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Jansson, Eva	Arbetsmiljö och säkerhetschef	2016-08-17 14:32	1.0
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Titel	Dokument-ID	Sidnr	
Code of conduct for safety, employees and contractors	VSK-1378	1 (13)	
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**This document is also available in Swedish- VSK-836.
If any changes are made in this document, remember to also make changes in VSK-836.**

Purpose

When multiple players work together in a workplace health and safety risks will be greater. Therefore, it is important that everyone involved is aware of the codes of conduct that apply in the workplace.

In our business personal safety will always come first. Our goal is to have a high degree of safety regarding both the work environment and the external environment. This routine consists of the general regulations that will lead us to achieve these goals. In addition to the general regulations are additional instructions for many jobs. The contractor will receive information on these from their contact on the site.

Extent

These regulations apply to contractors and subcontractors, and, where applicable, to employees at Skutskär Mill. The contractor shall, through its management in place contribute to compliance with the instructions.

Responsibility

Skutskär Mill has overall coordination responsibility when contractors come here to work. Responsibility for the tasks raised by this coordination responsibility is delegated by the mill director to the relevant department.

Description

This routine contains basic safety regulations concerning the Skutskär Mill.

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General rules

All employees at Skutskär Mill shall follow these rules.

The contractor must inform their employees about the content of this routine in the parts that affect them. The contractor shall also, by its management at the site contribute to that the procedures are followed.

If these procedures are not followed, measures are taken, such as contact with the contractor's management.

Coordinator / Contact

Skutskär Mill is responsible for the coordination of the working environment within the mill area. Every contractor should have a main contact person at the mill, as a rule, it is the technical officer for the service/work to be done. The contact person shall provide the information, rules, instructions etc. that the contractor will need to carry out work safely and this is done in conjunction with the assembly meeting. For larger projects or at stoppages guidelines for coordination is given at a coordination-meeting with the contractor. At the meeting the contractor is given information about safety regulations and other regulations at the mill. The contractor shall always designate its own contact person.

The contractor is responsible for communication of the above regulations and of risks to each employee who may be affected hereof. In other respects applies what is stated in laws, regulations as well as announcements, instructions and messages by the Work Environment Authority.

Passes

For the entry by a contractor a SSG access pass issued by SSG is required. To get this an approved ENTRE-training is required, both general and **Skutskär Mill's** local part. The ENTRE-training is administered by SSG. For entry by car a permission by the contractor's contact person within Skutskär Mill is required. The contractor will provide personal data, as well as the SSG-numbers of all persons who will work in the mill area to Skutskär's contact person. He passes in turn the data to the Security guard in connection with the notification. Passes are personal and not transferable.

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Visitation

Motor vehicle drivers are obliged to make their vehicles available for the visitation of security personnel.

When materials and equipment are to be transported out of the industrial area an exit declaration must be handed to the security guard. Exit Declaration is obtained by the contractor's contact person in Skutskär Mill.

Photo Ban

There is a general ban to photograph within the mill area. Photo permission is sought with the Security Manager.

Quays and berthed ships

The contractor's employees are prohibited access to the port area unless the contractor's work is on the quay or ship.

Drug policy

It is prohibited to stay in the industrial area under influence (alcohol/drugs). Alcoholic beverages or narcotic substances may neither be carried nor sold, and hence must not be used in the industrial area. Contractors shall take part of and follow the mill's drug policy. They shall also inform their employees about the content. Anyone who is called in to do a drug test are required to participate. Random drug testing can occur.

Smoking prohibited

Smoking is strictly prohibited throughout the premises. There is a total ban on smoking within the mill grounds.

The smoking ban applies also inside vehicles and loaders.

Minors

Minors (under 18 years) may not be used to work in Skutskär Mill. Exceptions may be granted upon written application regarding minors, aged or during the calendar year turns 17 years. Safety representatives shall be informed of where and for what tasks the minors are to be engaged. Minors under 13 are not allowed in the premises.

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Unwanted events

Emergency number

When the fire brigade or ambulance is needed - call 112.

- Speak calmly and clearly about what happened, if there is a fire, or how
- Where has it happened?
- Provide guidance.

Incidents and accidents

Accidents and incidents must be reported immediately to your own management and to the mill's contact person. The contractor is required to make a written incident and accident notification. Skutskär Mill's contact person will assist with the registration in PIA. Skutskär Mill is willing to participate in any investigation.

Notification of theft

Theft of materials and tools is to be discouraged by locking up such things in a fenced area or container or toolbox. If theft does occur, this must be notified to the Police and the Security Department.

Traffic

Traffic Law provisions apply where applicable in the industrial area. Motorists should follow the instructions given by the security personnel and contact person. Motor vehicles and motorized equipment may not be entered in the industrial area without permission. Short-term visitors, however, can be given a special permission for up to 1 hour from the security guard for their appointment and entry. NOTE! Rail traffic always takes priority. Paths for pedestrians and cyclists within the mill area are separated from vehicle traffic into marked paths for pedestrians/cyclists.

Speed limit

Maximum speed is 30 km/h. When passing the gates the speed should be reduced in good time. Drivers should stop immediately at the stop sign from the security guard. Be extra observant at exits with limited vision and at heavy traffic with industrial vehicles.

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Parking

Cars may only be parked in designated parking areas. NEVER park or stop so that the vehicle becomes an obstruction or danger to other road users or other activity. Private vehicles must NEVER be introduced in workplaces or building within the industrial area. We reserve the right to move illegally parked vehicles.

Industrial vehicles with daytime running lights

All industrial vehicles that have daytime running lights (tower light), should use these within the mill area.

Fire prevention

Hot work

"Hot work" (welding, cutting, grinding and work with hot air gun and other works that give rise to open flames, hot surfaces or sparks) may not be conducted without a written welding permit. A certificate for "HOT WORK" should be presented when asked for.

If explosive gas is expected to be in the pipe system, tank, etc. gas tests must be carried out by the Security Department - Fire department or, alternatively, serving Shift Engineer ('SKI').

Skutskär Mill's contact person shall in particular provide information about emergency procedures for summoning the fire brigade and the location of fire extinguishing equipment when contractors are to carry out flammable work.

Evacuation routes

At fire or gas emissions, it is important to evacuate quickly. Check the options available to vacate in addition to regular walking paths. To quickly and safely vacate the premises rests with the contractor and their employees to follow the instructions provided on:

- Evacuation routes, spare- and emergency exits.
- Visual and audible signals (see 8. Alarm).

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Personal protective equipment

Issued safety rules and regulations must be followed. The contractor itself keeps its employees with personal protective equipment required for operations. A personal gas detector is lent by the mill and should be brought to places where there may be gas (hydrogen sulphide and chlorine dioxide).

Compulsory protection

- Helmets are compulsory throughout the mill site, except the machine operator level at TKM (drying machines).
- Eye protection is mandatory in all production facilities as well as the mechanical processing workshops, etc.
- Safety shoes and full body covering clothing is compulsory in all production facilities. Exemption from the requirement for full body covering clothing at TKM/drying machines.
- Hearing protection should be worn in certain departments.
- Safety vests/clothing during loading and unloading and when staying in the areas for woodchip handling, the wood yard and in warehouses for pulp.

Alarms

In need of the fire brigade or ambulance call: 112
There are personnel within the mill that are trained in EMT (first aid) and CPR-rescue (Cardio-Pulmonary Resuscitation).

Warning and alarm signals

Operations alarms

The alarm is given in the start up of e.g. larger machine units, conveyors or lifting devices. The signal is given with a combined light and sound device. The light signal is yellow or orange. People nearby the signal, the machine unit, is prompted to heightened attention.

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Evacuation alarms

The alarm is given in connection with gas emissions in building alternative in case of emergency in the recovery building limits. The signal is given with flash-alternating red-white glow or alternatively only flashes in red. In some premises, the light signal is combined with a sound. Rooms / areas must be immediately evacuated. Premises/areas must be evacuated immediately.

In Skutskär the alarm in the recovery building is tested every Sunday at 15:15 p.m.

Emergency Alarm (VMA)

At an emergency alarm (VMA=important message to the public) outdoor working persons urgently need to go indoors, close windows, doors and ventilation if possible and await further instructions.

At problems getting inside, the persons should go to the best located meeting point, the one in shelter behind the spill/emission or the one situated perpendicular to the wind direction. The wind direction - see e.g. the smoke from the recovery boilers. When the danger is over a long signal will sound for 30 seconds.

The meeting points are located at port 3 (Harnäs), port 1 (security guard) and port 4 (timber measurement).

The alarm is tested at 15:00 p.m. the first Monday in March, June, September and December.

Contract work**General**

The contractor should, considering accidents and fire hazards, keep good order around the barracks and sheds. The same applies to the workplace. All of the facilities or areas should be available for inspection (fire inspection).

Deviations from the planned work is to be communicated to the contact person at the mill.

Engagement of subcontractors

If a subcontractor is hired by the contractor, this must be notified the contact person at the mill.

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Safety devices

A safety device must never be removed or put out of order. Floor openings or pits, even temporary, should be immediately be covered with attached boards or to be fenced-in.

Barriers/fencing

When necessary, barriers/fencing and warning signs must always be put up and when the work is finished, barriers/fencing and signs have to be removed. This is done in consultation with Skutskär's contact person. Barriers should be clear, durable and marked with yellow/black or red/white markings.

Free passages and roads

Transport routes and passages must be kept free from all materials. Only use assigned storage surfaces. Hoses and cables must be collected in paths and may only be in exceptional cases be pulled through a door passage. If that happens, the door must be locked open. Note that fire doors always must be kept closed. Never block escape routes, emergency/eye washes, gas shelters, fire/fighting equipment, medical equipment or electrical distribution centers/boxes.

Chemicals

Chemical products must not be brought in to the mill site without the prior approval by the mill's chemical group. The contractor must provide a list of the chemical products they want to use and safety data to one of the mill's contact persons for chemicals.

Residues and Wastes

All waste should be handled/sorted according to the procedures available for use. Every contractor has a responsibility to learn and follow these procedures.

Plastic and rubber compounds

Plastic and rubber compounds in all forms must be handled so that it will NOT 'come adrift'. Plastic must **UNDER NO CIRCUMSTANCES** end up on our chip piles, or otherwise get into our manufacturing process. This means that every contractor must dispose of not applicable plastic in trash bins/containers intended for that. If this is not complied with, we reserve the right to stop work and call for housekeeping. It must be done by your staff before work can be continued.

Establishment of sheds and barracks

Material sheds, personnel and office barracks may only be placed on a location designated by the Skutskär Mill's contact person.

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Lock out, tag out – Work permits

Contractors shall comply with the Lock out, tag out procedure in practice, which means the following:

Before starting work, there must be a written work permit for the work to be performed. The work permit must be signed by the operator with the name and date/time when it is ready to start. Furthermore, the contractor must ensure that he/she has received information about the risks that may occur in the work. This is done through conversations with personnel responsible for the shutdown and also control of listed risks on the work permit. Contractors should sign the work permit before starting work, and sign out when the work is finished.

The person carrying out the work should do a risk assessment, which seeks to clarify whether, from his point of view, it is possible to perform work and to implement safely.

Interventions on pipes and electrical systems

Contractors are not entitled to make pipe- or electrical connections without permission. 'LOCK OUT AND TAG OUT'-instructions must be followed unconditionally.

Work in restricted access locations (substations, electrical terminal boxes) must not be conducted without the consent of the contact person / Electrical Department Manager.

Wire marking temporarily removed for work to be restored after work. In cases where it is not possible to restore the label shall Skutskärs contact informed.

Computer systems

Contractors are not entitled to start computer work without the permission from the IT-department.

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Work platforms

Work should be carried out from a safe working platform such as correctly erected scaffolding, sky lift or ladder with anti-slip. If it cannot be solved otherwise, safety harness should be used and the rope connected to a robust attachment. Existing pipelines or cable ladders must not be used as a walkway or working platform. Upon removal of the existing grating or railing, the area should promptly be shielded with scaffolding.

Scaffolding

Construction- and other settings should be built in a robust and safe manner in accordance with the regulations of scaffolding, and marked with an approval certificate.

Red card: Scaffolding under construction. MAY NOT BE ENTERED.

Green card: The scaffolding is finished, MAY BE ENTERED. Only qualified scaffolders may build or alter a scaffolding.

Ladders

Ladders that are used must be approved and fitted with slipping covers. It is absolutely forbidden to use cable ladders as ladders.

Overhead cranes, cranes and other lifting equipment

Anyone using the overhead crane, scissor lift or sky lift must have the necessary training for the equipment. To use the overhead crane or other fixed lifting equipment requires a driving permit from your contact person and the department's supervisor. All equipment used for lifting persons must be approved and inspected for this. It is not allowed to perform person lifts with truck forks, loader buckets or similar. It is strictly prohibited to walk under a suspended load. The area around the lift site must be blocked/barred, due to the risk of falling objects.

Mobile cranes

Contractors who intend to use mobile crane and lifting equipment must be able to show authorized inspection certificates and professional certificates as a driver. In order to use mobile cranes or lifting equipment a written driving permit from Skutskär Mill is required. To walk under a suspended load is strictly prohibited. The area around the lift site must be blocked/barred, as there is a risk of falling objects.

Trucks and industrial vehicles

Trucks or industrial vehicles can only be driven by drivers who have undergone approved training and have a driving permit, approved by Skutskär Mill, for the vehicle in question.

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Internal instructions

A prerequisite for achieving a safe workplace is that everyone takes responsibility by following the current rules and safety regulations. In addition to these general rules there are specific instructions and rules established for many parts of the mill, such as reporting duty before access to certain areas.

Information on these specific instructions and rules is available from your contact person or your own supervision.