

# *Safety Regulations for **CONTRACTORS** with Fors Mill*



## ***Failure to Adhere to Safety Regulations***

If a **contractor** is found to be in extreme or recurrent violation of these regulations, we reserve the right to demand that the person or party responsible for the violation be removed from employment at Fors Mill. Special regulations apply to Fors Mill's own personnel.

Our contact person at Fors is responsible for supplying the **contractor** with the correct information regarding safety procedures. The **contractor** is obligated to refer to the Mill's contact person with any questions or concerns regarding safety procedures.

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## **PRODUCT QUALITY**

A company's greatest assets are its customers. Maintaining the highest standard of quality in production is therefore essential to the continued success of our company, and thus should also be of utmost importance to our **contractors**.

We at Fors Mill have made a commitment to manufacture only the highest-quality products. The **contractor** can positively affect these goals by:

- accomplishing the designated tasks within the designated time frames
- using only specified materials, parts and tools
- maintaining high standards of quality and completing work in a professional manner

## **WORKING ENVIRONMENT**

At Fors Mill, we believe that a safe and positive working environment is essential not only for the well-being and health of our employees, but also to maintain efficiency and quality in production. There are numerous risk factors associated with work in our industry: the use of potentially dangerous materials and machinery, automatic productions systems, and inflammable or corrosive chemicals, to name a few. In order to circumvent these risks, every effort has been made to secure the comfort, safety and health of all employees at all times.

## **NATURAL ENVIRONMENT**

As **contractor** it is your duty to exhibit respect for the environment, as well as to follow company environmental regulations. These regulations designate, for example, the proper disposal of waste materials and the labelling and handling of chemical products.

## **OCCUPATIONAL HYGIENE AND PRODUCT SAFETY**

Within our hygiene zone the following regulations apply:

- 'Break-off' or 'snap-off' utility knives may not be used.
- Food and drink may only be consumed in designated dining areas. Smoking is only permitted in designated smoking areas.
- Always wash hands after using the toilet, smoking, using snuff or chewing tobacco or consuming food.

- Avoid physical contact with products being manufactured.
- In certain areas of the sterile manufacturing areas, more severe restrictions may apply. Your contact at Fors Mill will provide you with further information if you will be required to enter these areas.
- Your signature under the enclosed 'Document of Assurance' certifies that you do not have any communicable diseases, open wounds, or other injuries which could contaminate consumable products via contact with cardboard packaging. If you, during your employment with Stora Enso Fors AB, contract a communicable illness or disease, you are obligated to inform your contact person at Fors Mill.

## **CO-ORDINATION RESPONSIBILITY**

We at Fors Mill are responsible for the co-ordination of health and safety regulations within the factory area. The guiding principles governing these regulations are presented at an initial meeting with the **contractor**.

At this meeting, the **contractor** will be given information regarding safety regulations as well as other rules and procedures in effect within the factory area.

## **SAFETY REGULATIONS**

Your contact person will familiarize you, the **contractor**, with any particular risks or safety regulations associated with the relevant work site. The **contractor** is responsible for informing his/her employees of all applicable regulations. Whenever possible, an assessment of the work site should be undertaken, using the occupational safety checklist (see our 'Projekthandledning' document U51).

Completed checklists are to be filed with the secretary in 'Teknik'.

The **contractor** is responsible for reporting all observations, incidents and accidents to his/her contact person.



## **TRAFFIC AND PARKING**

All traffic within the factory area requires a transportation and/or parking permit.

**Contractors** who must operate motor vehicles within the factory area will be supplied with parking permits by their contact person, and thereafter should park their vehicle only in the designated parking space.

Provisional transportation permits may be issued for the loading and unloading of material, tools, etc. to be used at work site. Loading vehicles should thereafter be parked only in the designated parking space outside the factory area. Standard national traffic laws apply within the factory area.

## **ELECTRICAL CONNECTIONS**

The **contractor** is not entitled to make any connections or breaks, to switch off, or to make any other modifications or repairs to the electrical system without authorisation from the manager of our automation department.

When working on machinery or equipment, always follow the safety regulations found in the document '**ESA Entreprenör**' as well as the regulations regarding unintentional engagement of machinery found in the document 'BRYT OCH LÅS'.

## **CONNECTIONS TO THE PIPELINE SYSTEM**

The **contractor** is not entitled to make connections to the pipeline system without prior permission from his/her contact person.

## **IT AND AUTOMATIC PRODUCTION SYSTEMS**

The **contractor**/consultant is not entitled to initiate any work within our Information Technology (Computer) or Automatic Production Systems without first obtaining authorization from the relevant department.

## **LIFTING EQUIPMENT**

Factory lifting equipment may not be used without permission and instructions from our production or maintenance management.

The use of lifting equipment requires a license and certification for overhead crane operators.

## **MOBILE CRANES**

All mobile cranes, lifting equipment or any other equipment to be used by the **contractor** must meet all national, local and factory safety requirements and be accompanied by the proper certification. Crane operators must be trained and certified in crane operation.

An authorised factory safety representative is to be informed and a risk-analysis undertaken whenever a mobile crane is to be used to lift a person. Only chains or steel cables may be used as support during these operations.



## **TRUCKS/TRACTORS**

Trucks and tractors may only be used within the factory area by certified personnel and then only after obtaining written permission from both their contact person at the factory and from plant management for the area in question. For more information on temporary transport permits, refer to document U81.

## **MOBILE WORK PLATFORMS**

Factory mobile work platforms may only be used by certified personnel and then only after obtaining written permission. A barricade should be erected around each work platform to reduce the risk of accident from potential falling objects or by collision with other machinery or equipment.

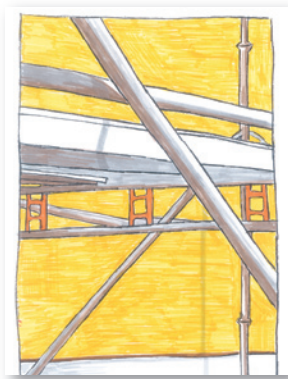


## **SCAFFOLDING AND LADDERS**

Scaffolding and other stands or supports must be erected in a safe and secure manner by fully trained personnel and in accordance with regulations dictated by the Swedish Work Environment Authority, Arbetsmiljöverket.

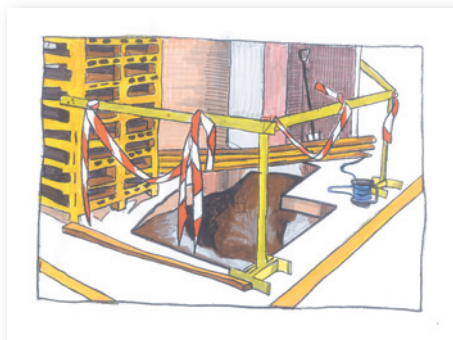
All scaffolding, ladders, stands, etc. must be inspected and approved by the foreman or technician of the Building department. No changes may be made to the scaffolding, ladder, stand, etc. once it has been approved. The written certificate of inspection and approval must be clearly displayed on or near the scaffolding.

Ladders may only be used as a passage of ascent and descent.



## **GAPS, HOLES, RECESSES, ETC.**

Anyone who makes a hole, gap, or recess in a floor or ceiling is responsible for ensuring that the hole is surrounded by a guard rail or is duly and properly covered.





## **ADJUSTMENTS TO PROCESSING EQUIPMENT**

The contractor must obtain permission from his/her contact person before initiating work or adjustments to the cistern, pipeline system or any other processing equipment. Always notify the Control Room / Operations director before beginning work.

The contractor is furthermore responsible for personally monitoring the construction site to be sure that it is properly drained and depressurized as well as, when applicable, blocked off. This applies even if the work has already been approved.

## **WORK IN HIGH-TEMPERATURE AREAS**

Several areas within the factory (Norr Ån, KM2, KM3, Energi) carry the risk for extremely high temperatures. The **contractor** should contact management before beginning work in these areas.

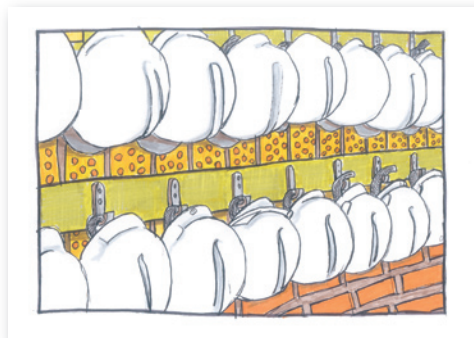
## **PERSONAL PROTECTIVE EQUIPMENT**

Protective helmets must be worn within the areas indicated at the initial contact meeting, or as otherwise instructed.

Safety vests must be worn within the Norr Ån and EB areas. Some areas require that ear protective devices be worn, and will be signed accordingly.

Acquaint yourself with the emergency shower and eyewash facilities nearest your work site before you begin working.

Each department in the factory is equipped with a first-aid station and personnel trained in first-aid procedures.



## **FIRE PREVENTION**

Producing carton board means that there are a great number of inflammable materials on our premises. Consequently, the risk of fire is high. Whenever “Hot Labour” must be undertaken, i.e. welding, cutting, soldering, grinding, drying, warming, as well as any “hot” work on roofs, a ‘CHECKLIST FOR TEMPORARY HOT LABOUR’ must be made. All personnel working on and/or supervising the “Hot Labour” must be appropriately trained and certified in accordance with the Swedish Association of Fire Prevention, Svenska Brandförsvarsföreningen.

All cutting torches and welding equipment must be fitted with back pressure valves, reverse valves and shut-off keys. Protective gloves must always be worn. Gas-bottle carts are to be stored in designated places when not in use.

All fires, including narrowly avoided fires, must be reported to the contact person.

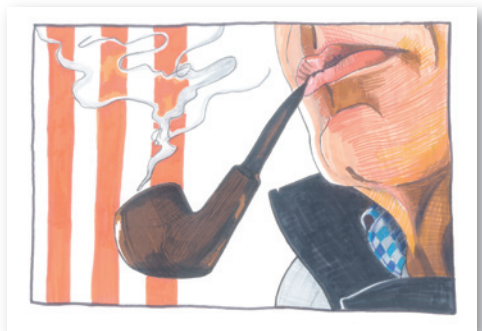
Inflammable material may not be used or stored without special permission from your contact person.

The **contractor** is responsible for confirming that the necessary fire-extinguishing equipment is easily accessible during every work project, and for confirming that the **contractor** is able to handle the equipment.

The **contractor** is furthermore responsible for acquainting himself/herself with fire evacuation procedures, including locations of the nearest emergency exits and of the prearranged reassembly areas, before beginning work.

## **SMOKING**

Smoking is forbidden throughout the factory area with the exception of specially designated smoking areas.



## **CHEMICALS**

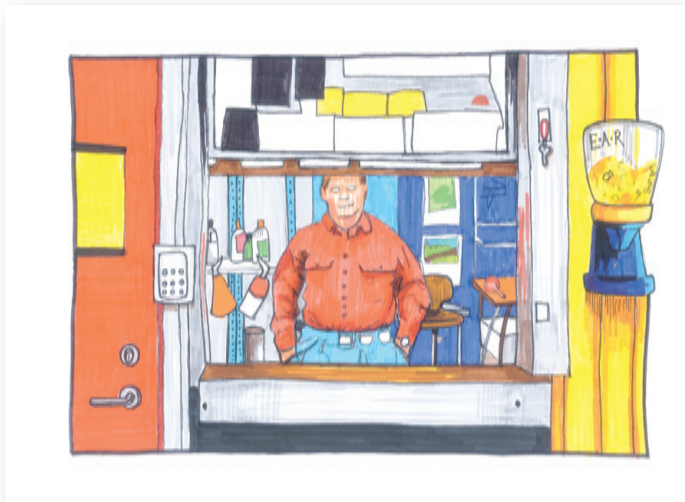
Chemical products may not be stored anywhere in the factory area without prior permission from the factory's internal Chemical Committee, 'Kemikaliegrupp'. Your contact person can provide you with an application form for the use of chemical products.

All containers holding chemical products must be clearly labelled.

Carefully read the safety and environmental protection warnings for each specific chemical before use.

## **BORROWING FROM THE STORES**

The **contractor** is responsible for providing his/her employees with all necessary tools and equipment. In exceptional cases, and then only after an agreement has been reached between the contractor and his/her contact person, certain special tools may be borrowed from our stores.



## **DRUGS AND ALCOHOL**

The use, distribution or possession of alcohol, narcotics or any other intoxicant is strictly prohibited anywhere on Fors Mill property.

## **PROPERTY THEFT**

The theft of any material or equipment is to be reported to your contact person.

## **PHOTOGRAFY**

Photography of any kind is strictly prohibited within the factory area.



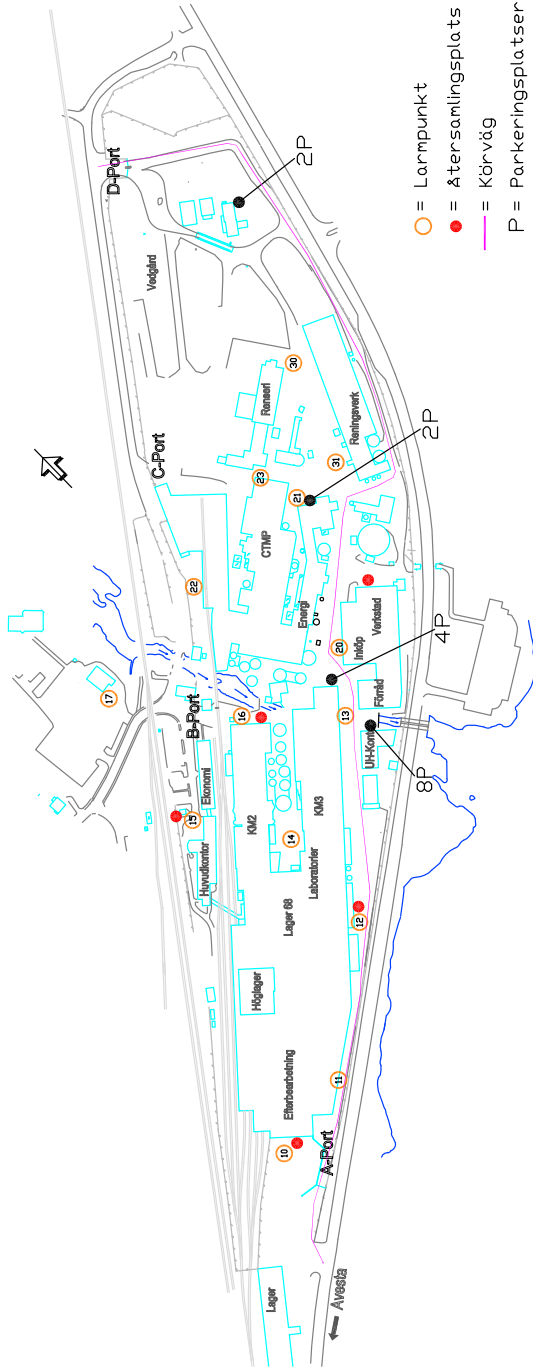
## **TAXI**

Avesta Taxi, telephone number 0226-804 00

## **EMERGENCY NUMBERS-AMBULANCE AND RESCUE SERVICES**
















- **Dial: 112**
- **State from where you are calling: (Stora Enso Fors AB, Fors Mill)**
- **Report what has happened and where**
- **Next, dial 0226-300 19 and report the incident to our internal Alarm Centre, 'Larmcentralen'.**

# EMERGENCY POINTS/RESSEMBLY AREAS/PARKING AREA

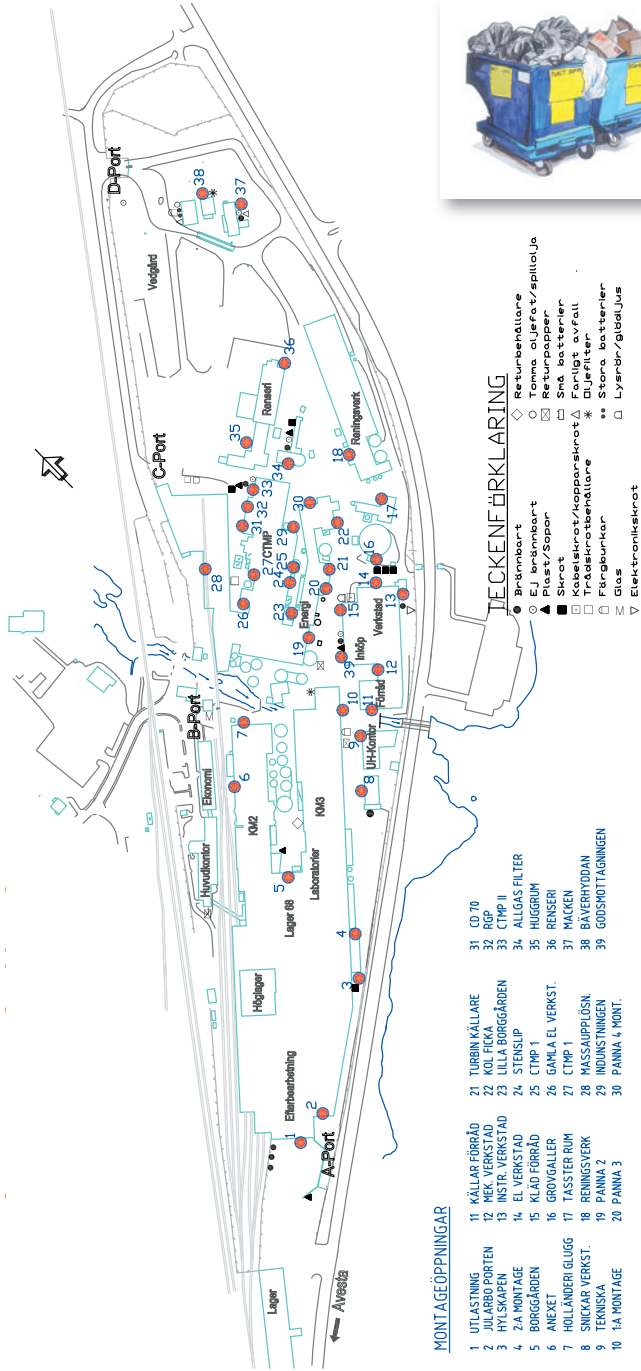


# **SORTING OF WASTE AND RECYCLABLE MATERIALS**

Every waste receptacle within the factory is marked according to what sort of waste it is intended for. The **contractor** is responsible for making sure that each work area is cleared and cleaned properly when the work is completed. All remaining or unused materials and packaging, as well as any spillages that have occurred during the contracted work, must be sorted according to the descriptions listed below. Refer also to the map of the factory included on the last page of this document.

-  **INFLAMMABLE** e.g. wood shavings, sawdust, corrugated cardboard and other paper products, etc. Receptacles are labelled 'brännbart'.
-  **NON-FLAMMABLE** e.g. concrete, brick, insulation, etc. Labelled 'ej brännbart'.
-  **PLASTIC AND RUBBISH** e.g. plastic, rubbish bin bags, dirty rags, rope, string, etc. Labelled 'plast/sopor'.
-  **SCRAP METAL** sorted into separate bins for iron ('svartskrot'), aluminium ('aluminiumskrot') and stainless steel ('rostfritt skrot').
-  **CABLE SCRAP** placed in a separate receptacle near the storeroom, labelled 'kabelskrot'.
-  **FLORESCENT LAMPS** collected in a special receptacle near the clothing storeroom, and sorted according to the following designations: Florescent Lamps (60 cm and longer), Florescent Lamps (under 60 cm), light bulbs and small lamps.
-  **RECYCLABLE PAPER** ordinary copy paper, newspaper, etc. is placed into a receptacle marked 'ÅTERVINNING AV TIDNINGAR OCH JOURNALER'. Corrugated cardboard, envelopes with plastic windows, carbon paper, etc. may not be placed in these receptacles.
-  **SMALL BATTERIES** can either be placed in receptacles marked 'BATTERIER' which are to be found in every department, or can be brought to the store room for disposal.
-  **MOTOR VEHICLE BATTERIES** batteries for cars, trucks and lorries are to be collected in a specially designated receptacle located at 'Bäverhyddan'.
-  **HAZARDOUS WASTE** must always be disposed of correctly. Contact the Storeroom foreman for more details.
-  **OIL DAMAGED MATERIALS** e.g. rags, sponges, cotton products, or other materials that have been used for absorbing oil or grease. Receptacles for these are placed throughout the factory area.
-  **GLASS** sorted into transparent ('OFÄRGAT GLAS') and coloured ('FÄRGAT GLAS') and placed into receptacles marked accordingly near Gate B.
-  **PAINT CONTAINERS** empty paint containers or any containers holding paint or paint residue are to be placed in special receptacles marked 'FÄRGBURKAR'. These are located at 'Bäverhyddan' and at the entrance to the 1<sup>st</sup> Montage in KM3.
-  **OIL FILTERS** placed in separate receptacles marked 'OLJEFILTER' near the walk-in entrance to the lubricant storehouse, and at the truck workshop.
-  **ELECTRICAL SCRAP** placed in grey receptacles marked 'ELEKTRONIKSKROT' outside the automation workshop.

# PLANT LAYOUT













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