

Work environment information

Hylte Bruk AB



In case of fire and accident

Ambulance and Emergency Services are alerted through the gatekeeper at the following number. Also tell the gatekeeper the port/door number (red sign) to make it easier for the Emergency Services to find.

+46(0)104619555

Quality, environment and working environment

Safety is the most important thing to us – **Safety first!**

Everyone who works for us should have a good working environment and come home safely every day. This applies to both our own employees and our contractors. We also want everyone to feel comfortable and welcome and therefore have zero tolerance for violations.

The quality of the products we manufacture is crucial to our success and thus also of importance to you as a contractor.

Our commitment to the environment is deeply rooted and part of our business concept. It is therefore especially important for us that our production takes place with the least possible environmental impact. **We expect you as a contractor to contribute to this work.**

Equality policy

At Hylte Bruk AB, we see people's differences as assets and opportunities. Diversity is important to our success.

Everyone should be included and feel respected regardless of gender, ethnicity, religion or other beliefs, disability, sexual orientation, age and transgender identity or expression.

In order for everyone to be included and feel respected as individuals, everyone who works at Hylte bruk must take their own responsibility for a good working environment. It is in the meeting with others that we create a good working climate.

We do not accept any form of victimization, harassment or other behavior that does not match our values.

Everyone has the right to their own opinion and obligation to respect the rights of others.

Access

In order for you to have access to our facility, you must have passed the results of this local course and SSG Entre Basic Course.

The first time you arrive at the facility, notify your contact person so that they will ensure that you receive passage via your SSG card.

Attendance registration

In all production premises there are terminals for attendance registration where you register both your arrival and when you leave. The purpose is to know who is in the building during an evacuation.

AEO – Authorised Economic Operator

Hylte bruk is AEO certified by The Swedish Customs. This places extra demands on the company's shell protection.

No unauthorized persons in the factory area, checks are available at all hours of the day. Checks of bags can be done. Report immediately lost access cards.

Driving permission

If you need to use vehicles in your work in the industrial area, please contact your contact person who will ensure that a driving permission is issued. Please note that the car may not be used to passenger transport unless there are special reasons.

It is important that you **sign up** when you are entering or leaving the area at the card readers placed on the outside the gatekeeper, so we know who is in the area in case of a fire or emergency. This applies **drivers and passengers**.

You can stop to unloading your tools and materials. After that, the vehicle should be parked as soon as possible in the designated **parking lot**.

Parking at the night must take place outside the area. If you have any special needs, contact your contact person.

Control of the contents/cargo of the vehicles can take place.

Traffic

In this area, the traffic rules of society apply.

The maximum speed in the area is 30 km/h.

In particularly hazardous areas, 20 km/h occurs so always pay attention to current speed signs. Speed checks are carried out regularly.

Drive, stop, reverse and never stay near a machine at work without first making eye contact with the machine operator. Take into account the safety distance.

There are high-risk areas where access by vehicle requires special permits, such as the wood yard. These areas are signposted.

Pedestrian

You may only move within marked walkways when there are such.

Keep in mind that vehicle drivers often have a glimpse, keep a safe distance and feel free to make eye contact.

Be aware that certain high-risk areas are prohibited from entering pedestrians or by bicycle. These areas are signposted.

Alcohol and drugs

We have zero tolerance for alcohol and drugs.

It is not allowed to be under the influence of alcohol or drugs in the workplace.

Those who are under the influence of alcohol or drugs are rejected from the workplace.

It is also not allowed to bring alcohol or drugs into the area.

Our alcohol and drug policy applies to all employees, contractors and others who are present at our workplace. Random sobriety tests are performed.

Smoking

In general, smoking bans apply throughout the area. Exceptions are in specified locations. Keep in mind that we have automatic fire alarms that can be triggered by smoke, fumes, or exhaust fumes.

Smoking in an unauthorized location may result in your rejection from the area.

Photography

In general, photography and filming bans apply throughout the facility.

If you need to photograph or film, ask for a permit for that specific area from your contact person. Avoid photographing or filming people, in which case GDPR must be followed.

Exceptions to the ban apply if a serious event occurs that requires documentation.

If you or your company wants to use pictures or films from the facility and publish externally, you must have permission from your contact person first.

Mobile phone

Mobile phones are allowed in the area, the exception is in EX-classified areas where only EX-approved equipment may be used.

Communication equipment should be used with caution in the vicinity of control cabinets and electrical equipment such as sensors, sensors, etc.

Sound & light

There are different types of alerts through sound and light signals. Pay attention to these and ask if you don't know what's going on.

Neat and tidy

Many incidents, occupational injuries and fires are due to a lack of order and cleaning in the workplace. You should therefore keep clean and have good order at your workplace.

Fire equipment, emergency equipment and electrical substations must not be blocked.

When the work is completed or the working day is over, all leftover material must be sorted according to our sorting routines. Used equipment should be put back in its place.

Innan arbete påbörjas, ta reda på hur avfall som uppstår vid arbetet ska tas om hand.

If dirt and dust will arise from the work, it should be repaired before starting it may prevent contamination. Keep in mind that dust can trigger fire alarms.

If you need somewhere to put your material or equipment on, talk to your contact person who shows the appropriate location. If you do not meet the requirements we set for cleaning, your employer may be charged for our additional costs.

Article of value

You are responsible for your valuables. Notify your contact person if you need storage space for valuables or similar. If you suspect that you have been the victim of theft, please notify your contact person as soon as possible so that we can take act.

Hot work

If you are going to carry out work involving heating or sparking, a hot work permit issued by a permit manager in Hylte is required.

Together you take measures to ensure that the work can be carried out safely, then permission is given. If necessary, fire alarms are disconnected. After that, work can begin.

The authorized fire guard must always be appointed and be present at the workplace while the hot work is being carried out and at least one hour afterwards.

Examples of work are welding, cutting and soldering.

To obtain a permit, performers must have training and certificates.

Automatic fire alarms and sprinklers

Many spaces are equipped with automatic fire alarms and sprinklers. In addition to fire, they can react to:

- Sources of heat other than fire
- Dusting work
- Smoke from welding and soldering
- Light from welding, photo flashes, etc.

Call +46(0)1046-19444 for alarm disconnection.

If fire alarms are triggered due to carelessness, you as a contractor can be charged the emergency services cost.

Permits to use equipment

In order to use forklifts or lifting equipment such as lifts or traverses, you must have training and a written driving permit from your employer.

The driving licence shall contain information on which vehicles may be used and which tasks may be carried out. You must be able to present the driving state.

In order to use Hylte's equipment, permission from your contact person is required.

Before you start using the equipment, you should be informed by the coordinator of the rules that apply and what specific risks exist.

Download the app SSG OnSite, where you can find more information about what applies at Hylte Bruk

Personal protective equipment

Outdoors in the factory area, requirements apply to class 2 high-visibility clothing. An example of this is a high-visibility vest. **Please note that this also applies on the way to or from work.** Indoors, class 1 is required. Examples of this are work trousers with a reflector at the bottom.

Restaurant opening hours

Måndag – fredag kl 08:00 – 14:00

Lunch is served kl 11:30 – 13:30

8 Life saving rules



1 Always wear a seat belt when traveling in a vehicle



2 Never exceed the speed limit and do not use a mobile phone but hands-free while driving



3 Never drive or work if you are under the influence of alcohol or drugs



4 Always have a valid work permit when required



5 Always wear safety equipment when working at high altitude



6 Always check that all energy sources are secured before starting work



7 Never neglect or destroy safety-critical equipment



8 Never walk or stand near machines in operation