

Safety and environment

For everyone working at Sandviken Industrial Park.

Sandvikens
Industripark



Emergency number

+46 26 426 10 00

- Give your name, state where you are calling from and what has happened.
- Indicate the reference location.
- Meet emergency vehicles at the designated reference location.

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Conditions for access to the Industrial park

SSG Safety

All workers, including consultants and contractors, must have completed two courses from SSG before they can work at Sandviken Industrial Park. These two courses are **SSG Entré safety** and **SSG Entré Sandviken Industrial Park**. For more information, please visit fmsandviken.alleima.com/inpassering.

SSG Entré safety is an industry-wide prerequisite for gaining access to associated companies sites in Sweden. The training is valid for three years, after which it needs to be renewed with follow-up training and certification.

For questions about SSG Entré safety, please contact SSG's customer support:

- Phone: +46 60 14 15 10
- Email: support@ssg.se
- Website: www.ssg.se

Access cards for contractors and consultants

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

The access card is collected by the contractor in person from the main gate. The access card is personal and provides access to the industrial park. The purchaser 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 main gate when the work is completed.

Contractors trainees/apprentices

The contractor is fully responsible for compliance with laws and regulations applicable to trainees and apprentices, for the work that they may perform and for supervising the trainee/apprentice. SSG training is not required for trainees or apprentices under supervision.

Vehicles

Drivers must, if requested by security personnel, allow their vehicle to be searched when entering, travelling within or leaving the industrial park. Drivers are responsible for opening the vehicles luggage and cargo area.

Individual access

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

Code of conduct

The code of conduct applies to the entire industrial park.

The list below is a summary of the most important rules.

The full text can be found at fmsandviken.alleima.com/regler

- It is forbidden to film or take photos at the industrial park. Photo permits can be issued once training is complete. It must be possible to confirm photo permits on request.
- Smoking indoors is forbidden.
- Pets are not permitted at the industrial park.
- The industrial park is an alcohol- and drug-free workplace. It is forbidden to distribute, possess, use or work under the influence of alcohol or drugs at the industrial park. Everyone has to consent to drug tests.
- Visitors must be at least 13 years old.
- Any theft in the industrial park must be reported immediately to the main gate, phone +46 26 426 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.

Traffic

Special traffic rules apply at the industrial park. This document outlines the main differences compared to the general traffic rules. The local traffic rules can be found in full at fmsandviken.alleima.com/regler.

A precautionary principle applies.

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 relies on each road user taking responsibility, showing consideration, interacting and paying attention.

Everyone has an obligation to avoid incidents and accidents.

General information

- The upper speed limit is 30 km/h. Lower speed limits might occur.
- Concealed exits, indistinct areas and traffic entering and exiting via gates are common.
- Pedestrian, cycle and vehicle traffic are forbidden at loading sites and materials storage areas.
- Keep your distance and make sure you are visible. Always use high-visibility clothing outdoors.
- Drivers must stop immediately if requested to do so by guards, red lights or emergency vehicles.
- Traffic violations will be registered, and may result in suspension of the site driving permit.



Parking

Vehicles must only be parked in the designated parking areas. Parking is otherwise prohibited. There are parking spaces with freely available engine heating sockets, but designated parking spaces (service vehicles, company vehicles, visitors, disabled spaces, electric vehicle charging points, etc.) are provided for designated users. 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

Traffic in form of pedestrians and cyclists may cross roads. Be vigilant and make eye contact. When they do so they must give way to vehicles. However, at marked crossing points, vehicles must give way to other road users who have already begun to cross. Pedestrian and bike lanes must be used where possible.

Heavy goods traffic

- Heavy goods traffic is very common in the area.
- Pay close attention to heavy goods transport vehicles. Give them plenty of space. Be proactive, keep your distance and make sure you are visible.
- Forklift trucks are heavily loaded with overhanging 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 breaking distance and sometimes have unsecured loads.

Railway traffic

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

Clearance

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

Motor insurance

Motor vehicles must have traffic insurance.

Be aware that trucks and trains can appear very quickly and these vehicles have a limited chance of stopping.

**Damage to vehicles**

Holders of a vehicle entry permit must be aware that the risk of vehicle damage due to industrial dust, metal shavings or objects that may cause damage to vehicle roofs, windows and tyres is significantly greater than outside the industrial park.

Compensation is not normally paid for this type of damage. To claim compensation for damage, you will need to contact the company that caused the damage.

Accidents and emergencies

Emergencies

Call: +46 26 426 10 00

The call goes to the main gate, they will ensure that emergency services are alerted, for example the fire brigade or ambulance service.

- Give your name, state 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.

Reference location

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

Evacuation plans are posted in every building. Ensure that there is an evacuation strategy for each planned work operation.

In the event of evacuation, make your way to the nearest assembly point as quickly and safely as possible.



Reporting accidents and incidents

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

! Prevent accidents by always reporting incidents and observed risks.

Alarms

There are several types of alarm at the industrial park. Most alarms are linked to our alarm centre, which alerts the relevant emergency services. Alarms are often supplemented with signs which explain what they relate to.



Fire alarm

Are installed in many workshops and offices. The alarm is triggered automatically by heat and smoke, or manually using a red alarm button. When an alarm is triggered, an audible signal sounds at regular intervals along with a red light signal. Evacuate the premises and make your way to the assembly point.

Evacuation alarm

Triggered automatically via the fire alarm or manually using the separate green alarm buttons marked "Evacuation alarm".

The alarm signal is similar to that of the fire alarm.

Evacuate the premises and make your way to the assembly point.

LPG Alarms (Liquified petroleum gas)

Installed in many workshops. In the event of a gas alarm, light and audible signals are triggered and safety valves shut off the gas.

- **LOW ALARM:** Amber flashing (rotating) light and audible signal with a steady or pulsed tone from the smaller siren.

Action: As per the instructions provided at the coordination meeting.

- **HIGH ALARM:** Red flashing (rotating) light. Steady tone blasts from a powerful compressed air siren or similar electrical device.

Action: Immediate evacuation to the assembly point.

Oxygen level alarm

Low oxygen level alarms are installed in several locations. In some places, these alarms also have carbon monoxide detectors.

- **LOW ALARM:** Blue flashing light.

Action: As per the instructions provided at the coordination meeting.

- **HIGH ALARM:** Blue flashing light and siren.

Action: Immediate evacuation of the relevant area.

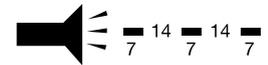
Personal gas meters

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.

Important public announcement signal (VMA)

The signal consists of a 7-second tone

followed by a 14-second silence.

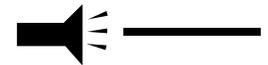


When you hear the signal, you must:

- Go indoors.
- Close all windows, doors and ventilation systems.
- Listen to the radio - preferably P4.

How will I know when the danger is over?

The signal will be followed by an "all clear",



which is a 30-40 second signal.

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

Systematic fire protection measures are implemented at the industrial park in order to reduce the risk of fire and to minimise the consequences of fire should it occur. Everyone working at the industrial park must take responsibility for their own safety and follow the applicable fire safety rules.

If you have questions about fire safety you can contact our fire brigade for support. The fire brigade may also shut down parts of the fire alarm systems. On-duty fire officers can be contacted on +46 26 426 30 00.

Evacuation

Evacuation routes must be kept clear at all times. Identify the nearest alternative evacuation route before starting work.

Handling 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 Swedish Fire Protection Association's hot work regulations are applicable at the industrial park. 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 brigade can be contacted for permit issuing in the event of urgent out-of-hours work.

Remember

- Gas bottles must be stored at the designated location or outdoors when not in use.
- Find out where the nearest fire hydrant is located before starting work.
- Contact the Fire brigade on **+46 26 426 30 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. The required type may vary. Please contact your coordinator to ensure that you have the correct equipment, check and follow local signs.

General rules for personal protective equipment

Your employer is responsible for ensuring that you have the necessary and correct personal protective equipment for the work being performed. All personal protective equipment used must be CE marked.

High-visibility clothing

Everyone must wear high-visibility clothing with at least protection class 2 in line with EN ISO 20471 when being outdoors.

Common requirements

- Safety helmet. Usually required where lifting and transport equipment are used, when people are working above each other on different levels or in the presence of other work hazards that could lead to head injuries.
- Protective footwear in workshops.
- Hearing protection if the daily noise level exceeds the permitted limits.
- Eye protection, safety goggles or visors are required at work sites where there is a particular risk of eye damage.
- Everyone must wear high-visibility clothing with at least protection class 2 in line with EN ISO 20471 or EN 17353 class AB when being outdoors.



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 may not make connections to pipes or electrical installations without permission from the plant owner.

Electrical wiring work near electrical hazards

Contact the production area's electrical manager before carrying out construction or other work near electrical wiring or electrical hazards.

When working near an electrical installation above 1000 V, contact the power distribution company on +46 26 426 45 00 before starting work.

Ground excavation and pumping

An excavation permit is required for earthworks such as excavation, drilling and pile driving. The contractor must ensure that there is an excavation permit for planned earthworks, and comply with any restrictions indicated in the permit. Restrictions may relate to soil handling and excavation distance from pipes.

The operator must also ensure that existing underground installations, such as pipes and electrical cables, are not damaged. For any questions, please contact gravtillstand@alleima.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 Alleima's environmental department on +46 70 616 05 67 or +46 70 616 16 35 for an assessment before starting work.

Sewage

There are three sewage systems at the industrial park:

- Sanitary sewage from staff rooms, toilets, etc.
- Acid and alkaline sewage (e.g. wastewater from pickling facilities).
- Storm and cooling water sewage.

Wastewater from cleaning operations must not be discharged to sewage systems. This also applies to hazardous liquid waste.

Waste liquids must be collected and processed separately.

Contact the waste contractor on +46 26 426 33 99.

Environment

Incidents and accidents that may affect the environment at the industrial park must be reported immediately to environment department at Alleima on +46 70 616 05 67 or +46 70 616 16 35.

Noise

The site operations are restricted by guideline values for noise in the surrounding area. Particularly noisy work such as crushing, chipping and pile driving should be reported to Alleimas environmental department before the work starts.

Chemicals

Contractors bringing chemicals into the industrial park must:

- Submit the list of chemicals to be used to the chemical coordinator at the company where the chemicals will be used.
- Await approval of chemicals before bringing chemicals onto the site and using them.
- Make sure that safety data sheets are close at hand when chemicals are used for work.
- Store and handle chemicals in such a way as to avoid spills and leaks.

Dust

Dusty operations should be avoided as far as possible.

Waste

Waste generated during construction work must be disposed of in accordance with the purchasers instructions. Decide during the coordination meeting how each batch of waste will be handled, sorted and labelled once the work is complete.

Waste from companies based at the industrial park must be waste sorted at the local environmental station or in specially ordered containers.

For more information on waste sorting, please visit our website, fmsandviken.alleima.com/sortering. You can also contact the person responsible for local waste sorting at the environmental station or the waste contractor on +46 26 426 33 99.

Hazardous waste

All hazardous waste must be waste sorted at the local environmental station or in specially ordered containers.

Hazardous waste containers must be clearly labelled with:

- "Farligt avfall" (Hazardous waste).
- Description of the contents as indicated in the waste separation handbook or the designation given by the waste contractor.
- The company, department or project to which the waste belongs.

For more information, please visit our website, fmsandviken.alleima.com/sortering or call the waste contractor on +46 26 426 33 99.

Useful phone numbers

	Number
Waste handling	+46 26 426 33 99
Main gate	+46 26 426 40 00
Power distribution company	+46 26 426 45 00
Facility Management, customer support	+46 26 426 14 00
Emergency number	+46 26 426 10 00
Environmental department (Alleima)	+46 70 616 05 67
	+46 70 616 16 35
Sandvik AB main switchboard	+46 26 26 00 00
Alleima main switchboard	+46 26 426 00 00
Taxi	+46 26 27 40 00
On-duty fire officers	+46 26 426 30 00
Transport	+46 26 426 40 04
Water and wastewater treatment	+46 26 426 33 87

Facility Management, part of Alleima AB, is responsible of the content. Facility Management is responsible for buildings, infrastructure, media and services shared by several companies at Sandviken Industrial Park. If any questions on the content contact david.hagstrom@alleima.com.

Sandvikens Industripark