

Hylte Mill's local part of SSG's Entre "ACCESS"

In devising the common regulatory framework, the participating companies aim to raise levels of safety for work that is carried out at each work site.

A good working environment within the mill is of paramount importance to both the results of our labours and the safety, health and wellbeing of both our employees and contractors. Health & safety, environment and energy issues are central to everything we do and we work in a goal-oriented way to make continual improvements.

The mill is certified for health & safety, environment, quality and energy management in accordance with OHSAS 18001, ISO 14001, ISO 9001 and ISO 50001.

We assume that you, as a contractor, work in the same spirit in a positive way.



Contractors shall adhere to their own rules, act in compliance with official requirements, and as a minimum abide by the rules of Hylte Mill

General rules

As a contractor, you must get in touch with the mill's Coordination Manager in order to obtain the supplementary information required in order to be able to work safely in the specific work location.

All work that you undertake shall be carried out in a way that is not only safe but also does not risk causing personal injury or damage to property. Those carrying out work must have the knowledge, competence and equipment required in order to be able to perform their jobs safely.

Before starting work, a risk assessment shall be carried out in consultation with the mill's Coordination Manager.

If you, as a contractor, observe something outside your area of responsibility that you deem to be unsatisfactory from a protection and safety perspective, you are obliged to notify the mill's Coordination Manager without delay.

Tidiness

Work huts

Establishment of work huts shall be approved by the company's contact person. Work huts must be equipped with a suitable fire extinguisher.

Warehouse and timber yard

Entry to the company's warehouse and timber yard requires permission from the relevant unit.

Stores

As a contractor, you are not permitted to remove material from the self-service locations outside the issuing hatch.

Tidiness

When carrying out high work you shall store your tools and other loose objects in a safe manner and, once work is complete, not leave anything that may fall and cause damage.

Firefighting tools, emergency equipment and electricity distribution boxes must not be obstructed. Transport routes must also be left uncluttered.



Traffic

Inside gates

Parking

You must initially park in designated spaces, otherwise you must contact the company's contact person.

Railway tracks

A free area shall be left adjacent to railway tracks that is 2.2 m from the nearest rail.



Outside gates

Parking

As a contractor, you can park in parking spaces that the company has designated for use by contractors. You may not park in spaces allocated for use by employees, even if it appears that a lot of these spaces are unused.

Other

Passes and keys

In order to enter the factory area, you will need a pass. This is available from the mill's Coordination Manager. All passes and keys issued shall be returned upon completion of the assignment.

Age limit

It is not permitted for children to be present in the factory area before the calendar year in which they turn 12 years of age.

Staff areas

It is forbidden to enter staff areas other than those you have been specifically granted the right to use.

Violations

If you do not adhere to these rules or are not sufficiently acquainted with them, a supplier's remark will be set against you. In the event of a serious breach, you may be asked to leave the mill.

Health & safety

All work shall be carried out in a safe way so as to prevent accidents and instances of ill-health. Before starting work, contractors must conduct a risk assessment of their activities and implement appropriate measures to eliminate or minimise any risks.

If you see a risk, you must notify officials without delay so that appropriate measures may be implemented.



First aid

Contractors shall provide sufficient emergency resources in order to allow first aid to be given. However, medical dressings and bandages are available at the mill.



Alarms

Ambulances may be called via the gate guard on by dialling **555** on the internal phone system (01046 19555 from a mobile telephone). Alarm buttons may be used to raise an alarm more quickly.



There is a red sign above all gates and doors, which can be used to give the Rescue Services a more precise address.

Emergency shower

Emergency showers and eye baths are tempered and connected to an alarm in operations rooms.



Never leave an injured person alone!

Protective equipment

The wearing of helmets, protective goggles, protective shoes and high visibility clothing is mandatory within the factory area.

Exceptions to this rule are when going to and from the work site, working in offices, operations rooms, break rooms and in vehicles with closed doors.

Other protective equipment must be used where prescribed.



Registered presence

In all the operations department is required in and out registration. Contact the coordination manager for more information.

Bryt & Lås [Lockout/Tagout]

In order to work safely with production equipment, it must be deregistered. This is a procedure called BRYT & LÅS [LOCKOUT/TAGOUT].

Before starting work and after it is complete, you must contact the Lockout/Tagout Manager, who will carry out the procedure.



Cordons

Areas of risk shall be made safe without delay. If this cannot be done safely, the area in question shall be cordoned off in an appropriate and clear manner.

If an area is to be cordoned off for more than one day, specially produced signage shall be erected. This is obtained from the Coordination Manager's office.



Radioactive substances

There are several sources of radiation present within the company in the form of level monitors, etc. Contact the mill's Coordination Manager before carrying out work in proximity to such equipment.

Fire protection

In the event of a fire, the Rescue Services shall be alerted via the gate guard by dialling **555** on the internal phone system (01046 19555 from a mobile telephone) or by pressing an alarm button. Specify the number of the gate/door (red sign) in order to make it easier for the Rescue Services to get to the scene.



Fires and near incidents involving fire shall be reported to the Health & Safety Group without delay.

Firefighting equipment

The handheld fire extinguishers distributed throughout the mill are intended to be used in their immediate vicinity and must not be removed in order to be available for use in another location. Once an extinguisher has been used, no matter how little, the gate guard shall be notified immediately.

A large number of fire hoses are available. After use, these must be rolled up again without delay. Damage must be reported to the gate guard.



Fire alarms and sprinklers

Many areas are equipped with an automatic fire alarm or sprinkler system that, in addition to fire, may also react to:

- Heat generated by sources other than fire
- Dusty work, e.g. drilling in concrete or cleaning
- Smoke from welding, soldering, etc.
- Light from welding, photographic flashlights or lamps, halogen spotlights, etc.

Certain areas, particularly switchgear, are equipped with high-sensitivity fire alarms that react to high concentrations of smoke or dust.

If any of the above conditions are thought to exist, the Health & Safety Group (tel. 01046 19444) must be contacted before work begins.

Evacuation cost

If a fire alarm is tripped as a result of negligence or carelessness, the contractor may be charged the cost of the evacuation procedure imposed by the Rescue Services (approx. SEK 7,000).



Hot Work

Before starting Hot Work, the authorised Permit Manager from the mill must issue a written Hot Work permit.

A qualified fire guard must always be appointed and stationed at the work site during the time Hot Work is carried out. This also applies during break periods. The fire guard may not leave the work site until the fire hazard no longer exists, usually at least an hour after work has been completed.

The fire guard must sign the Hot Work permit.

When carrying out Hot Work on roofs and balconies or other sealing work indoors or outdoors, equipment must be set up, managed and inspected in accordance with the rules of SBF. The use of naked flames is forbidden. Extinguishing equipment and measures to enable the alarm to be raised quickly must always be on hand.

Gas welding equipment

Welding equipment must be free from defects. Acetylene tubes must be equipped with backflash protection. Welding burners must be equipped with non-return valves for fuel gas and oxygen. Protective gloves and a shut-off key must be easily accessible. When the welding carriage is not in use, e.g. once work has ended for the day, it must, without exception, be returned to its designated location.



Flammable goods

Flammable goods shall, before being brought into the mill, must be reported to the mill's Flammable Goods Officer, who will provide more detailed instructions. The mill's Coordination Manager will provide assistance.

Flammable goods shall be stored in a vessel intended for this purpose and in a specially designated location. The vessel/container must be clearly marked.

Trucks, wheel loaders, etc.

The contractor's own trucks, wheel loaders, etc. must be in such condition that they are considered to be safe and operators of such vehicles must be able to show that they are in possession of a driving permit issued by their employer. In the case of equipment that requires inspection, operators must be able to produce a certificate of inspection.

Insurance companies require that trucks, etc. are equipped with fire extinguishers that are compliant with Swedish Fire Protection Association rules SBF 127.B. It shall be possible to produce an up-to-date record of functional inspections. Operators must be well-trained in the use of firefighting equipment.

Mobile work platforms

It is forbidden to use lifts from the mill without being in possession of an operator's permit issued by the mill. In the case of lifts owned or hired by the contractor, the operator must be able to produce a permit issued by their employer.

Lifts shall have a valid inspection mark and otherwise be in such condition that they are regarded as being safe.



Scaffolding

Anyone erecting scaffolding must have undergone the requisite training. Scaffolding builders must be able to produce evidence that they have undergone relevant training, have a professional qualification or demonstrable expertise.

In order to for scaffolding to be accessed, it must have a special scaffolding ticket. Otherwise, the scaffolding may not be accessed. No changes may be made to scaffolding without the approval of the scaffolding builder.



Electronics

All electronics shall be regarded as being sensitive to ESD (Electrostatic Discharge). Electronic devices shall be handled and all work involving electronics shall be done in an ESD-safe manner in order to minimise the occurrence of ESD damage/injury. This means that ESD protective equipment such as wristbands, ESD huts and ESD roller tables shall be used when handling electronics.

Chemicals

Substances that are toxic, abrasive and hazardous to health and the environment can be found throughout the mill. Protection and environmental data sheets provide information about protection and waste management. More detailed information can be obtained from the mill's Coordination Manager.

Chemical products

Loading and unloading

The unloading of chemical products may only begin once approved by the chemicals recipient. The requisite safety measures shall be implemented and local instructions complied with.

Drivers shall use protective equipment as prescribed by their company. It shall be possible to produce a copy of these rules upon request.



Hydrogen sulphide

Varying levels of hydrogen sulphide may occur at the mill. It is a toxic substance and smells of rotten eggs. Consult the mill's Coordination Manager before starting any work and use a hydrogen sulphide alarm if necessary.

Support

If there anything about the Hylte Mill course that you are unclear about or do you have any other questions?

Contact any of the following people:

Siv Wahlström Working Environment Technician +46 (0)10 4679640

Is there anything else you want to know about the (ENTRE) concept?

Contact SSG Standard Solutions Group:

Telephone support +46 (0)60 14 15 10



Defibrillator and assembly points



 Hjärtstartare

 Återsamlingsplatser

- 1 PM3 I gattet emellan PM2/PM3 (pelare O31)
- 2 LAB hiss PM1 källare
- 3 Perrongen I trapphuset (bottenplan)
- 4 HK Vid medvindsterminalen
- 5 Mek/ES/Förråd Vid kaffeautomaten, entré ES
- 6 RP Manöverrum, under larmtavla för nödduschar
- 7 KB Utanför manöverrum vid förbandslåda
- 8 Slip/TMP Vid förbandslåda manöverrum
- 9 Renseri 2 Vid dörr kabelkällare
- 10 Utbildningslokal COOP entré
- 11 All Aktiv. Huset Innanför dörr träningslokal
- 12 Villahult Entrén
- 13 Skiftesbilen Skiftesbilen
- 14 TP Mag Magasinets kontor

- 1 Portvakten
- 2 Kohangen
- 3 COOP
- 4 Trukverkstad
- 5 RP 2 mitt emot planen till TP magasin
- 6 Värnet
- 7 vid Perrongen
- 8 vid cykelställ utanför HK & matsal



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