

ALARM NUMBER 0650-288 88

Conduct & work environment regulations

AT IGGESUNDS BRUK



IGGESUNDS BRUK



SKÄRNÄS



STRÖMSBRUK

IMPORTANT INFORMATION FOR EVERYBODY!

In this brochure, we have collected the most important safety information for Iggesunds Bruk. The aim is to provide an initial brief set of information about general safety rules as well as what to do in the event of an accident or emission.

We want those who work for us or visit us to feel safe and secure at Iggesunds Bruk. One condition for us to succeed is for you to comply with applicable safety regulations and use the prescribed protective equipment. Hardly any workplace can be made completely safe, but by planning the work, as well as by inventorying and preventing risks, those of you who work here can contribute to a safer workplace and a better work environment for yourselves, your colleagues and visitors to the Iggesunds Bruk.



Lars-Erik Klas

Maintenance Manager

Iggesunds Bruk

Bea Tomassen

HR Manager

Iggesunds Bruk

What happens if these instructions are disregarded?

If a contractor repeatedly or grossly disregards these instructions, or other regulations from Iggesunds Bruk, Iggesunds Bruk can demand that those concerned be no longer entrusted to work on behalf of the mill.

(For the mill's own staff, special rules apply.)

IN CASE OF EMERGENCY, RING THE ALARM NUMBER 0650-288 88

FIRE – GAS – ACCIDENT - THREAT

It is answered by the gatekeeper, to be used to call for an ambulance, the emergency services (fire brigade), police or first-aider.

ANSWER THE GATEKEEPER'S QUESTIONS

- What has happened?
- Where is help needed?
- Is anyone injured? How many? What type of injuries?
- Is the injured person conscious, is he/she breathing, is he/she trapped? and so on

If anyone rings 112 by mistake, which is answered by SOS Alarm, the guardhouse must be informed at once.

WHILE WAITING FOR HELP

- Can you help those injured without taking any risks?
- Warn others!

ACCIDENT

Ring 0650-288 88 (the gatekeeper) and ask for an ambulance.

Arrange for a guide to meet the ambulance at the gatehouse. If an accident occurs outdoors, you must state the ambulance station from which the transport is to take place. First-aiders are always called out in the event of a casualty.

FIRST AID IN THE CASE OF MINOR ACCIDENTS

Ring 0650-288 88 (the gatekeeper) and ask for first aid.

FIRE

Ring 0650-288 88 (the gatekeeper) and ask for the emergency services (fire brigade).

In the event of fire, you must save, alarm and extinguish. When you raise the alarm, you must state where the fire is and then arrange for a guide to meet the emergency services at the gatehouse.

THREAT OR GAS

Ring 0650-288 88 and explain what has happened.



COORDINATION

At Iggesund Bruk, the Maintenance Manager is appointed as the coordination officer for protective measures in the shared workplaces, where contractors/suppliers are involved.

An organisation has been set up which continually supervises the collaboration between the different companies that carry out work at Iggesund Bruk. Notice of the appointed coordination officer and the organisation for collaboration is pinned on the notice board next to the gatehouse.

Contractors/suppliers are obliged to acquaint themselves with the regulations that apply in the workplace concerning conduct, fire protection, worker protection etc. before the work commences. Contractors/suppliers must inform their staff about the applicable regulations and monitor to ensure that they are followed.

Contractors/suppliers must inform the purchaser's coordination officer/contact persons as to the identity of the supervisor(s) and inform these of the responsibility they have for safety and protection issues. In the case of uncertainties of any type, contractors/suppliers must always contact the coordination officer/contact persons.

ENTRÉ – safety training for contractors

Before those of you who are contractors are permitted to work independently in the mill area, you must have completed the web-based safety course Entré, which is provided by SSG.



PERSONAL PROTECTIVE EQUIPMENT

All workers are obliged to use protective equipment and the prescribed safety equipment. There is some equipment available for loan from the Protection Depot in Iggesund.

Contractors/suppliers are responsible for providing their employees with the personal protective equipment that their operations may require.

If contractors/suppliers do not have access to gas protection material, in exceptional cases, this can be purchased from Iggesund's central stores.

Safety helmets must be used by all staff – even production staff – when maintenance and assembly work is being carried out.



Safety shoes are obligatory in all production areas. An exception is made for our guests during guided tours.

Hearing protection must be used when the noise level is high; this is marked on the door.

Eye protection must be used at all times where there is a risk from corrosive liquids or splinters.



Respiratory protection must be carried and used in certain work areas. Where gases occur, consult your coordination/contact person.

Fall protection must be carried and used while carrying out certain types of work. Consult your coordination/contact person.



IMPORTANT ROUTINES AND REGULATIONS

WHEN YOU ARRIVE AT THE MILL

All visitors and contractors must report their arrival at reception!

Entrance to industrial areas/worksites must be through the main gate, if you do not have an entrance card.

Contractors/suppliers must obtain information about the specific regulations that apply for access and exit as well as for goods transports. Random inspections can occur.

Pass permits for minors (10-15 years of age) are granted by the Site Manager, Production Managers, HR Manager, Maintenance Manager, Communications Manager or Production Supervisor Cellulose.

Traffic regulations

- The statutory traffic provisions on traffic regulations apply in applicable areas within the industrial area.
- Speed is limited to 30 km/h.
- Passes for cars are only granted on special occasions.
Ask your coordination/contact person.
- Parking is only permitted in the places indicated.

Photography

Photography is forbidden within the entire mill area. Permission can be granted by the Site Manager, Maintenance Manager, Production Managers and the Communications Manager. Ask your coordination/contact person or the gatekeeper.

Order, waste collection and cleaning

Order, waste collection and cleaning are an important part of protection. Everyone is obliged to clean up after themselves in their workplace, routines for the sorting of waste apply.

There are special storage points for welding carts and gas cylinders. Ask your coordination/contact person.

Smoking is forbidden with the entire mill area, except for those places where it is clearly stated that it is permitted.

Drugs - Individuals who are under the influence of alcohol or other drugs are not permitted in the mill area. *Drugs must not be taken into the mill area.* Checks may occur.

Reporting burglary/theft

All burglaries and thefts must be reported as soon as possible to **0650-284 51**.



Hot Work is all types of work that can cause a fire. At Iggesund Bruk, you must have a personal certificate and insurance for “Hot work” and you must comply with our local regulations.

Electrical isolation – Before any work can commence, you must assure yourself that the work object is safely shutdown according to the “Basic rules for electrical isolation”. The routine “Safe stop” must be followed.

Work below the floor – Under most of the factory floors there is space where, among other things, cable trays, aerial cables and groundwater pumps are located.

During work in these places, there is always a certain risk of being taken unawares by gases such as hydrogen sulphide, carbon dioxide and, perhaps, in certain restricted spaces, carbon monoxide.

Contractors/suppliers are obliged to contact Iggesund Bruk’s coordination/contact person before commencing work.

Procedure: Work permit for work in containers or restricted spaces.

Safe lifts – Iggesund Bruk has local rules for lifts with mobile cranes, HGVs and suchlike. Consult your coordination/contact person.

Lifts with straps and other lifting tools must be carried out in a safe manner. Assure yourself that the lifting tools are safety tested and approved before you use them.

Certificate and operating permit are required for the use of lifting equipment, lifting tools and for the use of trucks.



Chemicals

Poisons and substances injurious to health as well as explosives must not be taken into the industrial areas/work sites or stored there without the approval of the coordination/contact person.

Chemical emissions

In the event of a chemical emission to soil, water or air, it must be reported immediately to the gatekeeper on the alarm number 0650-288 88.

Material transported off-site

For material that belongs to Iggesund Bruk, the coordination/contact person issues exit instructions.

For material that is to be disposed of on an industrial tip, permission must be obtained from the coordination/contact person.

Water purification

During work in the wastewater purification plant, respiratory protection with P3 filter must be used. Legionella can occur. Pregnant women and individuals with reduced immune defence are not permitted in the area.

GSM telephones

In some, marked areas in Iggesund Bruk, the use of mobile telephones using the GSM system is not permitted because of the risk of interference with our data and control systems as well as other electronic equipment.

Scaffolding

Scaffolding must be inspected and approved before entry to it is permitted. It is not permitted to make changes to scaffolding that has been erected.

Barriers

Barriers must be respected. Deficiencies in barriers must be reported immediately to the responsible person for the department or the contact person.

Evacuation routes

Evacuation routes in the event of fire, gas or other danger are marked with the evacuation symbol.



Zone classified areas

where explosive atmospheres can arise. Visitors are not permitted in these areas without permission.



Radiation sources

are installed for measurements. Respect individual signs and shutdown instructions.



The port area

When vessels are in port for unloading or loading, a strict ban on unauthorised people visiting the area prevails. The dockers monitor the area and eject individuals without a permit.

External environment

Statutes, ordinances and decisions of government agencies regulate those parts of the operations that affect the external environment. This can concern emissions to water and air as well as the handling of waste and hazardous waste. In addition to this, there are routines at Iggesund Bruk, for example for sorting waste. In the case of doubt, ask your coordinator/contact person about what applies.

ALARM INFORMATION

1. MAJOR GAS ALARM

Routine for triggering a "Major Gas Alarm":

- ✓ Alarm the gatekeeper, tel. 0650-288 88, when you detect gas.
- ✓ The gatekeeper contacts the Production Supervisor Cellulose, tel 0650-283 59, who makes an assessment of the extent and the type of gas that is leaking out.
- ✓ The gatekeeper triggers the alarm.

Signal for gas alarm via siren (important message): Short blasts of sound for two minutes.



"Danger over" is signalled by a 30 second long unbroken signal.



Siren tests are carried out every Monday (except public holidays) in March, June, September and December at 3 pm. The test alarm is followed by the signal "Danger over".

2. MINOR GAS ALARM

This gas alarm should be started in the event of a minor gas leak within a department. This type of alarm is to be found on line 3, line 4, chemical preparation, the soda house, the

vaporisers, the mixer and pump station 2.

The alarm consists of:

Indoors: Red flashing lights combined with rapidly pulsating sound.

Outdoors: Yellow flashing light. These alarms are tested every Sunday at 10 am.

3. EXPLOSION ALARM IN THE SODA HOUSE

This alarm is shared with the minor gas alarm (see above). When the alarm is sounded, the department must be evacuated immediately.

4. FIRE

Alarm the gatekeeper, tel. 0650-288 88, and ask for the emergency services.

5. ALARM NEXT TO LIFT SHAFTS AND TRAVELLING CRANES

The danger alarm by lift shafts and travelling cranes consists of yellow warning lights.

6. PROCESS SIGNALS

In most of the departments, apart from the alarms described above, there are a number of alarms and signals with various meanings. This can be a signal for the start of machinery, process error, fire alarm etc.

7. EXPLOSION ALARM LPG STATION

Automatic start of the alarm on a leak.

IN THE EVENT OF AN ACCIDENT, IT IS IMPORTANT THAT YOU ACT IN THE RIGHT WAY!

- ✓ **SAVE:** those first who are in immediate danger
- ✓ **WARN:** others who are in or coming to the risk area
- ✓ **ALARM:** telephone 0650-288 88

MAP SHOWING IGGESUNDS BRUK'S AMBULANCE STATIONS

AMBULANCE STATIONS

The red figures 1-16 on the map.

1. Maintenance workshop
2. Cardboard level
3. Cardboard, wet section
4. Offices 73-74
5. Lines 3 and 4
6. Cardboard, south
7. TM4
8. Chemical preparation
9. Roller store
10. Mixer
11. Soda house, south
12. Soda house, north
13. Bark drum
14. Chip silo, north
15. Terminal
16. Central stores
17. Measurement station



UNAUTHORISED PASSENGER CAR USE

Traffic with unauthorised passenger cars is forbidden in the wood yard area – the area marked on the map bordered by Förrådsgatan, Vedgård-savenyn, Cellulosagatan and Strandvägen.





You can find more information at:

- Website contractors - <http://entreprenor.iggesund.com>
- The Intranet
- Working Environment
- QAM Systematic work environment and fire protection process

IGGESUND
HOLMEN GROUP

Iggesunds Bruk

825 80 Iggesund Tel. 0650 280 00, switchboard

Issued by the Maintenance Manager, Iggesunds Bruk 2010
The conduct & work environment regulations apply from 24/10/2010