



Safety information

For employees, contractors and visitors at

Ortviken paper mill



In the event of fire or accident — dial 224

From a mobile dial 060-19 42 24

When you arrive at Ortviken

Compulsory registration

All visitors and contractors should report to reception, where you will receive your pass or, if you are a visitor, your visitor badge, as well as your protective helmet and reflective jacket.

People and vehicles entering the mill

To enter Ortviken paper mill, you require a pass (contractors) or visitor badge (visitors). A car pass is also required if you enter in a vehicle. Your contact person at the mill will have already processed and preregistered your details so that a pass/visitor badge with the correct validity will be available when you arrive.

You sign for your pass, and car pass where necessary, at the main gate reception desk when you arrive and return it once your assignment has been completed.

It is important that you inform your contact person/foreman if you leave the area, even if it is temporary.



You should always swipe your card at a machine whenever you enter or leave the mill area.

Safety training for contractors - ENTRÉ

Before you as a contractor may start working independently in the mill area, you must have undergone the ENTRÉ Internet-based safety training course, which is provided by SSG.

This course has a section on general safety and one section that has been locally adjusted to the specific risks and rules relating to Ortviken.

Safety information

Visitors are required to wear **helmets and reflective jackets** at all times whenever they are in the mill area. Helmets should usually be worn when there is a stoppage at the mill. Signs indicate when helmets should be worn.



Protective shoes are mandatory in all production premises. Exceptions are made for visitors on guided tours.



Ear defenders shall be used in areas with a high noise level, as indicated on doors.

There is a general **smoking ban** except in specifically marked smoking areas.



Alcohol and drugs are prohibited in the workplace. You may not be under the influence of alcohol or drugs while in the workplace. Drug tests are taken.



Mobile telephones are permitted in the area, except for EX-classed zones where the use of mobile telephones is not permitted. Mobile telephones must also be used with caution when in close proximity to control boxes, electronic equipment such as transmitters, monitors, etc.



Radiation sources are installed for measuring. Respect special signs and shutdown instructions.



Chemicals in the mill area include flammable, corrosive and toxic substances. Your contact person can provide information about what you need to know for performing your work.

Zone-classed areas where explosive atmospheres may be generated. Visitors may not be in these areas without permission.



Forklift trucks and other vehicles operate in the industrial areas and also in the mill premises. Be aware of this and remember that the driver's vision may be restricted.

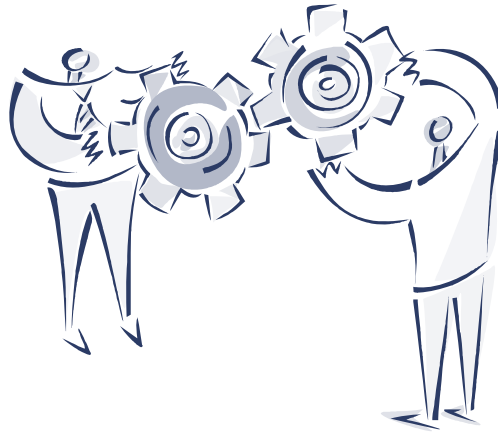
Gas alarms are installed in certain premises that warn of any leaks. In the event of an alarm (blue flashing light), the production engineer or the leader of the emergency services team will decide whether to evacuate the premises.

Escape routes in the event of a fire, gas leak or other hazard are marked with an evacuation sign.



Gas The mill area contains an AGA gas depot where contractors can take/exchange their gas cylinders. If a gas cylinder taken from this depot is to be removed from the area, the vehicle transporting the gas must always have the documentation issued by SCA.

General rules



Vehicles

Vehicles shall normally be parked outside the enclosed mill area. Special entry permits and parking permits are required to park within this area. Park only in marked spaces.

Road traffic regulations apply in the mill area. Generally, the speed limit is 30 kph.

Footpaths

Footpaths are marked in outdoor areas. They should be used by pedestrians.

Barriers

Barriers should be respected. Missing barriers should be immediately reported to the department manager or contact person.

Scaffolding

Only personnel from Ortviken's hired scaffolding company may construct scaffolding. Scaffolding must be inspected and approved (designated by a white sign) for use. No modifications may be made to constructed scaffolding.

Photography

Generally, no photography is permitted in the entire mill area unless a special permit has been obtained. A permit will be granted by your contact person.

Port areas

(see Assembly points pages 12-13) Unauthorized persons are strictly prohibited from trespassing on port areas where vessels are docked for unloading. Terminal personnel monitor the area and will eject anyone who is not permitted to be there.

Wood yard

All unauthorized pedestrians and vehicles are prohibited from entering Ortviken's wood yard.

Water treatment

A P3 filter respiratory protection apparatus must be worn when working at the wastewater treatment plant when there is the risk of splashes. Legionella bacterium may occur. Pregnant women and persons with weak immune systems may not enter these areas. Your contact person will tell you which areas this applies to.



The role of the contact person

The contact person is usually the person who orders work to be performed by a contractor. It is the contact person who is responsible for coordinating with other work being performed by the company that may affect the ordered assignment.

Information

The contact person shall provide information on specific risks within the department, how fire-safety procedures function and the rules for the import, unloading and storage of chemicals and waste management. Refer to the contact person if you

have any questions about areas with explosive atmospheres or EX classification areas.

Practical questions

Always direct any practical questions about your assignment at Ortviken to your contact person.

Permit

The contact person is responsible for and will assist you in obtaining the necessary permits and inspections required for you to safely work at and visit Ortviken.

Work requiring a permit

Hot work

A Hot work permit is required for the entire plant area. You must also hold a certificate issued by the Swedish Fire Protection Association to carry out such work.

Work in enclosed spaces

Written gas-free certification is required for working in limited or enclosed spaces. Your contact person is responsible to obtaining such certification.

Procedure: Work permit for work in limited or enclosed spaces, gas-free certification.

Break and Lock

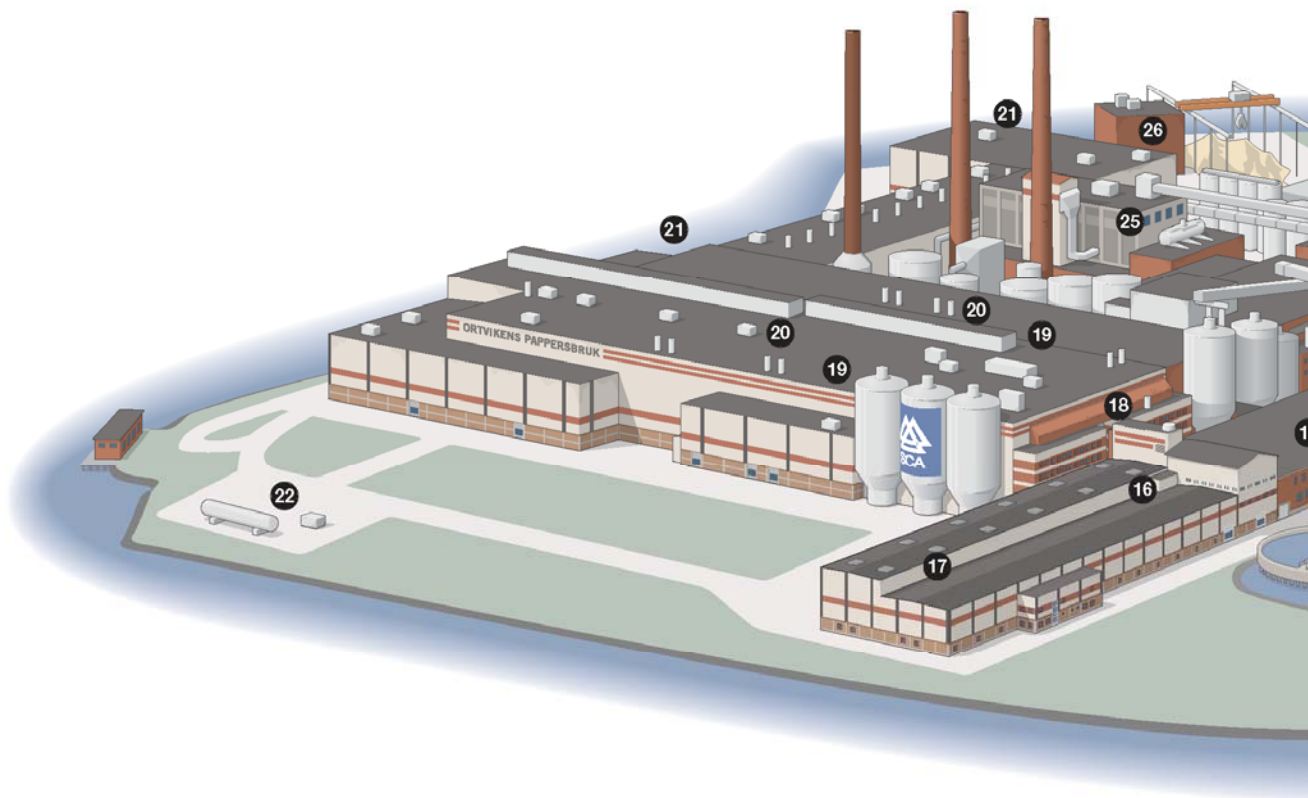
All controls and shutdown of mechanical and plant parts shall be operated by Ortviken personnel at all times. This takes place in accordance with our **Break and Lock/Safe stop** procedure. You may not begin work on any part of the mill until you have received the go-ahead from your contact person. Ensure that the break/shutdown procedure has taken place by, for example, checking that the safety switch or valves are locked.

Trucks and overhead cranes, etc.

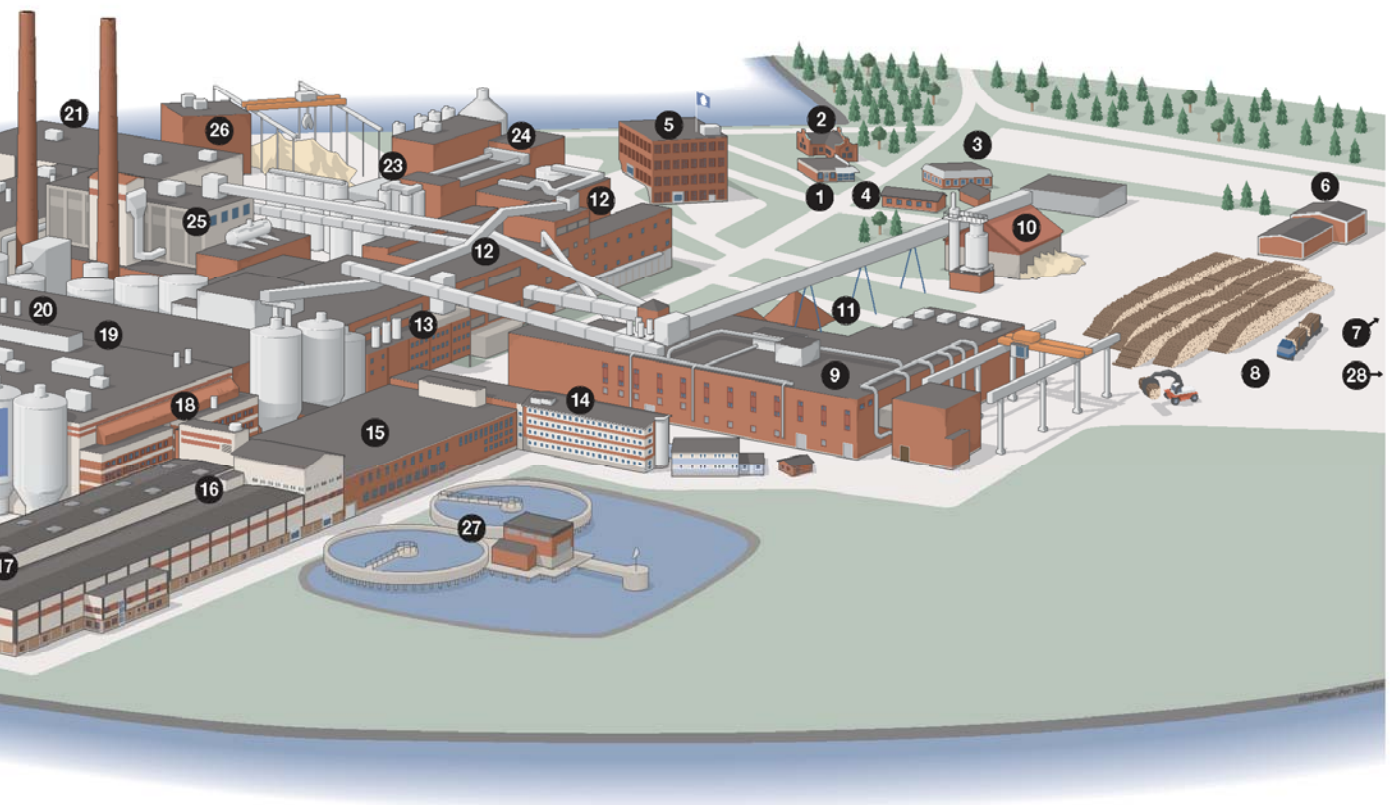
A training certificate and a written driver's license from Ortviken are required to operate forklift trucks, overhead cranes, boom lifts or work platforms. Submit an application to your contact person.



Map of Ortviken paper mill



1. Main gate
2. Mill conference centre
3. Union office
4. Training centre
5. Fire station
6. Truck garage
7. Wood and biofuel intake
8. Wood yard
9. Wood room
10. Chip storage
11. Bark silo
12. Pulp mill
13. Pulp mill office
14. Main office



- 15. Workshops
- 16. Supply store
- 17. Roll grinding workshop
- 18. Paper mill office and laboratory
- 19. Paper mill, Newsprint
- 20. Paper mill, LWC
- 21. Loading
- 22. LPG storage tank
- 23. Sulphate pulp intake
- 24. Coating kitchen
- 25. Steam power station
- 26. Biofuel boiler
- 27. Wastewater treatment plant, pre-sedimentation
- 28. Wastewater treatment plant

Insurance and use of IT

Insurance

It is the supplier's responsibility to take out and maintain insurance cover at adequate amounts for its commitments at SCA.

Third party liability insurance should, as a minimum, include the supplier's liability to pay damages under law and any contracts.

The terms of the insurance must include liability, product responsibility, responsibility of possession and environmental responsibility.

Use of IT, network and computers

The regulations of the company's IT policy must be followed, for example, connections to SCA's network, and all settings on PCs or other equipment, must, without exception, have been pre-approved by the IT department. Only software approved by the IT department may be used.



Incidents and accidents

All **incidents and accidents** shall be reported to your contact person and entered in SCA Ortvikens system for reporting incidents.

Emergency showers

Emergency showers are located at many places throughout the mill. Some of the emergency showers have alarms. Find out where your nearest emergency shower is located before you begin your work.

CPR

In the event of a cardiac arrest, cardio-pulmonary resuscitation (CPR) must begin immediately. State that it is a cardiac arrest when the alarm is raised. Defibrillators are available and are to be used by production engineers or the emergency team.

Chemical releases

If chemicals are released to ground, water or air, immediately inform your contact person.



In the event of an accident, it is important that you take the right action

Save anyone in immediate danger first.

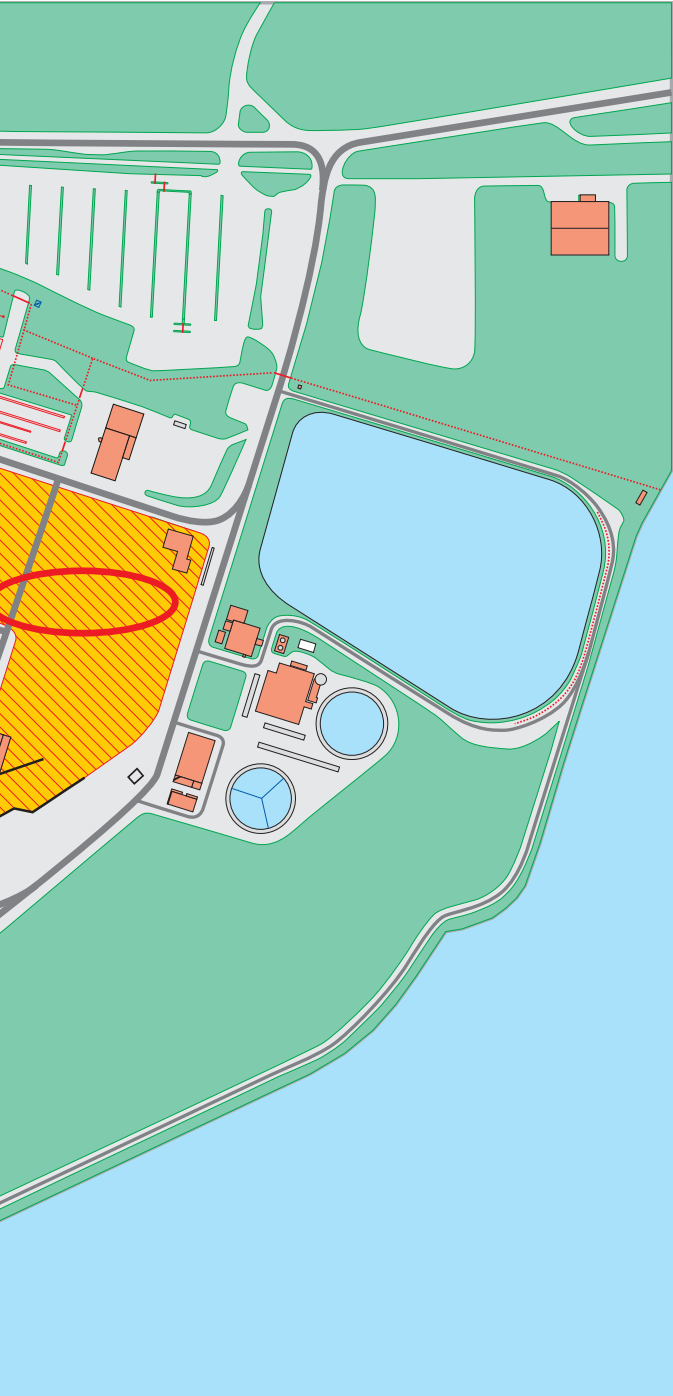
Warn other people in or coming toward the risk zone.

Raise the alarm according to procedure.

If there is a fire, if possible begin fire extinction.

Assembly points






Raising the alarm

If the emergency and/or ambulance services are required, the reception **must** be notified. The reception will subsequently handle further contacts and alerts.

A decision regarding the possible evacuation of the premises or the risk area will be taken by the production engineer and the leader of the emergency services team.

In connection with evacuation, it is important that you know the location of the emergency exits and your assembly point.

If the order to evacuate has been given, proceed immediately to the appropriate assembly point where you should contact your manager/contact person.

 **Area with specific risks and restricted access.**

Assembly point

 **Office parking**

 **Wood yard area**

Important procedures

Risk descriptions on work orders

Before you start your assignment, a written risk description is required for the work that is to be performed. Risk descriptions are written on separate forms together with the Ortviken contact person or other designated person.

Chemicals

All chemicals used in the industrial area must first be reported to and approved by the chemicals group.

Clean & tidy

To prevent damage or fire from occurring, it is important that the workplace is clear and tidy. Waste, residual materials, packaging and other inflammable materials must be removed as soon as possible. Oil or chemical spills shall be immediately cleared up.

Contractors are responsible for clearing and cleaning after the various stages of work included in their assignment.



Sorting waste at source

Waste shall be placed in the marked containers as follows:

Inflammable: plastic, Styrofoam, dirty paper, pieces of wood, tar paper, etc.

Waste paper for recycling: clean paper, cardboard and newspapers.

Metal: aluminum, scrap cables, electric motors.

Scrap metal white = stainless, acid-resistant.

Scrap metal black = scrap iron and other metals.

Unsorted industrial waste: insulation, glass, concrete, brick and similar.

Electrical waste and hazardous waste (such as batteries and solvents) should be placed at the storeroom.

Important telephone numbers

Larmnummer 224
(frome mobile 060-19 42 24)

If you are calling from a mobile, add 0601 before the extension.

	Extension
Switchboard	99 or 940 00
Main Gate	941 83
Production Engineer	942 62
Work Environment Engineer	944 78
Fire Prevention Officer	940 85
Chief Safety Representative	940 35
Occupational Health	941 00
Environmental Engineer	940 63

Staff canteen 942 33

Opening hours

Weekdays: 9:00 a.m. – 3:00 p.m.

Sat-Sun: Closed

NB! Extended opening hours during maintenance stops!

Taxi

Order from the Main Gate.

Reg.nr 169.310

If an accident has occurred

Raise the alarm!

Police

Ambulance

Fire department

Environmental protection

Dial 224

(from mobile 060-19 42 24)

Say where you are calling from, who you are and what has happened.



First aid equipment is provided in all control rooms

There are personnel trained in providing first aid and CPR in each department.

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