



# Working environment and environment information to contractors

## Step 1

SSG Entre

## Step 2

Local SSG Entre  
Södra Cell Värö

## Step 3

Information  
folder when  
you arrive

## Step 4

Information about  
your assignment





# Working environment and Environment information Södra Cell Värö



We want to see safe behaviour, based on personal responsibility, where we care about each other, keep everybody's safety in mind and enjoy ourselves.  
We don't accept any sort of harassment.



# Personal Protective Equipment

## Everyone visiting the site

- High-visibility clothing or vest (class 3)
- Helmet
- Eye Protection
- Safety Shoes



## Otherwise depending on risk and signs

- Working clothes (fully body cover) in the production facilities
- Gloves
- Ear Protectors
- Respiratory Protection
- Fall Protection etc



Your employer must provide the personal protective equipment required so that you can carry out your work safely.

**Look after your body properly – you only have one!**





# Entrance

## Pass card and keys

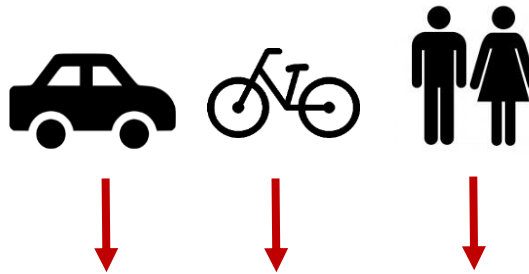
A pass card is needed for access to Södra Cell Värö.

The reception handles pass cards. Look after the card – your company is debited 500:- for a lost card. This also applies to lost keys.

The receptionist gives instructions for use and return of cards and keys.

Your Contact person issues car pass to commercial vehicles, where it is considered necessary. Car keys shall be left in the car and the car pass should be clearly visible in the car window. Park in the designated location.

Use the gate telephone at the turnstile if anything is not working and you need to get in touch with the reception.



## Alcohol and drugs

Everybody is expected to be sober and drug-free at work. We apply random alcohol and drug testing.

Smoking is permitted in signposted areas.

## Parking

Gates and car parks are monitored by CCT cameras and the data is saved for 30 days.

When the yellow sign “Nedfall spola bilen” is hung up over the exit gate, we want you to use the washing yard furthest down the car park.

Bicycle gate is only used for bicycle and moped passage. Bicycles are parked in bicycle racks.





# Role of the Contact person

## Questions

You can ask your contact person about working environment matters or practical questions at Södra Cell Värö.

## Visits

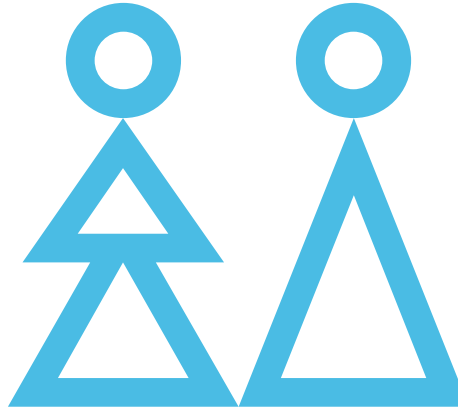
If you as a contractor need to bring visitors on site, the visit must be approved and notified in advance by your contact person.

## Waste sorting

Keep the workplace clean.  
The job is not completed before the area has been cleaned.

Sorting bins for waste material are found at various places in the factory area.

We do not want to find plastic and rubber in our pulp – this gives us quality problems.



## Permits

The contact person is responsible and helps you with the necessary **Risk Assessments** and **Permits** needed to work safely, including:

- Hot work
- Work in enclosed areas
- Work in an explosive atmosphere
- Permit to drive a motor vehicle
- Permit for lifting devices
- Removal of protective devices
- Bringing chemicals on site
- Disconnect and lock (control room)
- Photography permit





# Reporting to the Control room

- When working at our production plant, contractors must report to and register with the relevant control room at the start and end of the working day. This must be done every day.
- We want to establish contact and know who is present on site, in case anything unforeseen happens. This is applicable when the factory is operational.
- Other procedures may be applicable to projects which are separate from regular operations, or during maintenance stoppages.

## Coordination during maintenance work

- Before maintenance work begins, the process engineer responsible for the process section must give the go-ahead. You report that the job is complete when you have finished your work.

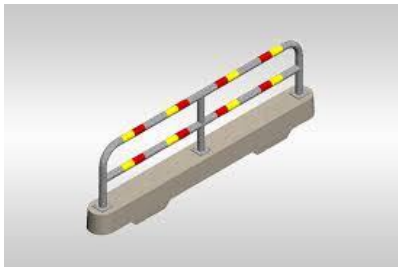


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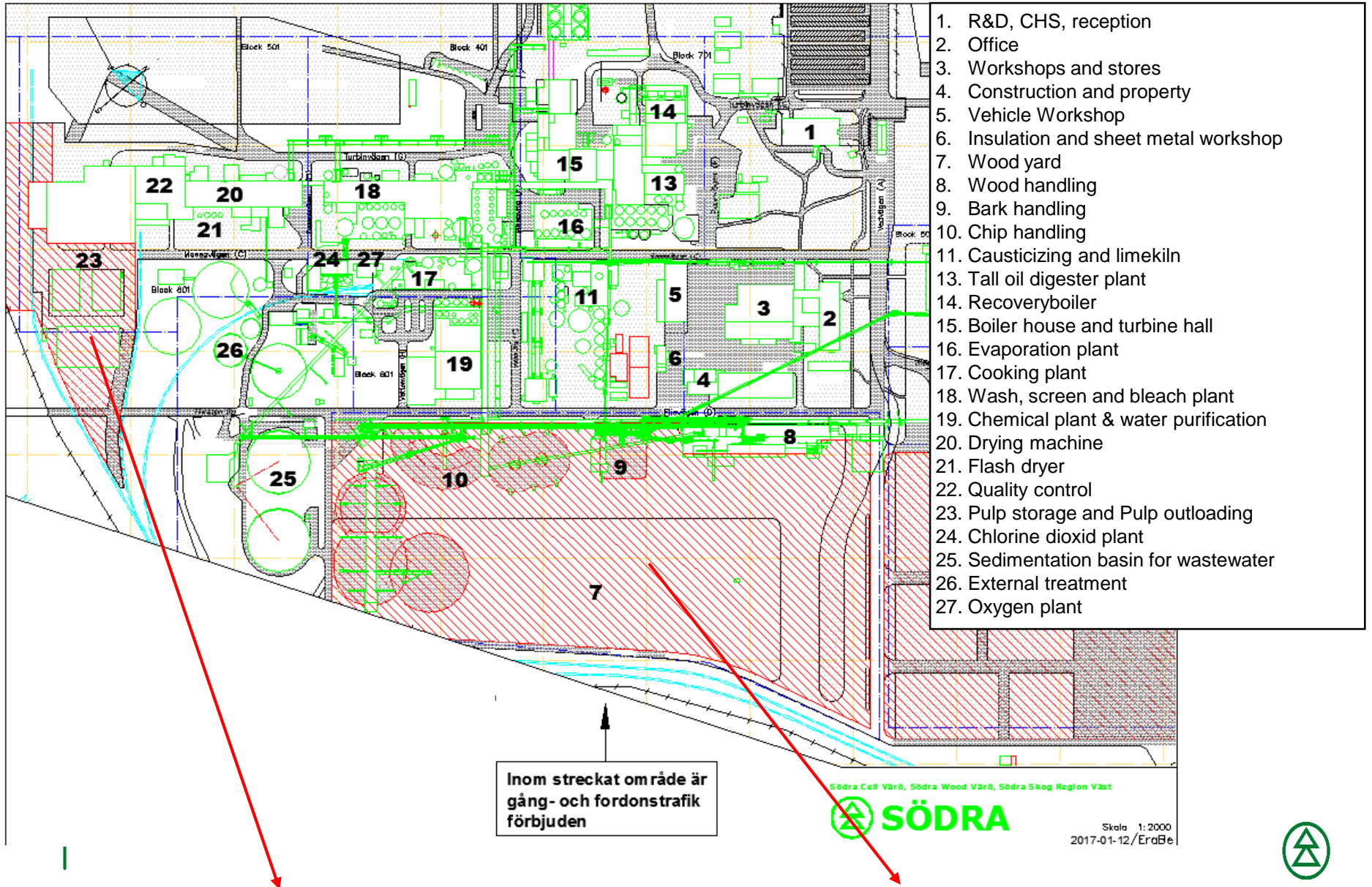
# Respect cordons!

- Cordons will prevent passersby from getting into an area where there is a risk of collision with obstacles, fall risk, or a risk of falling objects
- Barriers should be established at risk of harmful gases, substances or particles and the ongoing lifting operations
- Cordons can also be drawn up within the fields of work for those employees who work there, if for example there is a risk of falling because of lack of railing / fall protection or hole making
- Choose light or heavy cordon based on risks. People can also act cordoning
- The cordon adapted to the risk area size
- When lifting guard may need to be appointed
- Cordon off around the entire work area, from all sides and cordon off all routes and footpaths in the area
- Cordon materials should have a yellow / black or red / white striped field
- Sign up why there is a cordon and enter name and phone number
- Remove the cordon whenever it is not needed
- **Cordons must not be passed or removed by unauthorized persons!**
- **Violation connected with the danger!**





## Area map – Traffic rules





## Pedestrian and vehicle traffic is not permitted on



Pulp storage / outloading



Wood yard

## Traffic rules

- Swedish road traffic legislation, relating to both traffic rules and equipment on vehicles, is applicable on the factory site.
- Make sure that you follow the rules to use headset when driving around on site.
- Speed 30 km on Vedvägen (route A) and Flisvägen (route D). The principle “walking speed zone” on common routes and plans, i.e. pedestrians set the rate
- Pay attention to personnel moving around in the area by foot, by bicycle / moped and in working vehicles. Everyone at the site shall wear high visibility clothing (class 3) on the upper body, to be visible in traffic.





# Alarm in case of fire or accident / illness

## Fire alarm

**Automatic fire monitoring** is in certain types of areas, but in many places, we have to discover the fire by our selves and alarm manually.

The best way to alarm Emergency Services manually, in case of fire, is to press the **alarm buttons** that are located in many locations around the facility. They are directly linked to our local alarm handling and the Rescue service.

If there are no alarm button nearby - **Alarm by phone - Call 112** and **then call the Reception** to start our local alarm handling.

## Alarm ambulance

At the need of an ambulance – **Alarm by phone - Call 112** and **then call Reception** to start our local alarm handling

## Alarm Samaritans – First aid

- At the need of only first aid (not ambulance)
- **Call Reception +46 340 628180**
- Ask for Samaritans – First aid
- Inform of what has happened
- Describe where you are
- The Reception sends a message about the assignment to relevant functions

## At alarm to 112 SOS Alarm

- Say who you are
- Where you are; Södra Cell Värö, location Väröbacka, address Virkesvägen 1, department, building, floor, nearest door. You can also say our coordinates: 6346042, 329233
- Say what has happened; accident, illness, fire or chemical accident
- Send signpost to the reception/the gate when an ambulance is on the way

## At alarm to 112 SOS Alarm Also alarm to our Reception

**At alarm with telephone** to 112, you must then **call the Reception phone +46 340 628 180** with the same information, so they can start our local alarm handling to the Shift manager and Samaritans.

## At all alarms

Remain at the location until the emergency services, ambulance or Samaritan will arrive.





# Alarm in case of fire or accident / illness



**Fire  
Chemical  
accident**



or



and



**Reception/gatekeeper  
Tfn +46 340 628180**



**Ambulance**



and



**Reception/gatekeeper  
Tfn +46 340 628180**



**Samaritan  
First Aid**



**Reception/gatekeeper  
Tfn +46 340 628180**



# Evacuation alarm – If something unexpected happens

- Evacuation alarm for **fire** and **gas**
- Is triggered by **smoke or gas detector** or by a person that presses the **alarm button** for fire (red buttons) or gas (green buttons)
- Can also be triggered from control room in case of any **hazardous situation** in the plant
- When the evacuation alarm starts in a building, the relevant personnel leave the building and **evacuate** to the building's **assembly point**.
- For **operation staff** alarm means that they will **remain in their control room** and wait for possible decision to shut down and evacuate
- The evacuation alarm consists of acoustic signal (siren) and light signal (flash light). There is only one **evacuation alarm** with one **signal character** that handles both fire and gas alarm **inside buildings**
- All work permits expire by an evacuation alarm, for example **hot work**.

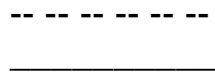




# General gas alarm

## Is triggered

- At a larger chlorine dioxide gas emission, with danger to people on site
- The alarm is sounded by a tyfon alarm placed on the chlorine dioxide factory building
- Signal Character



*Two short beeps with brief pause  
Danger over 30 sec cohesive signal*

## Information

- Through speaker of the tyfon alarm, TV screens at the gates, Industrial-Stop App, as well as the Evacuation leaders and your Contact person



## To Do

### If you are outdoors

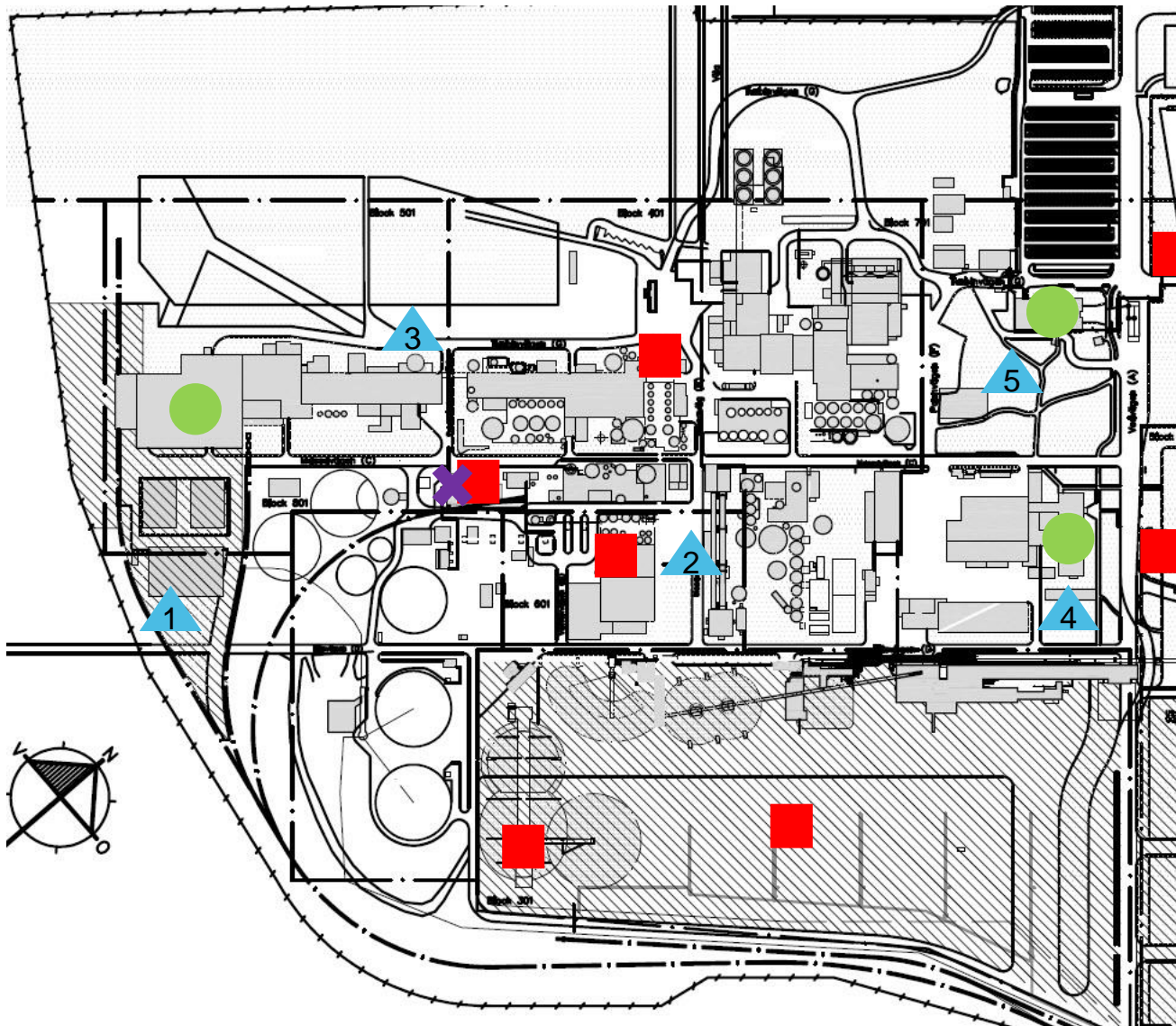
- Check wind direction on the wind cones
- Option 1. Go 90 degrees from the direction of the wind and chlorine dioxide plant to the communicated assembly point
  - Follow the instructions of evacuation leader at the assembly point
- Option 2. Seek shelter inside the nearest building and stay until the danger is over
  - Primarily for offices, workshops, control rooms or staff facilities
  - Close windows, doors, gates and ventilation
- At the odor of chlorine dioxide gas, avoid to run or to take deep breaths

### If you are indoors

- Stay indoors until the danger is over
- Close windows, doors, gates and ventilation







# Assembly points



## Assembly points at

1. Pulp Loading  
(only at General gas alarm)
2. Switchgear Limekiln
3. Pulp plant & Drying plant at landfill
4. Parking lot main office
5. R&D-building

-  Assembly points
-  Evacuation locations
-  Wind socks
-  Chlorine dioxide plant







# If an accident happens



## Gas

- Out from the risk area
- Fresh air
- Half upright position
- Loosen tight clothing
- Take care of
  - Heat and possibly beverage
  - Be still, rest, avoid talking
  - No smoking
- At skin and eye irritation rinse well with water
- At difficulty with breathing, give oxygen gas (only by a person with medical delegation)
- If the injured person is not breathing give CPR-D (By Samaritan or Rescue personnel)
- Always seek our Company Health Service or Medical treatment at influence of gas or lack of oxygen

## Chemicals

There are emergency showers at many places all round the factory. Emergency showers has alarms. Help is coming.

**Find out where the nearest emergency shower is, before you start to work**

- Lye and acid = Corrosive
- Go to an emergency shower fast
- Rinse for at least 15 minutes
- Then consult our Company Health Service

**Never block access to an emergency shower!**

## Defibrillators

In each control room, at the Reception and at the office we have access to Defibrillators.





# Risk of falling

## Ladder and scaffolding

Ladders and trestles shall be used as an access route and for simple tasks. Do not use ladder if you can't set it up safely. Work requiring a great force and heavy tool should not be carried out from a ladder, because of the major risk of get out of balance.

### Consider the following

- Use stepladders or mobile work platforms
- Order scaffolding if so required. Approved scaffolding must be marked with a green sign. Be aware of the pressure class for which the scaffolding is constructed
- Scaffolding must only be altered or adjusted by scaffolders
- As user you are responsible for the daily inspection of the scaffolding
- Make sure to keep the scaffoldings plane clean
- If there is any risk of falling more than two meters, use fall protection equipment




## Personal fall protection to be used

- When there is no collective fall protection, such as safety fencing
- When working in a sky lift or boom lift
- At the risk of falling at more than 2 meters height
- At danger of falling on objects that are dangerous to fall on, such as upstanding objects
- At risk of falling down into water
- Building of scaffoldings
- When working on roofs





# Hazardous substances

Substance	Gas	Toxic/ Dangerous to health  	Corrosive 	Flammable/ Oxidizing  	Environ- mental hazardous 	Occurs/ Used for
Chlorine dioxide (ClO <sub>2</sub> )	X	X	X		X	Chlorine dioxide plant, Bleaching plant Bleaching of pulp
Hydrogen peroxide (H <sub>2</sub> O <sub>2</sub> )	X		X	X		Bleaching plant Bleaching of pulp
Oxygen (O <sub>2</sub> )	X			X		Oxygen plant (AGA), Bleaching plant Bleaching of pulp
Sodium chlorate (NaClO <sub>3</sub> )		X		X	X	Chlorine dioxide plant Production of chlorine dioxide
Methanol (CH <sub>3</sub> OH)	X	X		X	X	Chlorine dioxide plant Production of chlorine dioxide
Sulphuric acid (H <sub>2</sub> SO <sub>4</sub> )			X			Chemical-, Chlorine dioxide- and Pulp plant, Water purification Production of chlorine dioxide and for pH adjustment etc
Propane	X			X		Recovery building Combustion, Fuel for start up of the recovery boiler and torch
Raw sulphate turpentine		X		X	X	Cooking plant By-product
Methanol fuel	X	X		X	X	Stripper and methanol plant By-product, used as fuel in the recovery boiler
Lye (NaOH, white-, green-, black-liquor)			X			Large parts of the factory For production of white liquor, pH adjustment etc
Hydrogen sulphide (H <sub>2</sub> S)	X	X		X	X	Large parts of the factory
Carbon monoxide (CO)	X	X		X		Burner house at Limekiln
Chlorine dioxide gas (ClO <sub>2</sub> )	X	X	X	X		Chlorine dioxide plant, Bleaching plant



# Who can advise you, apart from your contact person?

	Internal phone	External phone
• Reception desk	28181	+46 340-628181
• Local alarm handling – Reception	28180	+46 340-628180
• Working environment manager/ Fire protection supervisor	33477	+46 340-633477
• Environment manager	33507	+46 340-633507
• Work place Principal safety	33701	+46 340-633701
• Company nurse	28173	+46 340-628173

## Incident reporting

In our work to create as safe workplace as possible, the information on risky situations and incidents which occur, is extremely important to us. The earlier we can detect risks, the better.

In the event of unwanted incidents, involving people or environment, notify your contact person or the coordination officer for the department or project. You can also report by your phone and "Industristopp-appen".





# Your own Risk assessment

**We want you to take your time to think before starting to work...**

- How are you going to do the job?
- What could go wrong, what is dangerous?
- What measures must you take to reduce the risks?
- Are the remaining risks acceptable?
- If anything does go wrong, report the incident or damage!
- **Your and other people's safety comes first in all jobs!**





# Step 4 - Information on the task

Before starting a job, your **contact person** will show you around and give you information on the task about which specific risks, rules and procedures that apply right there - see checklist below.

Your **responsibility** is to **question** and **request information** if anything is unclear. Do your operation add any new risk to our common workplace? Inform your contact person and always talk to the process engineers who run the department before a job.

## Department knowledge

- ☐ Local knowledge
- ☐ Explosion classified areas
- ☐ Equipment, machinery hazards
- ☐ Emergency stop
- ☐ Barriers
- ☐ Radioactive sources
- ☐ Signs
- ☐ Pitches
- ☐ Transportation routes
- ☐ Alarms (local)
- ☐ Escape routes
- ☐ Assembly points
- ☐ Emergency showers
- ☐ First Aid

## Working environment and safety

- ☐ Risks in the department, such as gas, dust, moving machine parts, chemicals, hot media etc.
- ☐ Risks related to the specific task
- ☐ Coordination with other actors in the common workplace
- ☐ Local safety regulations, such as increased requirements for personal protective equipment, local traffic rules, risk areas etc.
- ☐ Hazardous substances
  - chemicals, lye & acid, gas, oils etc.
- ☐ Work where a license is required
- ☐ Radio communication, call rules
- ☐ Neat and tidy, cleaning routines

## Environment

- ☐ Environment risks
- ☐ Waste disposal

