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## Safety and Security Regulations for Work at Gävle Bruk



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## Welcome to Gävle Bruk!

Billerud is responsible for overall coordination unless otherwise agreed and is thus responsible for coordinating efforts to prevent illness and accidents at its plant. Such coordinating efforts include drawing up general safety regulations for the worksite.

### Safety and health

Contractors shall:

- Appoint a contact person to handle communication and coordination in Swedish and English.
- Follow applicable labour statutes and the particular regulations of the plant and ensure that these are communicated to any subcontractors.
- Follow the provisions of the Swedish Work Environment Act governing treatment of employees with respect to their own staff, taking into consideration the nature of the work and the conditions under which it is carried out. Take all measures reasonably required to prevent accidents and ill health.
- Ensure that staff use personal protective gear that is at least in compliance with the internal client's requirements. The contractor is also required to ensure that protective equipment provided by Gävle Bruk is used by staff.
- Pursuant to the coordination regulations of the Work Environment Act, consult and cooperate with Gävle Bruk and other employers and interested parties. For major shutdowns and projects, guidelines for coordination efforts will be provided at coordination meetings with the contractor.

Gävle Bruk's contact person shall ensure that contractors have a good understanding of the conditions under which work is carried out and inform them of the risks at the workplace as well as the risks associated with using the tools and equipment provided by Gävle Bruk.

### **SSG Entre Safety Access Card requirement**

Before starting work at Gävle Bruk's facility, contractors must ensure that their staff have gone through and understood SSG Entre training and been informed of Gävle Bruk's local facility regulations. Contractors must have a current SSG Entre Safety Access Card, which is required for passage in or out through the plant gate. You must also be able to show a valid ID.

It is important for all contractors to submit a list of the staff members who need to be notified to their contact person at Gävle Bruk. Use the digital form, which you can get from your contact person.

The staff list should include names, personal ID numbers and if possible SSG Entre Safety Access Card numbers. If the notification is for a new company, you should also include the address, telephone number and site foreman for the company. If

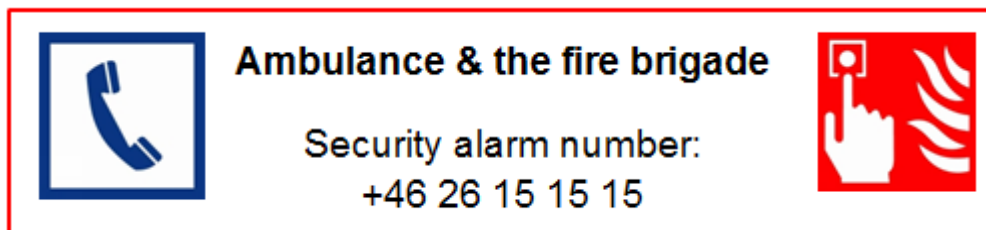


the primary contractor is hiring staff from a subcontractor, this information should be included for the subcontractor, too.

## Undesirable events

### **Emergency numbers**

To call an ambulance or the fire brigade, call the Security alarm number:



Speak calmly and clearly about what happened, whether there is a fire, how many are injured, whether anyone is stuck and where it happened.

### **Personal protective equipment**

In the plant area is high visibility clothing/west obligatory, at least class2. There is a general requirement to wear a protective helmet, protective shoes, protective glasses and clothing that covers the entire body in most areas of the mill. There may be local variances. Ask your contact person about variances.

Respiratory protection must be carried for protection against chlorine dioxide in the Chlorine Dioxide Department and on Fibre Line 3/Bleach Plant 5. Where there is elevated risk, a gas mask (full mask) must be employed.

At work where there is a risk of contact with dangerous media (chemicals, hot pulp, hot water, dirty surfaces, dust, etc.) Tightly fitting safety goggles must be used to protect the eyes. Example:

- When working with equipment that contains or has contained hazardous chemicals
- When working with chemicals in open containers or systems
- When sampling chemical products
- When work causes splashes of particles such as high-pressure washing, grinding and cleaning with compressed air

Contractors are responsible for providing their employees with the personal protective equipment their activities require.



### ***Risk observations, incidents and accidents***

- Personal injuries, risk observations and incidents should be reported to your manager and to your contact person at Gävle Bruk, who will enter the event in Billerud's internal injury report system.

The working environment engineer must be contacted in the event of serious incidents and accidents.

### ***Alcohol and drug testing***

Working while under the influence of alcohol or drugs is prohibited, as is bringing alcohol or drugs to the workplace. Both Billerud's employees and contractors are obliged to submit to alcohol or drug tests as required. Random alcohol and drug tests may occur.

- Random alcohol tests of motor-vehicle drivers may occur

### ***Emissions***

In the event of a major chemical emission/spill or other incident that affects the environment, call Security, 026-15 15 19.

### ***Theft***

Suspected thefts must be reported to Security immediately for additional inquiries and police reporting.

## **Alarms**

### ***Evacuation alarm***

Red flashing light combined with an audible signal. The alarm is sounded in the event of fire, gas leak or other danger. Go to your department's assembly point.



**Evacuation alarm and assembly point**

### ***Gas alarm***

Red/white flashing light combined with an audible signal. The alarm is sensor-controlled and activated when the concentration of air pollutants (such as hydrogen



sulphide or Chlorine dioxide) exceeds a certain threshold. You should leave the area.

### ***Emergency population warning***

Audible signal that sounds outdoors. Go inside.

### **Order at the workplace**

Good order at the workplace creates a pleasant working environment, makes it easy to move around, and can prevent many types of accidents.

### ***Cleaning***

The workplace must be kept neat and clean while work is in progress. "Cleaning" here means removing all leftover materials, rubbish, dust, spilled liquids, etc. This includes following Gävle Bruk's procedures for sorting waste into different fractions.

A list of container locations is available from the transport department. Your contact person can provide it.



Contractors will be invoiced after the fact for incomplete cleaning.

### ***Material stacking***

Materials must be placed in the indicated storage areas. Be sure not to block transport routes and passageways. Clean up all waste material as you work.

### ***Work in Hygienzon***

The hygiene zones are marked with blue lines and the text "hygiene" in white color. Do not enter if it's not disabled. Ask your contact person for more information.





## Protective measures

Before a job can begin, information on emergency showers and emergency exits must be provided.

Always check to be sure that protective measures have been carried out safely and correctly before starting work.

Report any problems to Gävle Bruk's management and your contact person for further action.

A job may require you to set up a temporary barrier around the workplace to prevent anyone from injuring him/herself.



Grate removed to facilitate

If a protective device such as a guardrail or a grid flooring needs to be temporarily removed in order for a job to be able to be carried out, this must be approved by the management. Special precautions must be taken. The person who removed the device is obliged to ensure that restoration takes place as soon as possible after completion of work.

If it is impossible to replace it immediately, you must report it to Gävle Bruk's management and your contact person.



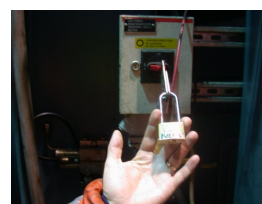
Temporary barrier for high-pressure spraying, soda recovery unit 4

## Lockout-tagout – work authorisation

Contractors must follow Gävle Bruk's lockout-tagout procedures, which include the following:

Before work starts, there must be a written work authorisation for the work to be done. The work authorisation must be signed by the operations manager, including name, date and time when work can start. The contractor must ensure that he/she is aware of any information on risks involved in the job.

This can be done by talking to the staff in charge of shutdown and by checking the risks and protective measures listed on the work authorisation. Contractors must lock and tag positions indicated in the operating instructions with their own lock labelled with the company name and telephone number, and enter their name in the work authorisation when work begins.



Contractor lock labelled with company name and telephone number



### ***Scaffolding***

Construction and other scaffolding must be erected safely and durably, according to applicable regulations, and may only be changed or rebuilt by authorised scaffold builders.

Scaffolding must be labelled as follows:

GREEN label. Scaffolding finished. OK FOR USE.

Any problems should be reported to Gävle Bruk management and your contact person for additional measures.



Scaffolding with a green label

## **Fire danger and fire equipment**

### ***Smoking is prohibited***

Smoking is prohibited both indoors and outdoors in the Gävle Bruk factory area, except in designated and labelled smoking areas. Also applies to e-cigarettes. Ask your contact person about designated smoking areas.

### ***Gas cylinders and gasol trucks***

When not in use, gas cylinders must be stored outdoors or in metal containers with warning signs.

Gasol trucks must be equipped with at least one hand fire extinguisher with at least 6 kg of dry powder. Vehicle parking is prohibited in production or storage premises.

### ***EX-classed areas***

If you are doing hot work in areas that are classed for the presence of flammable liquids or gases, your gas equipment must be inspected and you must have a special work authorisation.

### ***Flammable materials***

You must notify Gävle Bruk's rescue services group leader if you intend to use any flammable materials.

### ***Fire-fighting equipment***

Make sure to keep escape routes free and clear. Before beginning work, note where the nearest evacuation route and fire extinguishers are.





### **Hot work**

Hot work refers primarily to welding and cutting, work with a circular blade, soldering, and work involving gas flames for heating or deicing. A fire watch must be present while the work is being carried out.

### **Certification**

Before carrying out hot work, you must be able to present an approved certificate. Spot checks of certificates are carried out.



**Certificate for hot work**

At Gävle Bruk, you must have a written permit to carry out hot work before beginning. Permits are issued by a specially trained issuer. Your contact person can tell you who to talk to.

If you bring your own fire extinguishing equipment, it must be approved, functional and adequate. You must have at least two certified portable fire extinguishers with minimum fire extinguisher rating 34A 233BC (at least 2 x 6 kg powder).

### **Legal requirements**

All equipment must meet applicable regulatory standards.

### **Work injury insurance**

Suppliers and their subcontractors must ensure that their personnel working at Gävle Bruk facilities are covered by work injury insurance in compliance with applicable regulations or industry standards.

## **Equipment subject to inspection and operating licences**

Contractors who bring in and intend to use mobile cranes, pressurised vessels or other equipment that is subject to inspection are responsible for ensuring that their equipment is inspected and maintained regularly and must be able to produce an approved certificate of inspection upon request.

If an operating licence is required, you must be able to produce it upon request also. To operate trucks or cranes belonging to Gävle Bruk, you must have an operating permit issued by Gävle Bruk's management.



**Mobile crane**

Prior to beginning a crane lift, a risk evaluation must be carried out together with a contact person from the department commissioning the work. An operating permit from the crane operator's employer must be produced upon request.



## Temporary electrical installations

Be generous with distribution boards and stingy with power cable. Try to make sure you are using no more than 25 m of extension cord. Protect cable from mechanical damage, and make sure the distribution boards are kept locked. Report any damage discovered to management immediately.

Contractors may not make connections, redirect connections or cut connections without the permission of the electrical manager at Gävle Bruk. See "*Elstandard för tillfälliga anläggningar*", 2005-01-31. The guidelines in SEK "*handbok 415, tillfälliga el-anläggningar*", should be followed where applicable.

## Chemicals

Chemical products that a contractor intends to use at Gävle Bruk must be reported in advance in a listing to our contact person at Gävle Bruk before you start your work. Your own personnel as well as any subcontractors must be trained in the risk handling of the chemicals and the use of proper safety protective measures. A chemical safety datasheet must be enclosed and in near proximity of the handling as well as proper marking of containers. Waste chemicals are the responsibility of the contractor. If chemicals are to be used in the process, they must be approved by the chemical committee of Gävle Bruk.



Ducts for removal of styrene fumes when working with thermosetting polymers.

Our contact person will provide information on the risks associated with different local substances and which protective measures must be taken if an accident occurs.

## Traffic

The traffic regulations apply within the industrial area. The entire industrial area is considered a handling zone where work vehicles have the right of way. There are also handling zones with specific risks, which are marked with lines and/or signs.

## Speed

Within the industrial area, the maximum speed is 30 km/h.

## Parking and car passes

Contractors' vehicles and private cars belonging to contractors' personnel that do not have a car pass must park in the contractor parking lot.

Contractors' vehicles that are needed to carry out the work can be granted a car pass allowing them to drive into the industrial area. Car passes are issued by



Security following notice by Gävle Bruk's contact person and the approval of the division manager. Criteria for granting passes are restrictive.

Vehicles that have been granted a pass to enter the industrial area must be parked in specified parking places. All other parking is prohibited and may result in revocation of your car pass. Be sure to place the car pass where it will be visible through the front windscreen.

## **Sub and side contractors**

If a contractor hires subcontractors, it must be reported to Gävle Bruk's contact person. The subcontractors' contact person must ensure that their personnel follow the rules laid out in this security document. Working hours may not be changed except subject to agreement with Gävle Bruk's contact person.

## **Port security area**

The port is an ISPS code area. All work carried out in the area must be scheduled in advance and approved by a contact person at Gävle Bruk. High-visibility clothing must be worn in the port area.

## **Risk assessment**

In order to reduce the risk of work-related ill health and accidents, Gävle Bruk works systematically to evaluate risks associated with work.

Before work on a job can begin, an assessment of the risks of the work must be carried out. The contractor's risk assessment must be submitted to the contact person before the job starts.

## ***Risk inventory***

An inventory of the risks of one's own work must be carried out in writing based on a checklist. The goal is to have everybody stop and think an extra time about risk and safety before doing the job at hand. If there are still risks outstanding after carrying out a risk inventory and taking measures to deal with identified risks, the contact person should be contacted about additional measures. After work is completed, the risk inventory is submitted to the contact person for archiving.

