs the accompanying documents. The foreman must be equipped with a mobile communication device, which allows them to be available to the main contractor throughout the working time.
3. Drawings and other information required for the work are provided by the representative of the main contractor.
4. The general working time on the site is 7:00–23:00. Each contractor specifies their working time limits in the list provided to security and the main contractor. Staying on the construction site outside this working time is prohibited or allowed only with a special permit. The special permit may be granted only by the main contractor.
5. Employees of the contractor are obliged to wear proper work clothing, safety helmets and other protective and safety equipment bearing their employer's distinguishing marks in accordance with the work carried out.
6. All contractors are obliged to report the number of workers and the nature of the work to the representative appointed by the main contractor every day.
7. The contractor cleans up litter and waste materials at the end of the working day and takes them to the designated location outside the building. At the end of the work, the contractor must clean up the workplace for the next contractor. Each contractor is responsible for the transportation of packaging and containers from the construction site. Transportation must take place no less than once per week.
8. Materials are stored by agreement with the main contractor and, where possible, for no more than a week's supply.
9. In the case of damage to finished structures, the cost of restoration is borne by the person who caused the damaged. The contractor is fully responsible for the maintenance and proper use of the tools and materials given to them for use.
10. All employees are obliged to refrain from acts that prevent other employees from performing their work duties.
11. A public toilet or public toilets have been set up on the construction site. Relieving natural needs in other places on the construction site is prohibited and punishable by a fine.
12. The contractor is obliged to immediately fit any openings and other hazardous structures with the barriers/covers required to ensure safety and mark hazard zones with the appropriate signs. Arbitrary removal of such barriers and signs is not allowed even when working in the zone.



13. The security personnel of the construction site and the main contractor have the right to check persons arriving to, staying on or leaving the construction site and the items they have with them to prevent theft.

14. In the case of issues on the construction site, their primary resolver is the representative appointed by the main contractor.

15. The construction site may be fitted with security cameras. Their purpose is to ensure round-the-clock surveillance of the site.

The representative of the contractor (the person responsible for the safe performance of work) is obliged to monitor and check that workers working under their supervision have received proper instructions before commencing work, that they have the required certificates of competence and that they have undergone the medical check required to perform the relevant work.

16. THE FOLLOWING IS FORBIDDEN ON THE CONSTRUCTION SITE:

16.1. Loitering in places not directly related to the performance of the duties assigned to employees;

16.2. Smoking at the workplace. Separate smoking places will be marked and designated, if necessary;

16.3. Consuming alcohol or narcotic substances and staying on the construction site while intoxicated;

16.4. Entry and parking of cars on the site without the permission of the main contractor;

16.5. Unauthorised persons staying on the site without reason.

ELECTRICAL SAFETY REQUIREMENTS FOR THE WORK SITE:

17. All contractors are responsible for the electrical safety qualifications of their employees, as well as for the compliance of the electrical equipment used by them with the current operating and safety rules.

18. Electrical tools and extension cords may be connected to the electrical system of the construction site only via the corresponding switchboard connectors (3-pin and 5-pin). Only flexible copper cables may be used. To power electrical tools, the contractor must use extension cords with a residual current circuit breaker.

19. Electrical capacities connected to distribution boards (single-phase more than 2 kW and three-phase more than 5 kW) must be previously approved by the electrical personnel of the site.

20. Assembly and demolition work near cable routes may be done with the knowledge of the organisation using the cables and the electrical personnel of the site and, if necessary, under their supervision. Notice of major works must be given two days in advance.

21. IT IS FORBIDDEN TO:

- connect equipment non-compliant with the operating and safety rules to the electrical system of the site (their use is discontinued);
- rearrange cables and switchboards by persons other than the electrical personnel;
- repair and replace fuses in switchboards;
- disconnect ground lines and cables;
- remove posters and cable protectors;
- use crowbars, picks, pneumatic hammers, angle grinders etc closer to cables than one metre; and
- go over electrical cables with lifts, trolleys and other means of transportation.

22. If the contractor repeatedly violates electrical safety requirements, the procedure is to:

- check the document certifying the electrical safety qualification of the person responsible for safety at work and the results of the electrical safety knowledge tests carried out on the employees of their company;



- prohibit the subcontractor from connecting electrical equipment to the electrical system of the site, if the aforementioned documents do not exist; and
- fine subsequent violations of electrical safety requirements in the amount of 500 euros per each violation.

23. Employees without marks distinguishing the company are not allowed to use electricity on the construction site.

If these rules are violated, the representative of the main contractor may fine the contractor up to 500 euros for each violation and, in exceptional cases, may also request the removal of the offending employee from the construction site.

These rules are in English and must be displayed in a visible location on the site.

