



SAFETY AND ENVIRONMENT

FOR THOSE WORKING ON THE SANDVIK INDUSTRIAL SITE IN SANDVIKEN





EMERGENCY NUMBER

+46 (0)26 26 10 00

- Tell us who you are, where you are calling from and what happened.
- State a reference location.
- Meet emergency vehicles at the specified reference location.

CONTENTS OF FOLDER	PAGE
POLICIES	4
REQUIREMENTS FOR ACCESS TO THE INDUSTRIAL SITE Access, SSG Entre, vehicle searches, entry for individuals	5-6
COMMON RULES prohibition of photography, pets, prohibition of smoking, drugs and alcohol, age limit	7
COORDINATION Coordination meeting, local safety information, coordination form	8-9
TRAFFIC Speed, idling, parking, pedestrians and cyclists, forklift trucks, traffic insurance	10-12
LIABILITY AND INSURANCE POLICIES Liability, insurance policies	13
MAP SHOWING REFERENCE LOCATIONS	14-15
ACCIDENTS AND EMERGENCIES Raising the alarm, reference location, evacuation, reporting of accidents	16-17
ALARMS Fire alarms, evacuation alarms, LPG alarms, oxygen level alarms, personal meters, VMA	18-19
FIRE SAFETY Fire prevention, hot work	20-21
PERSONAL PROTECTIVE EQUIPMENT General rules for personal protective equipment.	22
CONTRACT WORK Electrical and pipe connections, power cables, ground excavation and pumping, sewage	23
EXTERNAL ENVIRONMENT Noise, chemicals, dust and particles, waste	25-26
TELEPHONE NUMBERS TO REMEMBER	27

POLICIES

ENVIRONMENT, HEALTH AND SAFETY POLICY (EHS POLICY)

Sandvik has adopted policy regarding environment, health and safety. In these areas, Sandvik must:

- Protect the environment, including prevention of pollution from its activities.
- Strive to provide healthy and safe workplaces.
- Reduce injuries and illness, as well as offering health promotion activities to employees.
- Comply with or exceed applicable laws and requirements.
- Achieve continual improvement through promoting 'active, courageous and visible' EHS leadership and by developing a strong EHS culture and by developing and sharing of best practices throughout the company.

This policy is applicable to employees, hired labor and visitors to Sandvik facilities. The policy in its entirety can be viewed at home.sandvik.

DRUG POLICY

Sandvik has adopted a collective drug policy together with trade union organizations. This policy involves the following:

- Sandvik must be an alcohol- and drug-free work site.
- Everyone has an obligation to act if drug abuse is suspected in the workplace.
- Drug abuse must be prevented by means of information and education.

The objective is to eliminate the abuse and retain the staff member. Contractors engaged by Sandvik must review and comply with this drug policy.

REQUIREMENTS FOR ACCESS TO THE INDUSTRIAL SITE

SSG EDUCATION

All contractors and consultants performing work for or at Sandvik in Sandviken have to perform two mandatory web based courses. These are SSG Entré grundkurs and SSG Entré Sandviks industriområde in Sandviken.

More information in Swedish is available on the internet:

fmsandviken.sandvik/inpassering.

SSG Entre training is an industry-wide initiative and a prerequisite for access to the industrial sites of affiliated companies in Sweden. SSG Entre is valid for three years, after which time it is renewed by means of new training and certification. The training result is registered on a SSG Access card.

Contact SSG support if you have any questions about the SSG Entre:

- Telephone: +46 (0) 60 14 15 10
- Email: support@ssg.se
- Internet: www.ssg.se

CONTRACTOR PASSES

For admittance to the site, contractors needs an access card, issued by the contractors representative.

The access card is collected by the contractor in person from the Central Gate. The access card is personal and provides access to the site. The client will arrange necessary access rights to buildings for the period when work is to be carried out.

The access card must be returned to the Central Gate when the work is completed.

CONTRACTORS TRAINEES/APPRENTICES

The contractor bears full responsibility for compliance with the laws and regulations applicable to trainees and apprentices, what work they are permitted to do and supervision of trainees/ apprentices. SSG Entre is not required for trainees or apprentices who are subject to supervision.

VEHICLE SEARCHES

Drivers of vehicles are obliged to grant access to their vehicles for searching at the request of site security staff when driving on and exiting the industrial site. The driver must open/show the trunk and cargo bay in the vehicle himself.

INDIVIDUAL ENTRY

Everyone must register their personal access card on the card readers when entering and leaving the site. Visitors must be checked in and out via the visitor system.

COMMON RULES

The following rules are common for the entire site.

This folder contains an extract of the most important rules.

You can find all the information in Swedish at

fmsandviken.sandvik/regler.

PROHIBITION OF PHOTOGRAPHY

Photography and filming are generally prohibited on the industrial site. Photo permits are issued by the information officer at the relevant company.

PROHIBITION OF SMOKING

Smoking is prohibited at all premises.

PETS

Pets are not allowed on the site.

DRUGS AND ALCOHOL

The site is an alcohol- and drug-free work area. Passing on, being in possession of, or using alcohol or drugs or working under the influence of alcohol or drugs on the site is prohibited. This is also applicable to other Sandvik office operations and production facilities in Sandviken. Everybody is obliged to undergo the random drug tests which are carried out.

AGE LIMITS

Visitors must be aged 13 or over to be allowed to access the site. If visitors are minors (under 18), the visitor must also be accompanied by an adult during the visit.

Minors are not permitted to work at the site.

REPORTING THEFT

All thefts at Sandvik must be reported immediately to the Central Gate, telephone +46(0) 26-26 40 00.

COORDINATION

The work of contractors must be coordinated with other activities in order to create safe working conditions. This is done by means of a special coordination meeting before work commences. New coordination must take place in the event of replanning.

COORDINATION MEETING

The coordination meeting focuses on any risks involved in the work to be carried out and on coordinating the temporary work with the regular activities and surrounding area. It is important for the coordination meeting to be planned in plenty of time before work commences and for all participants to take responsibility for their part of coordination.

THE CONTRACTOR MUST:

- Contact the coordinator in order to book a coordination meeting. Contact details are available from the client.
- Take along conditions, instructions, and information on risks involved in the specific task (contractors own risk assessment for the planned work) to the coordination meeting.
- Notify its own staff and subcontractors of the risks, measures, rules, and decisions reviewed at the coordination meeting, if these people do not take part in the meeting.
- Request the approval of the client and coordinator to be allowed to engage any subcontractors.
- Comply with the instructions issued by the coordinator.
- Always carry out 'Safe Stops' where needed as well as address improvement suggestions and any shortcomings.
- Sign in and out whenever working at the site in accordance with the agreement made at the coordination meeting.

THE FOLLOWING RULES ARE APPLICABLE TO THE COORDINATION MEETING:

- The coordinator, the contractor, and any subcontractors must participate.
- A joint review must take place of local safety information for the work area.
- A work permit for works performed in common work areas are to be drawn up and signed by all persons concerned.
- A decision must be made regarding 'Safe Stops' which measures are required before work commences in order to intercept any new coordination risks or other risks involved with the work in the area.
- Decisions must be made on working hours, who is to carry out the work, and how people are to sign in and out.
- If work is to be performed where there is an electrical hazard (close to, next to or on), Sandvik's electrical operations manager, or someone designated by the electrical operations manager, must take part in the coordination meeting. Sandvik's Electrical Safety Guidelines and ESA Industri & Installation, edition 1 must be followed.

Coordination meetings for repetitive tasks, such as cleaning or recurring maintenance work, will be held at each work area when the assignment begins and every time the assignment is changed. If the work involves particular risks, a specified person must be contacted in plenty of time before work commences in order to check facts so that work can take place safely.

TRAFFIC

Special traffic rules apply within the industrial area. This document refers to the most important differences from the ordinary traffic rules. The local traffic regulations can be found in their entirety, in Swedish, online at fmsandviken.sandvik/regler.

There is a precautionary principle on the industrial area. This means that all road users (drivers, cyclists and pedestrians) are obliged to use precaution, be vigilant and drive slowly at all times. There are neither any priority roads nor a give way rule, which means you should never drive faster than that you are able to stop for other road users or obstacles at all times.

This approach is based on that everyone takes responsibility, shows consideration, interacts and is attentive. Everyone has an obligation to avoid incidents and accidents.

GENERAL INFORMATION

- The speed limit at the site is 30 km/h. Lower speed limits might occur.
- Hidden exits, indistinct areas and traffic coming out through gates are common within the site.
- Pedestrian, bicycle and vehicle traffic at loading areas and goods storage points is prohibited.
- Keep your distance and make sure that you are visible. Always use high-visibility clothing outdoors.
- Drivers of vehicles must immediately stop when ordered to do so by security guards or red lights, or when emergency vehicles are called out.
- Contractors vehicles must be clearly labeled with a company name/logo.
- Traffic violations will be recorded and may result in withdrawal of the vehicular access permit.



PARKING

Vehicles may only be parked in designated parking areas. Parking is prohibited elsewhere. Parking spaces are available with engine preheater sockets with free access, but designated parking spaces (service vehicles, company cars, visitors, disabled spaces, etc.) are intended for the users the signage tells. Visitor parking spaces are provided for internal and external short-term visitors, for part of the day.

Vehicles are not allowed inside buildings although a permission might be issued at the coordination meeting in exceptional cases.

PEDESTRIANS AND CYCLISTS

Pedestrians and cyclists move around on the site and cross roads. Be alert and try to make eye contact. Cyclists and pedestrians are always obliged to give way to vehicles when crossing roads. At marked crossings vehicles on the road have a similar obligation to be able to stop for people who have already started crossing the road. Designated foot paths, bike lanes and designated crossings must be used wherever possible.

FORKLIFT TRAFFIC

- Forklift traffic is very frequent.
- Show great consideration to forklift transports. Forklifts require space to operate – have foresight, keep your distance and make sure you are visible.
- Forklift trucks are heavily loaded with protruding cargo which have no warning signs.
- Forklift truck drivers generally have limited visibility, and it is important to remember that forklifts often require a long braking distance and sometimes have unsecured loads.

RAIL TRAFFIC

There are level crossings on site, and some crossings have no active barrier - stop, look, and listen. Rail traffic always has right of way.

CLEARANCE

Pipelines with for both risky and valuable media intersect roads at several locations on site. Clearance may vary.

TRAFFIC INSURANCE

Motor vehicles must have traffic insurance.

- Remember that forklifts and trains can appear very quickly and that these vehicles have a limited chance of stopping

LIABILITY AND INSURANCE POLICIES

RESPONSIBILITY

Sandvik accepts no liability for damage/injury beyond what is required according to mandatory Swedish law. No compensation will be paid by Sandvik for damage/injuries occurring due to the specific conditions which may prevail on the industrial site or which have been caused through negligence or by breaching applicable regulations.

Anyone bringing a vehicle onto the industrial site must be aware that the risk of damage due to factors such as falling industrial dust or metal shavings or other objects being dropped which may cause damage to – for example – car paintwork, windows, and tires is considerably greater than off the industrial site. No compensation will be paid by Sandvik for damage to vehicles outside designated areas and caused by the specific conditions prevailing on the industrial site.

Compensation may be paid by Sandvik for any damage to vehicles on the Sandvik industrial site only if the damage has been caused during a work element linked with the assignment which the contractor has been engaged to implement.






The contractor must compensate Sandvik for all damage caused by the contractor to Sandvik or a third party when carrying out work at Sandvik.

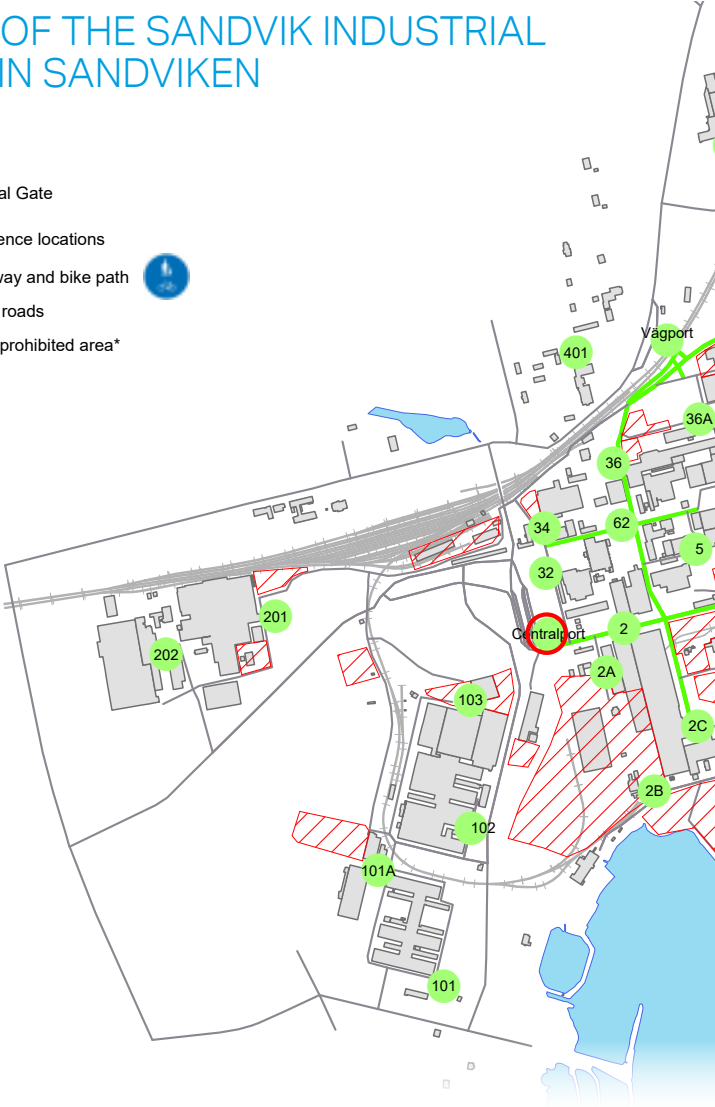
INSURANCE POLICIES

Contractors working for Sandvik must have the following insurance cover as a minimum in order to cover their liabilities:

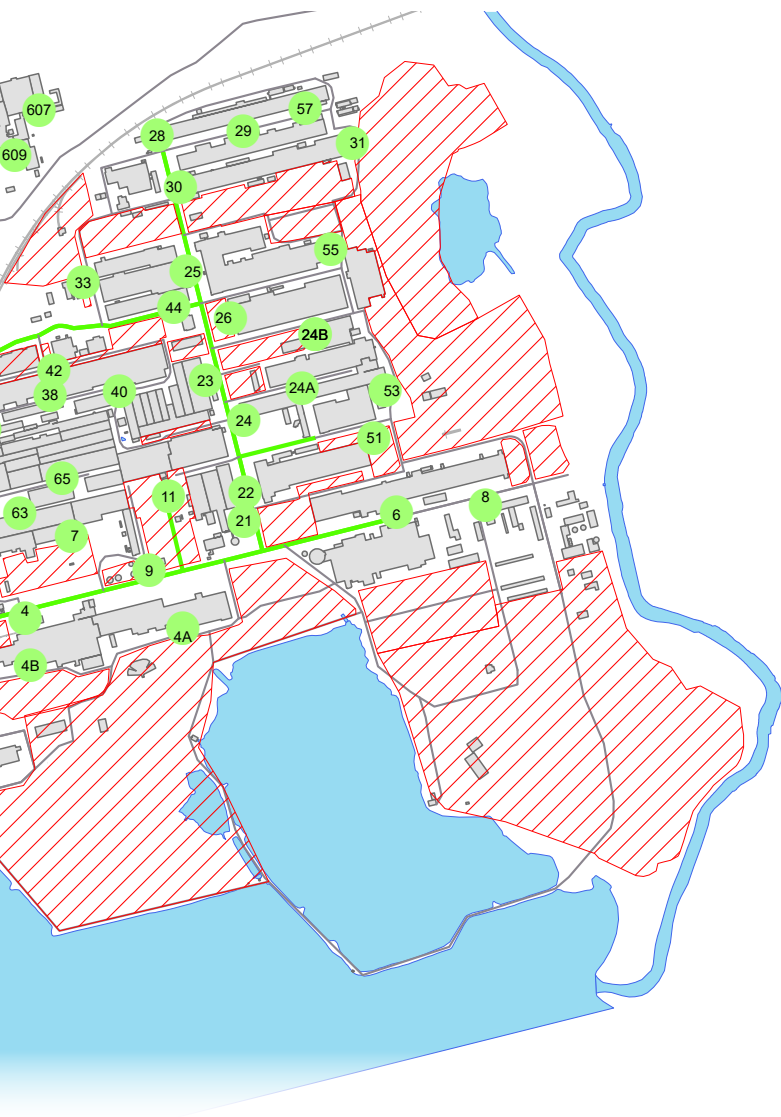
- Liability insurance must cover general liability and product liability.
- Liability insurance must be applicable to the work being carried out by the contractor.
- The sum insured must be at least SEK 25,000,000.
- The insurance policy must cover property liability.
- Security insurance for occupational injuries (TFA) or equivalent insurance for own and hired staff.

MAP OF THE SANDVIK INDUSTRIAL SITE IN SANDVIKEN

-  Central Gate
-  Reference locations
-  Walkway and bike path
-  Other roads
-  Lokal prohibited area*



* Pedestrian, cycle, and vehicle traffic at loading sites and material stockyards is prohibited if it is not necessary for carrying out the work.



© Copyright Sandvik AB



ACCIDENTS AND EMERGENCIES

ALARM

Call: +46 (0)26 26 10 00

Your call will be routed to the Central Gate, which will connect the call to the emergency services. Note that this may take a few seconds. Do not hang up!

- Say who you are, where you are calling from, and what has happened.
- State your nearest reference location.
- Make sure that somebody meets the emergency vehicles at the reference location you specified.

TIP: Save the emergency number on your cell phone with the contact name "Sandvik emergency number".

REFERENCE LOCATIONS

A reference location is the place which the emergency vehicles will attend in the event of an emergency.

These reference locations are marked with green signs bearing a number, plus a red light above, and they are marked on the map in the centerfold of this folder.



Everybody is obliged to find out which reference location is nearest to the area where they are.

EVACUATION AND ASSEMBLY

For fast, safe evacuation, everybody must follow instructions for:

- Evacuation routes, fire escapes/ emergency exits
- Assembly points
- Visual and audible alarm signals
(p. 16–17)



Evacuation plans are posted up on premises. Make sure an evacuation strategy has been devised for each task planned.

REPORTING OF ACCIDENTS AND INCIDENTS

Accidents and incidents must be reported immediately to your own supervisor and your coordinator.

- Prevent accidents by always reporting accidents and incidents, as well as observed risks.

ALARMS

There are several different types of alarm at the industrial site. Most alarms are linked to Sandvik's own alarm center, which alerts the relevant resources. Alarms are often supplemented with signs which explain what they relate to.

FIRE ALARMS

Are present throughout or in parts of many workshop premises and office premises. These alarms can be triggered automatically by heat and smoke, or manually by means of special red alarm buttons. When an alarm is triggered, a signal sounds at regular intervals together with a red light. Evacuate the premises and go to an assembly point.

EVACUATION ALARMS

Triggered automatically via the fire alarm or manually via separate green alarm buttons, marked "Utrymningslarm" (Evacuation alarm). This alarm signal is similar to the fire alarm signal. Evacuate the premises and go to an assembly point.

LPG ALARMS (LIQUIFIED PETROLEUM GAS)

Are present in many of the workshops. When an LPG alarm is triggered, audible and visual signals are activated and safety valves shut off the LPG supply.

- **LOW ALARM:** Yellow pulsating light (rotating light) and audible signal with a steady or pulsating tone from a small siren.
Action: As per the instructions issued during the coordination meeting.
- **HIGH ALARM:** Red pulsating light (rotating light). Straight blasts from a powerful compressed air siren or electrical equivalent.
Action: Immediate evacuation to an assembly point.

OXYGEN LEVEL ALARMS

Alarms providing warnings of low oxygen levels are installed on a number of the company's premises. These alarms are supplemented with carbon monoxide detection in some locations.

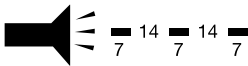
- **LOW ALARM:** Blue flashing light.
Action: As per the instructions issued during the coordination meeting.
- **HIGH ALARM:** Blue flashing light and siren.
Action: Immediate evacuation of the location in question.

PERSONAL GAS METERS

Personal gas meters must be used as a supplement to the permanent alarms if there is any risk of asphyxiant, toxic, or explosive gases. Information on where meters are to be carried is provided at the coordination meeting.

EMERGENCY POPULATION WARNING, VMA

This signal consists of a 7-second tone followed by 14 seconds of silence. This alarm continues for at least 2 minutes.

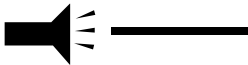


WHEN YOU HEAR THIS SIGNAL, YOU MUST:

- Go indoors.
- Close all doors and windows, along with the ventilation.
- Listen to the radio, P4 in the first instance.

HOW WILL I KNOW THAT THERE IS NO FURTHER DANGER?

The emergency warning signal is followed by the "All clear" signal, which lasts 30–40 seconds.



These signals are tested at 3 pm on the first working Monday in March, June, September and December.

OTHER ALARMS

Some areas use other types of alarm for entry into buildings or to warn people of chemicals or other hazards. Information on alarms and expected measures is provided at the coordination meeting.

FIRE SAFETY

The site have a program for systematic fire prevention which aims to reduce the risk of fire breaking out and minimizing the consequences should fire break out. If you work on the site, you must take responsibility for your own safety and comply with the fire safety rules.

If you have questions about fire safety you can contact our fire service for advice or support . The Fire Service can also switch off parts of fire alarm systems. The fire officer on duty can be contacted by calling +46(0)26-26 90 00.

EVACUATION

Evacuation routes must always be kept clear. You must find out where the nearest evacuation route and alternative evacuation routes are before starting work.

FLAMMABLE GOODS

Only the daily use of flammable liquids and gases required may be stored indoors. Larger quantities must be stored outdoors or in a self-contained fireproof area.

All temporary storage of fuel (diesel, gasoline or other flammable goods) must be approved by the client and the director of flammable goods.

HOT WORK

The industrial site applies the regulations of the Swedish Fire Protection Association (SBF). This means that before starting hot work in a temporary work area, a permit officer for hot work must work together with the person carrying out the hot work and a fire watch to review the Permits and Control List. This review must take place at the location where the work is to be carried out. When the necessary measures have been taken to achieve sufficient safety, the permit can be issued.

Hot work must not be carried out in work areas where fire risks cannot be eliminated or controlled reliably.

All involved parties, the issuer, the hot worker and the fire watch must have valid certificates issued or approved by SBF or Svebra. The hot worker is responsible for ensuring that there is sufficient extinguishing equipment at the work area in question.

Information on who the permit officer is for the area in question will be provided at the coordination meeting. The Fire Service can be contacted for permit issuing in the event of urgent out-of-hours work.

REMEMBER

- Gas bottles must be stored in a designated location or outdoors when not in use.
- Find out where the nearest fire hydrant is located before starting work.
- Contact Sandvik Fire Service on +46(0)26-26 90 00 for enabling and disabling fire alarms and/or extinguishing systems during hot work.



PERSONAL PROTECTIVE EQUIPMENT

Everyone is obliged to comply with the local safety rules and regulations applicable at the work site and which are issued by the client or coordinator.

GENERAL RULES FOR PERSONAL PROTECTIVE EQUIPMENT

Everyone is responsible for having the necessary protective equipment. All protective equipment used must bear the CE label.

HELMETS MUST ALWAYS BE WORN (APPLICABLE TO SMT IN SANDVIKEN):

- When lifting and transporting equipment is used 3.5 meters above ground, or higher.
- When people work above each other at different levels, or if the work involves other risks that could lead to head injuries.

OTHER PERSONAL PROTECTION:

- Protective footwear is compulsory on all production premises.
- Hearing protection must always be worn if the daily noise level exceeds permitted limits: see signs on the premises.
- Eye protection (goggles or visors) is required in work areas where there is a particular risk of eye injuries, see the signs.
- When working outdoors, high-visibility clothing of a minimum safety class 2 in accordance with EN ISO 20471 must be worn.

The need for further protective equipment is assessed at each work area for the work to be carried out.



CONTRACTOR WORK

ELECTRICAL AND PIPE CONNECTIONS

Contractors are not entitled to make connections to Sandviks pipe systems without agreement with the site owner. This is also applicable to electrical work.

POWER CABLES/ELECTRICAL WORK CLOSE TO ELECTRICAL HAZARDS

When carrying out construction work and/or other work near to power cables/electrical hazards, the electrical manager for the production area must be contacted.

When working near to electrical systems over 1000V, it is necessary to get in touch with Power Distribution on +46(0) 26-26 45 00.

GROUND EXCAVATION AND PUMPING

Excavation permits are required for groundwork (excavation, drilling, piling, etc.). The contractor must check that an excavation permit exists for planned groundwork and comply with restrictions specified in the permit (e.g. handling of soil, pit distance from pipes). The practitioner must also ensure that no damage is done to pipes, power cables, etc. which may be in the ground.

If you have any queries, contact gravtillstand@sandvik.com.

Be aware that the soil and water may be contaminated.

The quantity of water and contamination content must be assessed prior to pumping. Contaminated water may require treatment. Contact environment staff at Sandvik Materials Technology on +46(0) 26-26 46 25 for assessment before starting work.

SEWAGE

There are three sewage systems on the industrial site:

- Sanitary sewage from staff rooms, toilets, etc.
- Acidic and alkaline sewage (wastewater from pickling in the first instance).
- Stormwater and cooling water sewage (precipitation and cooling water from processes).

Wastewater produced during cleaning must not be diverted to the sewage system. The same is true of hazardous waste (liquids). These waste liquids must be collected and processed separately. Contact the waste contractor on +46(0) 26-26 33 99.

EXTERNAL ENVIRONMENT

Incidents/accidents which may harm the environment must be reported immediately to environment staff at Sandvik Materials Technology on +46(0) 26-26 50 59.

NOISE

The site operations are restricted by guideline values for noise in the surrounding area. Particularly noisy work such as crushing, chipping and piling must be reported to environment staff at Sandvik Materials Technology before work commences.

CHEMICALS

The contractor must:

- Submit to Sandviks central chemicals coordinator a list of the chemicals that will be used.
- Await approval of chemicals before bringing chemicals onto the site and using them.
- Make sure that safety data sheets are close to hand when chemicals are used for work.
- Store and manage chemicals in a manner which prevents spills and leakage.

If you have any queries, contact Sandviks central chemicals coordinator on +46(0) 26-26 05 14.

DUST AND PARTICLES

Dusty activities must be avoided as far as possible.

WASTE

Contractors are obliged to remove all waste they generate by their job and remove it from the site (leftover materials and chemicals brought in by the contractor).

Waste generated by companies established at the site must be sorted at the source (for example during tear down and maintenance). The waste should be sorted at local collecting centers, alternatively in containers specially ordered for the work.

For more information on waste sorting in addition to what is specified in the following spread, get in touch with your local contact for waste sorting (Available at the recycling station) or the waste contractor on +46(0) 26-26 33 99.

HAZARDOUS WASTE

All hazardous waste must be sorted at a local recycling center, or in containers specially commissioned for the work. Containers with hazardous waste must be clearly marked with:

- "Farligt avfall" (Hazardous waste)
- Description of the contents, such as "waste oil".
- Descriptions according to the waste sorting manual, alternatively consultation with the waste contractor.
- Identification of the department that was point of origin (ex SVVÄ).

Ensure at the coordination meeting on how to manage, sort and mark respective waste fraction after performed work.

For more information about recycling than what you can find in the following pages, please contact the local contact for sorting (available at the recycling station) or the waste contractor, phone +46(0) 26-26 33 99.

NON-HAZARDOUS WASTE

All non-hazardous waste should be sorted at the local recycling center or in containers specially commissioned for the work.

Ensure at the coordination meeting on how to manage, sort and mark respective waste fraction after performed work.

Contact the local contact for sorting (available at the recycling station) or the waste contractor, phone +46(0) 26-26 33 99.

TELEPHONE NUMBERS TO REMEMBER

IN ALPHABETICAL ORDER

TELEPHONE

Sandvik Materials Technology work environment staff	+46 (0) 26-26 50 28 +46 (0) 26-26 50 96
Waste disposal	+46 (0) 26-26 33 99 +46 (0) 26-26 44 99
Central Gate	+46 (0) 26-26 40 00
Power Distribution	+46 (0) 26-26 45 00
Facility Management, customer support	+46 (0) 26-26 14 00
Emergency number	+46 (0) 26-26 10 00
Media supply – gases, compressed air, steam, oil, acid.....	+46 (0) 26-26 42 87
Environment staff (Sandvik Materials Technology)	+46 (0) 26-26 46 25 +46 (0) 26-26 50 59
Sandvik AB central office	+46 (0) 26-26 00 00
Sandvik Utbildnings AB (SUAB)	+46 (0) 26-26 50 00
Taxi	+46 (0) 26-27 40 00
Teknikutbildarna, reception	+46 (0) 26-23 57 00
Fire officer on duty.....	+46 (0) 26-26 90 00
Transport	+46 (0) 26-26 40 04
Water and sewage	+46 (0) 26-26 42 87 +46 (0) 26-26 43 65
Water and treatment plant	+46 (0) 26-26 33 87

Opinions on this folder can be emailed to
david.hagstrom@sandvik.com.

