

INSTRUKTION

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Instruction for Contractors and Suppliers performing work at Customers production premises

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1. General

1.1 Before the contractor/supplier can begin work, the works manager is responsible for contacting the person responsible for co-ordination at the customer's premises or the co-ordinator/contact person appointed by the customer for each task.

In connection with the handing over of *locally adapted "Conduct & work environment regulations"*, the contractor/supplier must, with the aid of the contact person, be appraised of the contents of this document.

1.2 The contractor/supplier may not begin work until s/he has familiarised themselves with the safety regulations concerning order, fire and employee safety that apply at the worksite. This also applies to regulations regarding the external environment. Information may be obtained from the contact person. Without it being expressed here, the regulations contained in laws and ordinances and those issued by the authorities which concern prevention of ill-health and accidents and damage to the external environment shall be observed and followed.

The contractor/supplier must supply the person responsible for co-ordination at the customer's premises with the name(s) of the work managers and inform these persons of their responsibilities as regards protection, safety and the external environment.

The contractor's employees must have completed the safety education "SSG Entre Basic course Sweden" and "SSG Entre Holmen Iggesunds Bruk". A valid SSG Access Card must always be presented together with your personal identification.

1.3 It is incumbent on the contractor/supplier to inform his/her staff of the rules in force and to ensure compliance. This responsibility is not diminished even if the contractor/supplier uses sub-contractors for all work.

1.4 In matters concerning protection and safety, and the external environment, the contractor/supplier shall cooperate with other contractor(s)/supplier(s) and with the customer's own organisation.

1.5 Before taking any **electrical equipment** onto the customer's industrial premises, the contractor/supplier shall ensure that this equipment satisfies the rules and safety requirements in force. In the case of the cellulose/board factories, it devolves on the contractor/supplier to become familiar with the rules in force (Iggesund Bruks electrical standards – ES 011-2), as well as ensure compliance with these rules while the electrical equipment is on the premises.

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2. Work Supervision Responsibility

The contractor/supplier always retains work supervision responsibility for his/her own personnel. Upon agreement with the customer, it is possible, however, for the contractor/supplier to transfer this responsibility to the customer for specific projects. Such shifts in responsibility must always be confirmed in writing before the work begins.

3. Insurance Policies

3.1 Any contractor/supplier carrying out work for Iggesund is legally responsible for any damage liability arising from personal injury or property damage on the job. This responsibility extends to all contractor/supplier employees, permanent or temporary. The contractor/supplier shall carry responsibility insurance to cover his/her damage liability.

3.2 In the absence of agreement to the contrary the sum insured shall be at least MSEK 50.000.000 or corresponding in your currency for personal injury and property damaged combined.

3.3 The name of the insurance company, the policy number and the coverage shall be reported to the customer.

4. Safety and Protection

4.1 Every employer is responsible for the safety of his/her own employees at the worksite. The party responsible for co-ordination of measures to protect against sickness and injury while at the worksite shall ensure that all such protective measures are co-ordinated and shall inform all employers at the worksite of any regulations s/he may issue for this purpose. Any party without co-ordination responsibility must follow all regulations and ensure that his/her employees comply also.

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4.2 Safe Stop routine

The Safe Stop routine should be applied to all temporary work performed in work equipment risk areas. It includes all the actions, both human, technical or organizational, which is done to prevent unexpected (unintentional) start of work equipment or processes.

The routine includes all forms of energy, such as electricity, hydraulics, pneumatics, mechanical energies, steam, gases and radiation.

All personnel categories are covered, e.g. production, maintenance and contractors.

Everyone who performs or participates in any action on the work equipment must register at the workplace.

Before starting work on work equipment, the following must be performed:

- Risk inventory of the work is performed and documented by the Contractor who also reports this to the customer.
- Risk assessment of the work is carried out by the customer and the necessary safety measures are taken.

When the routine is not followed, an individual or a contracting company may suffer a penalty. The penalty can be a written warning and in case of repeated deviations (violations) against the routine repositioning of the person. In the long term, the termination of a person or a contracting company may be relevant.

If something is unclear, the ordering coordinator should be contacted.

4.3 Drug-affected persons are under no circumstances allowed within the customer's production sites. Suspected drug-affected persons should immediately be taken care of by the contractor's management. If the suspected person wants to prove his sobriety, there are alcometers available in the reception.

The customer also has the right to carry out random checks for drugs. Persons who use drugs must not work within the company and in case of suspicion of drug use, urine samples may be taken. People who show positive test results from drug / alcohol tests are immediately banned from the company for one year.

The contractor / supplier must inform themselves about the company's drug policy.

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4.4 Personal protective equipment

For work or stay at the workplace, the following rules apply, which are **mandatory** year-round.

Helmet	Always
Safety shoes	Always
Ear protection	When ordered, always in production facilities
Goggles	Always
Visibility clothing	Class two on the upper body in the entire factory area
Working-clothes	Always in contractor work and according to risk assessment
Gas meters (H₂S, ClO₂)	Always at Pulp Lines, Recovery Plant, Chemical Plant, External Waste Water Treatment
Escape mask	Always at Pulp Lines, Recovery Plant, Chemical Plant, External Waste Water Treatment
Eye shield	When ordered
Gloves	In case of injunction there is or according to risk assessment

The responsibility is the responsibility of the contractor / supplier to provide personal protective equipment as above for his staff.

4.5 The contractor/supplier is also responsible for supplying his/her employees with whatever personal protective equipment the job requires.

4.6 Prior to operation of equipment borrowed from the customer, including such items as lifting devices, lifting tools and transport devices, it is the responsibility of the contractor/supplier to ensure that the equipment will be used for the intended purpose and in the right way. For additional information, contact the person responsible for co-ordination at the customer's premises.

4.7 Whenever the contractor/supplier or his/her employees use the customer's lifts, telfers, traverses, cranes and the like, he must follow the instructions carefully. For additional information, contact the person responsible for co-ordination at the customer's premises.

4.8 Procedures for lifting with mobile cranes or truck cranes must be observed and obeyed. The contractor is responsible for making inquiries about the content of the lifting procedures.

4.9 It is forbidden to stack materials so that there is a risk of items falling or the stack collapsing.

4.10 All vehicles must be inspected. The same rules as in the society in general.

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4.11 At an incident, a report must be done immediately and a copy of the report must be sent to the worksites head safety representative.

The same procedure applies when a fire occurs.

4.12 If a contractor/supplier for some reason has to drive by car within the facilities at Iggesunds Bruk, a warning lamp must be mounted on the vehicle roof.

5. Fire safety regulations, Hot jobs

5.1 All parties shall work together to prevent fires.

- The contractor shall be provided with a copy of the "Safety regulations for doing Hot Jobs".
- Both the supervisor and the actual operator involved in Hot Jobs must have completed SBF training or the equivalent and have presented the appropriate certificate.
- The contractor project manager shall sign the "Safety compliance agreement for doing Hot Jobs" after inspecting the worksite. The contractor shall show proof of insurance of at least MSEK 50.000.000 or corresponding in your currency.
- The contractor supervisor (and any operator) shall sign the Hot Jobs approval form.

The need for a fire-watcher has been discussed and will either be part of

- a) the contract, or
- b) the customer's responsibility.

We are prepared to supply **non-Swedish** contractors for smaller jobs with in-house, trained personnel to assist in the project.

5.2 The contractor/supplier shall familiarise him/herself with the rules in force at the worksite and ensure that his/her personnel are conversant with these and follow them in detail. The customer will supply the information.

5.3 The customer is responsible for supplying any necessary fire fighting equipment. The equipment must be maintained and stored so that it is always ready for use.

5.4 In case of fire, the contractor/supplier shall take immediate steps to put out the fire, to warn all those in danger and to notify the fire brigade (+46 650 28888).

The customer's contact person shall always be notified immediately in case of both actual and possible fires.

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5.5 Placement and storage of inflammable goods, gasol containers, gas bottles, and the like may not be arranged without the approval of the person responsible for co-ordination at the customer's premises.

5.6 Welding, acetylene cutting and similar activities are governed by regulations issued by the appropriate national agency. In addition, the contractor/supplier must observe the following:

- Hot Jobs approval must have been obtained.
- protective gloves and gas bottle shut-off key must be attached to each gas welding unit.
- acetylene and welding gun pressure gauges must have a backflash cut-off approved by the National Inspectorate of Explosives and Flammables.
- at the end of a working day, the gas-tube cart must be moved to the place set aside for it, preferably near a door for quick evacuation.
- empty gas bottles shall be removed from the building.
- at the end of the working day, welding machine voltage feed shall be cut at the mains. Earth and welding cables shall be rolled up and placed near the welding machines.

5.7 Gas to be used for welding may not be brought onto the customer's premises without specific permission from the customer's co-ordinator/contact person. The customer's warehouse may supply the contractor/supplier with welding gas under a special agreement. Special contractor/supplier needs can be solved after discussions with the customer's co-ordinator/contact person.

6. Chemicals and Explosives

6.1 Chemicals and explosives may not be brought onto industrial premises or worksites nor be stored there without the express permission of the co-ordinator/contact person.

6.2 Permission will only be granted once the following information has been provided:

Substance name and type, intended use and time of same. Instructions prepared by appropriate authorities covering storage and handling shall be appended. The name of

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the person on the staff of the contractor/supplier responsible for storage and handling shall be provided.

Where appropriate, product information sheets must also be available.

7. Reporting – Timekeeping- Time Sheets

7.1 As soon as is feasible, the contractor/supplier shall provide the customer's co-ordinator/contact person with a listing of personnel to be used, including personal identification number, first and last names, card- and chipnumber SSG Safety Passport (Access) and cell phone number. The SSG card is personal and is used as entrance card.

The contractor is responsible for ensuring that personnel concerned record (stamp) the time using the customer's preferred time clock. The contractor is also responsible for ensuring that they write the time on the customer's time sheet, which must be approved by the customer once work is complete.

7.2 Should the personnel change or any of them complete their assignments, this shall be reported to the customer's co-ordinator/contact person as soon as possible.

8. Entering and Leaving

8.1 The contractor/supplier shall familiarise him/herself with the special rules for entering and leaving the premises, as well as for goods transports.

8.2 Special permission is needed to bring a vehicle on to the premises. The customer accepts no responsibility for any damage to such a vehicle caused by the site environment or other conditions related to the operations.

Car entry permits are kept restrictively.

Goods transports into the workplace will either be done by the customer or by the contractor, i.e. the contractor may drive in and unload the goods and then immediately drive out again. Parking of vehicles can be made on gravel parking sites since the tarmac is restricted parking for Iggesund employees.

The customer has the right to perform random checks of the goods transported.

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9. Use of Facilities, Etc.

9.1 The contractor/supplier may only use those facilities on the industrial premises/worksite that have been assigned to him/her.

9.2 The contractor/supplier has unlimited accountability for tools, instruments and other materials loaned or rented from the customer.

9.3 The customer accepts no responsibility for property lost or damaged as the result of unlawful acts or the like by the contractor/supplier or his/her personnel.

10. Work Requisitions

To the extent that there is available capacity, the customer can carry out certain jobs on his/her own worksite. Arrangements and compensation concerning this will be negotiated on a case-by-case basis with the customer's co-ordinator/contact person.

11. Working Hours

The contractor/supplier shall apply the working hours determined by Iggesunds Bruk to his/her personnel.

The customer's co-ordinator/contact person can provide information on working hours.

12. Security

The customer is responsible for worksite and warehouse security as prescribed for the worksite in question.

13. Refuse Collection and Cleaning

13.1 Unless otherwise agreed, the contractor/supplier shall be responsible for all refuse collection and cleaning on those parts of the worksite he uses, such as the facilities and spaces indicated in 9.1 above. All other refuse collection and cleaning is the customer's responsibility.

13.2 The contractor/supplier shall ensure that there is order and cleanliness. S/he is responsible for removing excess goods, packaging and the like, unless the customer and the contractor/supplier have reached another agreement.

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Where the contractor/supplier must use the customer's systems for refuse collection, an indispensable requirement is that the customer's refuse scheme (with associated procedures) be observed. The customer is responsible for ensuring that the contractor/supplier receives the necessary information. The cost of any failure in this will be borne by the contractor/supplier.

For additional information on the customer's procedures for refuse collection, contact the person responsible for co-ordination at the customer's premises (refer to the customer's refuse scheme and associated procedures).

13.3 In those cases where the contractor/supplier fails to carry out his/her duties in this section after proper notice, the customer may do so instead and bill the contractor/supplier.

13.4 The contractor/supplier shall ensure that those parts of the worksite where s/he works, such as the facilities and spaces indicated in 9.1 above, are clean and neat prior to final inspection. Cleaning shall also be carried out after any required post-repairs and warranty work.

13.5 Lacking other agreement, the customer may, without having to account for its actions, make use of, sell or otherwise remove any materials originally paid for by the contractor/supplier left on site.

14. Smoking

Except for those places where smoking is expressly allowed, it is forbidden on the whole factory premises.

15. Alarm

Refer to locally adapted Order and Protection Rules.

16. Miscellaneous

16.1 Except when permitted by the site, production, maintenance or information manager, photographing is forbidden in all operations.

16.2 In case of uncertainties or omissions in these instructions, the contractor/supplier can obtain clarification and supplementary information from the customer's co-ordinator/contact person.

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