



BILLERUD

Safety Rules and Regulations

Billerud Gruvön



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Welcome to Billerud Gruvön!



Billerud is a world-leading supplier of strong primary fibre-based packaging materials. Paper, pulp and cardboard are manufactured at Gruvön, most of which is used for packaging. The mill comprises a hardwood fibre line, two sulphate pulp lines, a lye and steam block, a fluting mill, a cardboard mill, a paper mill and office premises and workshops.

A SAFE AND SECURE MILL!

The working environment, external environment, energy, quality and food safety are given the highest priority at Billerud. You can read more about this in our guidelines. Safety is our top priority at Gruvön and it permeates every part of our operations and all our work on the site.

The information in this brochure applies to readers to different extents, depending on whether they are an employee or a contractor. The basic principle is that you must always comply with our Safety Rules and Regulations.

Gruvön's production process is complex and involves multiple types of risks. The industrial environment may present or generate hazards such as:



chemicals
fluids/gases
flammable or corrosive substances
low oxygen environments
hot liquids and surfaces pressurised
equipment/stored energy

biological risks
heavy traffic
a high noise level
moving machine parts

SSG On Site

We use SSG On Site as part of our communication to people on Gruvön area. Through SSG On Site, we reach out with current and relevant information. It is an app you have in your phone where you can, among other things, take part in area-specific safety rules on Gruvön, you can see maps in relation to where you are, take part in contact information to Gruvön staff, information regarding parking and access and you find these Safety Rules and Regulations, which are available in full in PDF format.

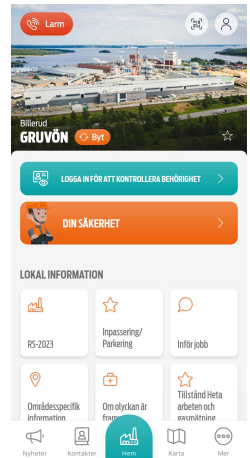
Via the app, you will receive a notification directly in your phone in the event of rapidly occurring events, such as a road that is blocked off, operation-related events such as water being temporarily suspended or similar events that may be important for you to know. There is also an alarm function that makes it possible to quickly contact Gruvön's emergency number in the event of a serious incident.

Through the app, you can also perform your daily risk assessments through a simple checklist.

You can easily see if you meet the admission requirements for Gruvön, what courses are required and the current validity period.

To download SSG On Site, follow these steps:

1. Open the camera on your mobile phone.
2. Scan the QR code, you will then be sent to the download page for SSG On Site in the Appstore/Google play.
3. Download the app and connect to Billerud Gruvön.



This brochure provides a general description of our Safety Rules and Regulations and is intended to provide you with an overview of what to expect when you are on site at Gruvön.

More detailed Safety Rules and Regulations and our procedures are available in our internal steering documents. Employees or contact persons can search for more information in "Kompassen", using the document number indicated next to the paragraph.

CHECKLIST FOR CONTRACTORS

An overview of the steps to be carried out before starting work is provided here:

- ✓ SSG Entrance Basic Course.
- ✓ SSG Entrance Billerud Gruvön Local Course.
- ✓ Make sure you are registered for entry and have a valid SSG Access card.
- ✓ Familiarise yourself with the Safety Rules and Regulations at Billerud Gruvön and inform your own personnel and subcontractors about these rules.
- ✓ Carry out a risk assessment and produce a work description for the work concerned, which must also be shared with your contact person.
- ✓ Participate in/study the risk assessment for the work concerned and inform your own personnel about this.
- ✓ Take an active part in the coordination work, for example, by participating in morning meetings and providing information to the people concerned on an ongoing basis.
- ✓ Carry out a daily risk assessment before starting work.
- ✓ Make sure that any chemical you may bring into Gruvön is approved by us.
- ✓ Check with your contact person what type of work permit is required for your work.
- ✓ Make sure you know what to do in the case of a "safe shutdown", (Lock Out Tag Out).

Gruvöns Safety Rules and Regulations are provided here in alphabetical order so that you can easily find the information you require.

Alarms, First Aid and defibrillators

At Gruvön, we have a well-established response organization, which is ready to act and handle serious incidents and incidents that may occur in the factory area. We have an internal emergency number to ensure that Gruvön's internal response organization can function throughout the chain.

Södra porten will call the emergency services if necessary.

Call **+46 (0) 555-417 00** from a mobile phone or **3333** from an internal telephone.

First Aid equipment and eye wash are located inside or outside the control rooms. You can obtain more detailed information from your immediate supervisor or contact person.

There are defibrillators at several places on site, as shown on the map in the SSG On Site APP.



INS-12694
RTN-12117
SSG On Site APP



Zero tolerance of alcohol and drugs

Alcohol and drugs

Billeruds alcohol and drug policy aims to contribute to a safe physical and psychosocial working environment, and we work actively and preventively against alcohol and drugs in the workplace to maintain a safe and secure working environment. We have zero tolerance regarding all handling and use of alcohol and drugs. Alcohol and drug tests are conducted regularly on site.

Disciplinary measures are applied if a breath test exceeds 0.00‰. Individuals suspected of being under the influence may be required to submit samples. The refusal to do so is equated with a positive test result.



For further information, please see "Disciplinary measures".

RTN-63962
RTN-63963

Accidents

We strive to ensure that Gruvön is a safe workplace for everyone who is in the area. We have a vision that nobody at Gruvön should have to suffer an accident. Based on reports from previous accidents, we actively work to implement measures that have been identified, to create a safer workplace. Therefore, accidents must always be investigated by contractors together with the departmental manager or somebody else appointed by the organisation. Employees report accidents and serious incidents in the deviation management system PIA, in accordance with internal procedures.

Contractors report accidents and serious incidents to their own supervisors and to their Gruvön contact person, who registers these in the deviation management system PIA, without delay. Accidents **shall always be reported as soon as possible**

RTN-14314





Assembly points

In the event of an evacuation, the assembly points shown on the overview map on the last page of this document apply. Make sure that you know the location of your nearest assembly point.

In the event of an alarm and evacuation, the contractor is responsible for ensuring that its own personnel are evacuated to the assembly point.

More detailed information about the assembly points is available at the end of the brochure and in the SSG On Site APP.

SSG On Site APP

Barriers

Due to product safety, barriers must never be made with plastic materials, such as plastic tape. In the case of work where holes in the floor joists occur through drilling or dismantling of equipment, temporary barriers shall be established immediately by the person performing the work. In case of holes in the ground or floor or when opening in a guardrail, the barrier must be supplemented with fixed fall protection in the form of, for example, a handrail.

Barriers shall be marked with information about:

- ✓ The reason for the barrier and the area
- ✓ Contact details, name and telephone
- ✓ Planned period during which the barriers will be in place.

Barriers must be clearly visible, and reflectors or lamps must be used if necessary. Inspection - Check regularly that the barrier is in an acceptable state. The person who sets up a barrier is responsible for removing it when it is no longer required.

INS -12345

Chemicals and sources of ionising radiation

Always carry out a risk assessment and use the necessary equipment and protective equipment when handling chemicals. Determine the location of evacuation routes, emergency showers, eyewash fountains and other emergency equipment.

Chemical products may not be brought onto the site without the permission of Gruvön. Safety data sheets must always be available. Contractors who must bring a source of ionising radiation or chemicals onto the site must report this to their contact person. The source of ionising radiation must always be marked with a warning sign. kylt.

Your contact person will inform you about which chemicals you may encounter during your time on site.



INS-12833
INS-12603
TPL-14151
INS-32994

Cleaning, housekeeping and waste management

Everyone in the industrial area is responsible for and has to take care of their own waste and is responsible for keeping their own workplace tidy.

The work is not completed and will not be approved until rubbish/ equipment/package, etc. have been removed from the workplace.

Waste must be sorted, in accordance with Gruvön's system, into waste containers marked with the text: Paper, Non-combustible, Metal, Stainless steel, Household waste and Other combustible (in Swedish - Papper, Icke brännbart, Metall, Rostfritt stål, Hushållsavfall, Övrigt brännbart).

Get in touch with your contact person for the required absorption materials for use in the event of any oil spillages (ABSOL).



INS -12345

Confined spaces

A confined space refers to a space in which, due to insufficient ventilation, a dangerous atmosphere can arise and it is also difficult to get into and out from, e.g. cisterns, tanks, culverts and drying cylinders.

Under no circumstances may work in confined spaces be carried out without written permission from operating personnel or maintenance personnel. The permit is preceded by a risk assessment that includes safe shutdown, gas measurement and the need for an isolation/protective transformer.

An outside guard must always be in place outside the space. The guard must have information about what work is being done. If the guard does not have contact with the person in the room, a telephone, two-way radio or other signalling system must be used. The outside guard must be informed of the rescue plan for the space. There is a requirement to carry a personal gas detector when in confined spaces.



INS-12831
INS-39715

Coordination responsibility



Gruvön is responsible for specifying the forms of coordination that apply to different employers who are in the same place at the same time.

Coordination means that all employers present on site share with one another details of the risks that their own work poses to other employers and jointly plan the timing of the work. In principle, all employers have the same responsibility in respect of the coordination responsibility. The forms that this coordination takes can vary depending on how the work is to be carried out, e.g. during ongoing running, a maintenance shutdown or a major project. Contractors will be notified by their contact person as to how the coordination will take place in each particular case.

Disciplinary measures

In the event of a breach of the Safety Rules and Regulations that apply at Gruvön, or if you subject yourself or others to danger, disciplinary measures will be imposed. The severity of the breach determines the measure that is taken.

FOR EMPLOYEES:

discussion, verbal warning, written warning, transfer/termination of employment or dismissal.

FOR CONTRACTORS:

discussion, verbal warning, first warning, second warning or in the case of a serious breach of our Safety Rules and Regulations the result is expulsion from Gruvön.

DISCIPLINARY MEASURES RELATING TO ALCOHOL AND DRUGS:

Contractor – Results of 0.00‰–0.19‰ give rise to a warning; the person must leave the area immediately. Before entry the next day, the person must undergo an alcohol test at Södra porten (South Gate). This takes the form of a breath test and requires a result of 0.00‰.

If the result of the contractor's breath test exceeds 0.2‰ or there is a positive result to a drug test, the person concerned will be immediately expelled from the area in cooperation with the contractor's supervisor. Any refusal to take a breath test or drug test is treated as a positive result that exceeds 0.2‰ by Gruvön. The disciplinary measures are applicable for 12 months.

Internal rehabilitation procedures are applicable to employees.

INS-62262

Electrical safety

Only authorised individuals may enter the electrical services room or areas with switchgear. The contractor's equipment must be in perfect condition and be properly connected to the power system in order to be used. Arc-tested clothing must be used and adapted to fit the type of work, calculated to the correct cal/cm².

Service power must only be taken from the service power plants intended for that purpose. Turning off transformers and other connections in Gruvöns' electrical distribution system is prohibited. Employees without electrical training may only enter the electrical services room in the company of employees with electrical training. If a contractor is to remain alone in an electrical services room, the contractor must have been given special safety information and a written permit issued by employees from the ELIA-EL section or the ELI Group Manager of the department concerned.

It is not permitted to use piping, cable ladders, sections of buildings, scaffolding or similar items as part of a return conductor. Always use a residual current device for your own safety.

There are specific risks when working in narrow electrically conductive areas, such as drying cylinders, filters and cisterns.

Working with electrical equipment in conductive spaces where mobility is restricted:

- ✓ Lighting must be supplied from a 24 V protective transformer
- ✓ Welding units must be marked with an S and special electrode holders must be used
- ✓ Welding units and hand tools, 230 V, must be supplied from an isolating transformer
- ✓ The protective transformer, isolating transformer and welding unit must be placed outside the narrow conductive area
- ✓ Cables must be routed so that they are visible and protected from mechanical damage with cable protection, hose, etc.

INS-35347 INS-13203

Emergencies

If an emergency occurs, we have an internal alarm system to obtain the fastest possible help. Follow the instructions below:

1. Rescue and, if possible, take care of people who are in the vicinity of the accident.
2. Warn the surrounding area, if necessary, of the risks in the vicinity of the accident.
3. Alert Södra porten on +46 (0)555-417 00 or 3333 from an internal telephone. Answer the questions and provide them with any other information you have. Södra porten will alert SOS alarm, if necessary.
4. Extinguish or take what action you can in the vicinity of the accident to limit further damage or injury, always without risking your own safety.

Always notify your immediate supervisor or contact person at Gruvön of the incident.

RTN-12117



Entry to Gruvön

Access and entry to Gruvön takes place with access cards and card readers via gates at Norra porten (North Gate) or Södra porten (South Gate). Employed staff can also enter through the pedestrian gate in the western part of the KM7 area.

To gain access as a contractor, you have to have taken the web-based training courses:

- ✓ SSG Entrance Basic Course
- ✓ SSG Entrance Billerud Gruvön Local Course

Employees must have taken the training courses:

- ✓ SSG Employee Safety
- ✓ SSG Entrance Billerud Gruvön Local Course

These training courses are given by an internal administrator within the own company.

It is also possible to enter by car after obtaining an entry permit from the departmental manager or contact person. Any other passengers in the car must also swipe their access cards in the card reader.

During a maintenance shutdown, entry takes place at Norra porten (North Gate). There is always a minimum requirement to wear a high visibility vest when moving on marked walkways to and from the workplace at the start and end of the working day.

SSG

RTN-30196

Evacuation routes, emergency showers and firefighting equipment

Details of evacuation routes, emergency showers (marked in green/white) and firefighting equipment are provided by operational personnel for employees or by the contact person for contractors. A briefing is carried out on site before work begins. Always determine the location of and note the evacuation plan in the area you will be working in or visiting.

Passageways, routes, evacuation routes, emergency showers and firefighting equipment must never be blocked.

Emergency showers and eyewash fountains are often equipped with an alarm function linked to the control room. If you accidentally activate an emergency shower you must remain at the location and wait for the operational personnel.



Fire safety

In the industrial area there is fire safety equipment in the form of fire alarms, fire hydrants, sprinkler systems and hand-held fire extinguishers.

Buildings are divided into fire cells which are intended to prevent fire from spreading between different parts of the building.

There are also Safety Rules and Regulations for Hot Work which must be complied with to minimise the risk of fire. There are also separate rules for areas where there is a risk of explosion, known as ATEX areas.

Fire-extinguishing equipment must never be blocked.

For further information, please see "Hot Work".



First Aid

First Aid equipment is available on site. Make sure that you know where the nearest First Aid equipment is located before starting work.

Get in touch with your contact person for more information.



SSG On Site APP

Forklift trucks

When employed staff have to drive forklift trucks, training and permits are required in accordance with internal procedures. For contractors who need to use forklift trucks, permission is required from daily operations or maintenance management staff, regardless of who owns the forklift truck.

The special permit and proof of the knowledge additionally required to use the forklift trucks must be provided by the contractor. The permit and proof of knowledge must be shown on demand. Passengers may only be transported on forklift trucks that have approved passenger seats, and if there are seat belts in the forklift truck these must always be used.

When the vehicle is in motion, only hands-free calls may be made. The use of a phone, two-way radio, multimedia equipment or similar must not jeopardise the safe operation of the vehicle.

Hands-free equipment or hearing protectors must not be of such a nature that they completely shield the driver from the outside world. It is not permitted to use headphones or earbuds instead of/inside ear protectors.

**VPB-13415
INS-12903
TPL-31393**

Gas cylinders

Gas cylinders must always be anchored or placed in enclosed gas carts.

Empty gas cylinders must be transported to the Gas Depot/designated location immediately.

RTN-61467

Harassment and discrimination

Bullying, harassment and discrimination are not tolerated at Billerud. This applies to anyone who is present on Gruvön premises, including employees, contractors, customers and other parties.

GLN-09294

Hot Work and flammable substances

Hot Work refers to welding, flame cutting, grinding, soldering, covering with roofing felt, work with an open flame and other procedures conducted at high temperatures.

Gruvön has a requirement that those performing Hot Work and people acting as fire guards must have certificates issued **from Sweden**. Permits are required for all Hot Work and are issued for each individual task and day. The person performing Hot Work, the fire guard and the contractor's own type-approved fire extinguishing equipment (minimum two 6 kg extinguishers) must be present when permits are issued. There may be additional requirements for different areas and tasks. Permits are always required for Hot Work, and the permit issuer's conditions for the permit must always be followed.

There is a risk of combustible gases in places such as steam conduits. These are an examples of when a gas-free declaration is required in processes.

In the ATEX zone a permit is issued or an alternative working method is specified by an employee from Gruvön Fire Station.

Work in ATEX zones requires a special written permit.

For contractors – for contact details for permit issuers, see the SSG On Site APP.

SSG On Site APP INS-12613 INS-12840
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Hygiene

Billerud Gruvön produces paper and board that is used for food packaging. To ensure hygienic production we are hygiene certified and therefore have special hygiene regulations. This means that there are specific rules with which everyone must comply. When working in a hygiene zone, it is important to be aware of the various hygiene requirements. Ask for information from your immediate supervisor or from your contact person.

During a maintenance shutdown, the hygiene rules do not apply. There are, however, more stringent requirements for cleaning and for the restoration of the workplace after the work has been completed.



Incidents

We strive to ensure that Gruvön is a safe workplace for everyone in the area. Our vision is that nobody at Gruvön should have to suffer an accident. Based on reports from previous incidents and accidents, we actively work on the measures that are identified to create a safer workplace.

Employees report incidents in Gruvön's deviation management system PIA, in accordance with internal procedures.

Contractors report incidents to their own supervisors and contact person at Gruvön, who registers these in Gruvön's deviation management system in accordance with internal procedures. Incidents can also be reported in the SGG On Site APP.

Incidents shall always be reported as soon as possible and must always be investigated by the contractor together with the departmental manager or another person appointed by the organisation.

RTN-14314

Ladders

Work must only be carried out on ladders in exceptional circumstances. The work must be of a short duration and is subject to the person being able to hold onto the ladder with one hand. The ladder must be type approved and in good condition. If lean-to ladders have to be used, they must be anchored and fitted with anti-skid protectors and an inspection stamp.

RTN-61541

Legionella

Legionnaires' disease is a type of pneumonia caused by Legionella bacteria. Infection occurs through inhalation of aerosols containing legionella.

The probability of being infected is low. Risk groups for infection are individuals with underlying diseases or individuals with weakened immune systems. Aerosol formation can take place, for example, as a result of mechanical aeration of an aqueous phase, high-pressure flushing of equipment, overflow with splash risk and more. Personnel who are to perform function tests of emergency showers must undergo a targeted health examination at the occupational health service Gruvön. Respiratory protection in the form of filters of at least class P3 must be used.



Overview image of risk area.

Gruvön's contact person must inform the contractor of the need for a health examination in the case of contractors who are to work in any area with increased risk. The health examination must be carried out by the contractor.

There is an exception for emergency showers and eyewash fountains on KM7 as this system is isolated and built in such a way that legionella growth is counteracted.

RTN-13490



Lifts and lifting devices

If there is to be any lifting activity, the area must be surrounded by a barrier or guarded by a lifting guard. Fixed handrails at lift shafts may only be dismantled by Gruvön employees. It is forbidden to leave, walk or stand under a suspended load and a control line or similar shall be used if necessary.

Work with lifts must always be assessed for risk and lifting equipment such as lifting slings and shackles must always be suitable for the lift/weight concerned and checked before use.

To use lifting equipment at Gruvön, you must have **written** permission from operational or maintenance supervisors.

Examples of lifting devices are telfers, overhead cranes, cranes, etc. When working with a mobile crane, a written lifting plan must always be created. The special permit and proof of the knowledge additionally required to use the lifting device must be provided by the contractor. The permit and proof of knowledge must be shown on demand.



TPL-31393
TPL-37693
RTN-36992



Mobile work platforms

Barriers are required for work involving a mobile work platform, if there is passing traffic, a risk of being hit by vehicles or a risk for people walking past when you are working at height using hand tools, for example.

It is not permitted under any circumstances to climb into or out of the basket during ongoing work from a mobile work platform.

There are requirements to use type-approved personal fall protection and to be anchored in the basket while using any type of mobile working platforms such as scissor lifts, pillar lifts, boom lifts, etc. Relevant knowledge of usage and a risk assessment are required for all work involving a mobile work platform.

To use a mobile work platform at Gruvön, you must have documented training and written permission from your manager. For contractors, written approval from Gruvön's contact person or operations/maintenance management is also required. Work from a mobile work platform must not be carried out alone, and you must always be properly anchored. An evacuation plan must be in place and prepared for all tasks, except where it is clearly unnecessary.



RTN-33121

Overhead crane

When employed staff have to use an overhead crane, training and a permit are required in accordance with internal procedures.

For contractors who need to use an overhead crane, permission is required from daily operations or maintenance management staff.

The special permit and proof of the knowledge additionally required to use the overhead crane in accordance with the regulations must be provided by the contractor.

The permit and evidence of knowledge must be shown on request.

TPL-31393

Personal gas detectors

Everyone in the industrial area must wear a personal gas detector when they are in premises/process areas where this is required, as specified in the table below. Contractors must themselves procure any gas detectors that they need for the assignment and ensure that they are calibrated before they arrive and start the assignment.

When an alarm is triggered on a personal gas detector, take the shortest route away from the risk area and inform the operational management in the control room that the alarm has been triggered.

PROCESS AREA	MULTI-GAS DETECTORS (SO ₂ , H ₂ S, O ₂ , LEL)	CHLORINE DIOXIDE GAS DETECTORS (CLO ₂)
Soft Wood Fibre Line/NS	YES	YES
VKB (chem. preparation)	YES	YES
Flash Dryer	YES	YES
SK1	YES	YES
Lye & Steam	YES	NO
PM6 Basement level	YES	NO
PM4 Holländeri & Limkök	YES	YES <i>in bleaching plant, T2 and T17</i>
KM7 Stock preparation & coating kitchen	YES	NO
Baled pulp building	YES	YES
External treatment plant	YES	YES
Mill in general <i>including ATEX areas</i>	YES <i>places where gas may occur</i>	NO

RTN-34478
INS-13003

Personal protective equipment

Gruvön provides personal protective equipment for its own employees. Contractors provide personal protective equipment for their employees, unless agreed otherwise. Personal protective equipment must be used when working.

GENERAL REQUIREMENTS IN PROCESS AREAS

Process areas at Gruvön are all the premises where processes take place. Premises not deemed to be process areas are: office premises, control rooms, changing rooms and lunch/break room.

- ✓ Helmet that is firmly attached to the head and fastened with a multi-point bracket attachment.
- ✓ Protective goggles or visor. **Tightly fitting safety goggles must be worn when**
- ✓ **working in situations where there is a risk of contact with substances that could harm the eyes**
- ✓ Hearing protectors if the sound level exceeds 85 dB (recommended from 80 dB).
- ✓ Protective shoes, full cover, class S3.
- ✓ Full-cover workwear, high-visibility clothing to a minimum of Class 2, on either the upper or lower part of the body. Or on the upper and lower parts of the body to a minimum of class 1, see EN ISO 20471.
Working in a short sleeved shirt is not permitted.
- ✓ **Protective gloves adapted to the risk, such as cut-resistant and/or chemical-resistant gloves.**
- ✓ Personal gas detectors in premises/process areas that require it.
See Gas Detectors
- ✓ A bottle of Diphoterine should preferably be carried with you.

There are some exceptions that apply to staff employed in our organisation.

See the document referred to INS-36254 or ask your immediate supervisor.

The risk assessment for the work determines whether other personal protective equipment is required, depending on the nature or environment of the work, e.g. high boots when draining, fall protection equipment, hearing protectors, respiratory protection, visor, gloves, etc.

RTN-13531
RTN-13446
RTN-36253
INS-36254
VPB-13404
SSG On Site APP



During planned shutdowns or **at the request of management** a helmet with a multi-point bracket attachment must be worn in the process area concerned.

During maintenance shut-downs, helmets with a multi-point bracket attachment must be worn by everyone indoors and outdoors on site.

Some areas are excluded from the requirement: the central workshop, central store, in vehicles, office premises, laboratory premises, fire station, mechanical, electrical and lubrication depot and when walking on marked walkways outside, between the parking area and the changing room.



Photography and filming

Photography, **audio recording** and filming are generally prohibited inside the industrial area. Permits may be granted in certain cases by the Communication Department, or the departmental manager. Photography of switchgear is strictly prohibited.

Get in touch with your contact person for more information.

VPB-13406

Port security

Gruvön's industrial area is a port and maritime traffic protection zone with several sub-areas to which access is limited. These areas are signposted and are mainly located at harbour and quay areas.

Risk assessments

For preventative purposes, all work at Gruvön must be preceded by a risk assessment before work begins. Employees perform risk management in accordance with the internal risk management process.

Contractors must submit a risk assessment and work preparation document in advance when working at Gruvön. Gruvön has developed a template for this that can be used. It is to be sent digitally to safetygruvon@billerud.com and to the contractor's contact person at Gruvön.

If deficiencies are detected in the risk assessment, it must be outlined how these are to be eliminated or minimised to an acceptable level. The contact person can provide help in this regard.

Access to Gruvön is only granted when the risk assessment that has been submitted is accepted and approved. On request, the risk assessment must be presented on site.

Gruvön's risk assessment template is sent out before shutdowns and on request.



RTN-13494

Risk assessments, personal

In addition to the risk assessment submitted and approved in advance, a **personal** risk assessment must also always be performed for the work/in the place where the work is to be performed.

Personal risk assessments must be made by everyone who is to perform work at Gruvön.

Personal risk assessments can be carried out using e.g. risk assessment notepads or in the SSG On Site APP. If deficiencies are detected in the risk assessment, these must be eliminated or minimised to an acceptable level before work can commence. The **personal** risk assessment must be presented upon request.

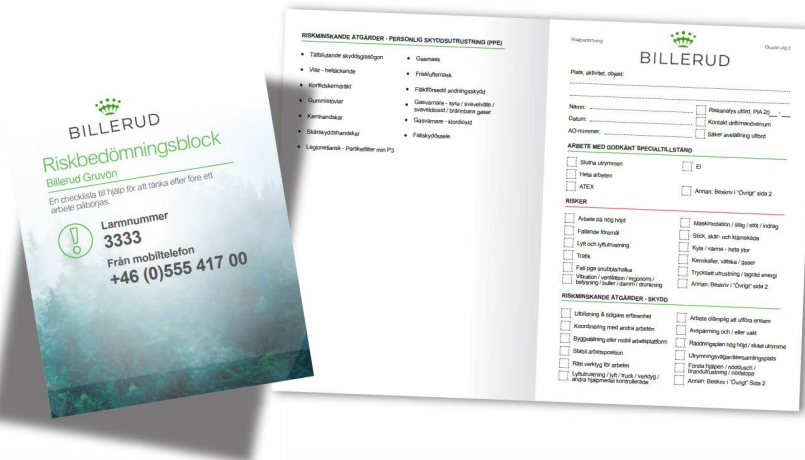


Risk observations

Risk observations must be reported to Gruvön so that we can address identified risks before they result in incidents or accidents. Together, we contribute to creating a safer work environment for everyone in the area. As a first step, a risk-reducing measure must always be taken, and in the case of serious risks, responsible personnel must be contacted. Employees at Gruvön report risk observations in the deviation management system PIA according to internal procedures. Contractors report risk observations via the (P)IA app or to their contact person at Gruvön, who registers them in PIA.

For more information, please see the SSG On Site APP.

RTN-14314
SSG On Site APP
PIA-app



Protective devices

The dismantling of fixed railings at lifting shafts may only be carried out by Gruvön's employees. If no suitable protective device is available, another protective measure must be taken. Protective devices must be checked regularly and well maintained. During inspection, it must be checked, among other things, that the material has not been damaged. Examples of protective devices that are included and may not be modified are barriers, personal protective equipment, permanently mounted guards, hand tools and more.

Safe shutdown (LOTO, Lock Out, Tag Out)

Safe shutdown refers and applies to:

- ✓ Lock and Tag for electrical risks **and chemical risks**.
- ✓ Lock and Tag for moving mechanical, hydraulic and pneumatic machinery.
- ✓ Lock and Tag for ionising radiation.
- ✓ Drainage of systems that may contain pulp, water, white water, lye, acids, other chemicals, hot liquids, steam, flammable gases and fluids and toxic gases.
- ✓ Work in a confined space such as a cistern, pulp tower, tank, culvert, drain or drying cylinder.

Your immediate supervisor or contact person will inform you about the Safety Rules and Regulations that apply to safe shutdowns.

Always contact the control room concerned for a go-ahead and permission before starting work. Always report back to the control room concerned after completing the work.

A personal padlock, which is marked with your contact details, must always be used during a safe shutdown. After completing the work, the personal padlock is to be removed and operating personnel informed that the work has been completed. Special procedures involving written permits apply to work in confined spaces.

More detailed information about the local procedures is available from your immediate supervisor or contact person.



INS-34499
RTN-37414

Safety walks

Safety walks are carried out systematically during the year throughout the entire business. If deficiencies are detected during a safety walk, the deficiency and rectification measures must be documented and the measures defined to eliminate and minimise the risk are to be taken.

During a maintenance shutdown, safety walks are carried out each day and aim to detect risks in the workplace that can be remedied before a serious incident or accident occurs. Cooperation and documentation are then coordinated by operating personnel and they deal with ongoing projects as well as other operational and maintenance work.

RTN-61631

Smoking

Smoking is generally prohibited and only allowed in designated areas marked with signs.



VPB-13397
SSG On site APP

Scaffolding

Scaffolding must not be used until it is marked with a green sign and signed off by both the scaffolding contractor and client/recipient. Scaffolding must not be modified or overloaded by the user.

Scaffolding erected for long-term use must be inspected every month by **an authorized and appointed person**.

All scaffolding that is erected for more than a month is subject to this requirement.

RTN-34432
RTN-37940

Surveillance

Surveillance cameras are installed throughout the area to monitor both processes and the premises. A security company monitors the area around the clock, and their instructions must be followed. Footage from surveillance cameras may be used in the investigation of incidents.

Toolbox Talk

A meeting, Toolbox Talk, must be held before work begins, or when required, involving all those people who will be taking part in the work. In daily operations, this takes place with employed personnel during the daily management of work, unless agreed otherwise.

At the meeting, you go through the work that is to be carried out, the associated risks and the measures taken to eliminate or minimise the risks to an acceptable level before starting work.

The risk assessment/analysis carried out beforehand is used as a basis for this together with the daily risk assessment carried out on site.

Work at height

Work at height, which is defined as being higher than two metres (2m+), must primarily be performed from scaffolding or work platforms with guard rails. If the above cannot be used for the work in question and it is at a height of more than two (2) metres, a type-approved fall protection harness and certificate are required, and the work must be performed by persons with the requisite expertise. The work must not be carried out alone, and you must always be correctly fastened.

A risk assessment must always be performed before work begins. A template for an internal rescue plan is in place at Gruvön and shall be used. This applies to all work performed at height where rescue cannot be made from the ground, floor, balcony, walkway or other surfaces you can normally be on without fall protection.



RTN-34432
RTN-34431

Vehicles, traffic and parking

Only bicycles and mopeds are allowed in addition to passenger cars and work vehicles in Gruvön's area. There is a speed limit of 30 km/h in the industrial area. Swedish traffic rules are generally applicable and must be observed. Drivers of work vehicles shall have minimum B licence. Pay attention to areas marked "Parkering förbjuden" (Parking prohibited). No vehicles may be left in these areas. Vehicles may only be parked in designated parking areas.

Bicycles and mopeds may only be parked in designated areas. It is not permitted to park your vehicle inside process premises or other buildings without permission.

It is prohibited to ride two-wheeled bicycles inside the process facilities.

Passengers are not permitted to ride on vehicles which are not intended to carry passengers, e.g. forklift trucks, tractors, the platform of a truck or moped cargo tricycle. Vehicle drivers are obliged to make their vehicle available for inspection during both entry and exit and within the industrial area. A cycle helmet or helmet with a multi-point bracket attachment is required when cycling within the area. A moped helmet or an industrial helmet with a multi-point bracket is required when riding a moped.

The security company checks compliance with these regulations.

The use of phones, communication radios, multimedia equipment, or similar devices must not compromise the safe operation of the vehicle, isolate the driver from their surroundings, or be handled while the vehicle is in motion.



INS-35912
TPL-17400

Gruvön's Safety Rules and Regulations in brief

- ✓ Zero tolerance regarding all handling and use of alcohol and drugs.
- ✓ Respect barriers – access is prohibited.
- ✓ Scaffolding must not be used until marked with a green sign and signed off by both the scaffolding contractor and the recipient.
- ✓ Only authorised individuals may enter the electrical services room or areas with switchgear.
- ✓ Swedish traffic rules apply and must be complied with, max. 30 km/h.
- ✓ A cycle helmet or safety helmet with a multi-point bracket attachment is required when cycling.
- ✓ Photography, **audio recording** and filming are prohibited.
- ✓ Personal gas detectors must be used when in process areas where this is required.
- ✓ Hot Work permits are required for work at high temperatures.
- ✓ When working at a height of more than two metres, type-approved and anchored fall-protection equipment, certificates and relevant expertise are required.
- ✓ SSG Entrance Basic Course for contractors, SSG Employee Safety for employees and SSG Entrance Billerud Gruvön Local Course are required to allow entry to the area.
- ✓ In the event of an alarm, call **+46 (0)555-417 00** from a mobile phone or 3333 from an internal phone.
- ✓ If any temporary lifting activity is to be performed, the area must always be surrounded by barriers.
- ✓ Permission is required from the operational or maintenance management to use lifting devices.

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- ✓ It is never permitted to climb into or out of the basket when working on a mobile work platform.
 - ✓ Type-approved personal fall protection equipment and being anchored in the basket are required when working on or operating all types of mobile work platforms.
 - ✓ Accidents, incidents and risk observations must be reported.
 - ✓ General requirement regarding the wearing of personal protective equipment:
 - Helmet that is firmly attached to the head and fastened with a multi-point bracket attachment.
 - **Safety glasses/face shield/tightly fitting safety goggles adapted to the risk.**
 - Hearing protectors if the sound level exceeds 85 dB (recommended from 80 dB).
 - Protective shoes, full cover, class S3.
 - Full-cover workwear, high-visibility clothing to a minimum of Class 2, on either the upper or lower part of the body. Or on the upper and lower parts of the body to a minimum of class 1, see EN ISO 20471. Working in a short-sleeved shirt is not permitted.
 - **Protective gloves adapted to the risk, such as cut-resistant and/or chemical-resistant gloves.**
 - Personal gas detectors in premises/process areas.
 - ✓ Plastic barrier tape may not be used.
 - ✓ A risk assessment must always be performed before work begins, as well as **personal** risk assessments.
 - ✓ Smoking is generally forbidden and is only permitted in designated locations marked with signs.
 - ✓ Work in confined spaces requires a special written permit from operating personnel or maintenance.
 - ✓ Work is not completed and will not be approved until any rubbish/equipment/packaging, etc. has been removed from the workplace.

- ✓ A safe shutdown must be carried out when the work so requires, and a go-ahead and permission from operating personnel are required before starting work.
- ✓ A meeting, Toolbox Talk, must be held before work begins or when required, involving all those people who will be taking part in the work.
- ✓ Permission is required from the operational or maintenance management to operate a forklift truck.
- ✓ Passageways, routes, evacuation routes, emergency showers and firefighting equipment must never be blocked.

In the event of a breach of Gruvön's Safety Rules and Regulations, or if you subject yourself or others to danger, Gruvön reserves the right to impose disciplinary measures.





BILLERUD

Life Saving Rules



Safe operation of vehicles and mobile equipment traffic

Follow safe driving rules, both on the company's premises and on public roads.



Don't work under the influence of alcohol or drugs

Being drunk or under the influence of drugs or medicine means a greatly increased risk of accidents, for yourself and your colleagues.



Handle chemicals safely

We protect yourself when working with chemicals.



Work with a valid permit for high-risk work

Work permits are important to ensure that hazardous tasks are coordinated properly and carried out safely.



Work safe in confined spaces

A confined space, such as a vessel, tank, or pipe can contain explosive gas, poisonous air or other dangers such as a lack of oxygen.



Protect yourself when working at height

Use fall protection measures or equipment when working at height (2m), e.g. platforms or approved scaffolding, where there is a risk of falling.



Only carry out work on equipment that has been safely shut down

Equipment must be safely shut down and a zero-energy state achieved prior to the start of work. Safely shut down = i.e. drained, switched off, locked, test-started and with all power sources disconnected.



Perform all lifts safely

Plan lifting operations and control the area.



Maintain a safe distance from moving machine parts and materials

We avoid situations in which we risk being pulled into rotating or moving equipment and materials (e.g. paper rolls, machine components).



Suspend unsafe work

Intervene or stop work that cannot be done in a safe way.



Assembly points and defibrillator



Hygienzoner



HÖGRISKZON



MELLANRISKZON



LÅGRISKZON

Assembly points

- Centralförråd
- Truckverkstad
- KM7
- Cykelstall vid flutingbruket
- Brandstation väster
- Miljöstation
- Mätstation
- Renseri
- Uppstartsrum externrening
- Rörbrygga vid kvistmassa
- Brandstation öster
- Mekanisk verkstad

Defibrillator

- KM7 entré
- KM7 manöverrum
- Centralförråd entré
- Barr/NS manöverrum
- PM6 torkarkur
- Intern logistik konferensrum
- Centralverkstad
- Lut & Ånga manöverrum
- Södra kontoret
- Clarahälsan entré
- Renseri manöverrum
- Pappersbruket rullmaskin 4
- SK1 manöverrum
- Gamla mekaniska verkstaden

Defibrillators are also available in the security guard's car and the fire truck.

SSG On Site APP



BILLERUD

We care for each other
and
We do what we say

