



**Collecting  
a load at  
SSAB Borlänge**

**SSAB**

# SAFETY FIRST

SSAB's goal is to be the safest steel company in the world. This means that no one will come to any harm at work, and everyone will return home just as healthy as when they came to work. This applies not only to employees, but also to contractors and suppliers.

Inadequate securing of loads can have serious consequences, so it is important to secure the load safely and correctly. Necessary load securing equipment must be provided by the haulage firm or the driver.

**IF ANYTHING HAPPENS,  
RAISE THE ALARM BY CALLING  
SSAB'S INTERNAL ALARM NUMBER**

**0243  
72 112**



## WHEN YOU HAVE TO COLLECT A LOAD AT SSAB BORLÄNGE

The South Gate is the point of entry and exit for all goods to and from SSAB Borlänge. This is where you report in and receive instructions, together with a map of waypoint numbers that shows you where to go to collect your load.

Information about the rules for loading at SSAB have been sent in advance to the transport firm.

The driver is responsible for ensuring that the load is secured in accordance with current legislation in all countries through which it travels before reaching the final destination.

When weighing goods at the South Gate, the driver is issued with a consignment note upon presentation of a delivery note from the loading location.

**Address** Ulf Östlings väg  
SE-781 84 Borlänge

**Coordinates** N 60°29' 7.94"  
E 15°27' 21.45"  
System: WGS84  
Lat 60.4855389  
Long 15.455958  
System: RT90

## GENERAL RULES

It is forbidden to take photographs or videos.



It is forbidden to bring in, use or be under the influence of alcohol or intoxicants on the mill site.



Smoking is only permitted in designated locations. Please note that on the site there are flammable substances, such as LPG which is transported in pipelines. It is therefore extremely important that smoking only takes place in designated locations.



It is not permitted to wear bump caps in production and loading halls.



It is forbidden to bring pets onto the mill site.



Only the driver may get out of the vehicle during loading.

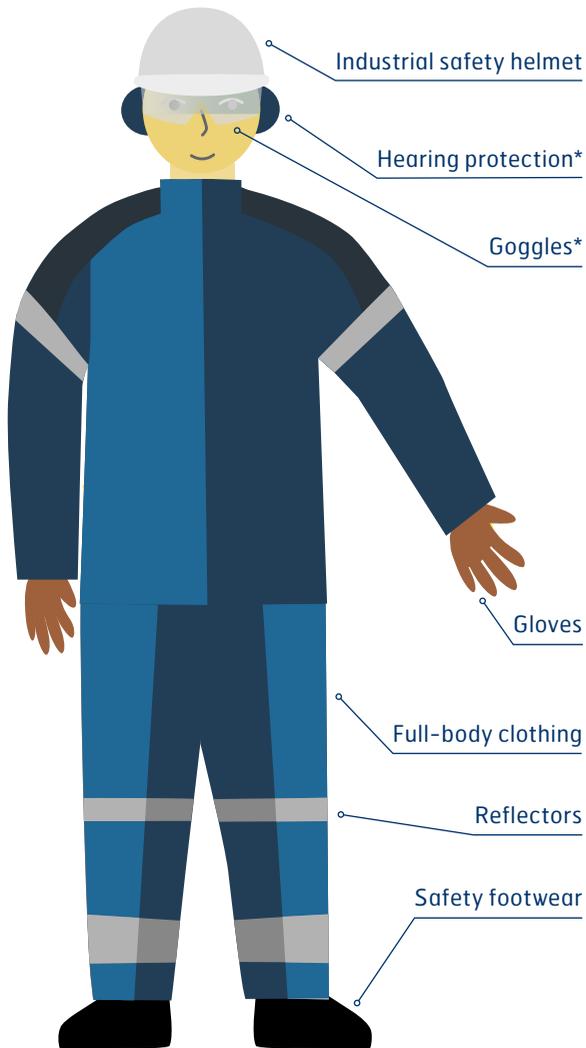


It is forbidden to leave litter; dispose of waste at the designated place.



## PROTECTIVE EQUIPMENT

To make sure that we are all safe, the following protective equipment is required when in the production and loading halls.



*\* Protective goggles and hearing protection must be worn at designated loading sites.*

# ORIENTATION MAP loading/unloading

## Loading locations

- 1 Coating plant
- 2 West Works/Long plate
- 3 Coils – loading
- 4 Finished goods warehouse/Morgan
- 6 Cold-rolled products – loading
- 7 Lifting plate seconds
- 8 Recycling station
- 9 Mjälgefickan
- 10 Finished goods warehouse
- 11 Merox
- 12 Central store
- 17 Scrap warehouse
- 18 West Works
- 20 Dolomiten
- 21 Packaging store
- 22 AGA
- 23 Rivoli



**DRIVE CAREFULLY.**



**NO CORRECT PERSONAL  
PROTECTIVE EQUIPMENT.  
NO LOADING.**



## TRAFFIC RULES

- ▶ **The maximum speed limit** for motor vehicles is 40 km/h. A lower speed applies at certain locations; this is denoted by signs. Adapt your speed to the circumstances.
- ▶ You must be prepared for **hazardous situations**, which can occur quickly. Exits and narrow passages require special attention.
- ▶ Only drive along the **marked roads** on the waypoint map.
- ▶ **Keep a distance** of at least twenty meters from heavy goods vehicles.
- ▶ **Overtaking** is forbidden within the site area.
- ▶ **Rail traffic** has right of way. Extreme caution must be observed in respect of heavy internal transport activities.
- ▶ **Park** in designated, marked parking spaces.
- ▶ It is not permitted to use a **mobile phone** while driving.
- ▶ It is not permitted to walk through entrance gates, use the **door for pedestrians**.
- ▶ **Switch off the engine** while loading is taking place.
- ▶ Checks and **random tests** on load securing, safety belts, speed and alcohol are performed by SSAB's Security service.



## YOUR SAFETY WHEN LOADING

### **Safety first – always.**

We would like to make you aware of the following:

- ▶ Be aware of the rules that apply at each loading location.
- ▶ All loading is carried out by SSAB's personnel.
- ▶ Pay attention to point loads and the vehicle's load capacity.
- ▶ Always use secure equipment, e.g. a ladder, when you climb onto the trailer or open and close the cover or superstructure on the truck.
- ▶ Forklift truck drivers and crane operators have limited visibility, so it is important at all times to maintain eye contact and to give them clear signals.
- ▶ Never walk under a hanging or suspended load.
- ▶ Always maintain sufficient distance from goods that are being loaded.
- ▶ Never stand in front of a forklift truck when the load is on the forks; stand next to it instead.
- ▶ Never pass or walk behind a forklift truck or machine while it is in operation. A forklift truck driver's visibility is limited.
- ▶ Load securing must always take place at the designated location. It is not permitted to move the vehicle to another loading location within the area unless the goods have been secured.

## BEFORE LOADING

- ▶ Make sure you know what rules apply at this particular loading location; ask personnel if necessary.
- ▶ When you arrive at the loading location, you must hand over the load order list to the member of SSAB personnel who is responsible for loading the goods.
- ▶ Make sure that you open the cargo space so that loading can take place.
- ▶ Show instructions for placement and handling of the goods before loading commences.
- ▶ If you must enter an area where an overhead crane is in operation, make sure you always keep an eye on where the crane is and always maintain eye contact with the crane operator.
- ▶ Always use intact load securing equipment that is suitable for the purpose.
- ▶ Edge protection must always be used to protect the goods.
- ▶ When securing the load with a chain, the driver/ haulage firm must always make sure that the goods are not damaged and provide their own edge protection.
- ▶ Any visible damage to the goods or packaging during loading must be noted on the freight document (e.g. hole in packaging, moisture on material or packaging). When a note is made, the same document must be signed by driver and loading personnel. It is a good idea to take photos to document any deviation.

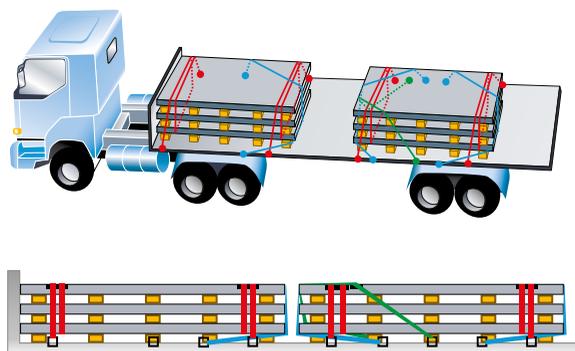
## LOADING AND TRANSPORTING STRIP



The goods must always be transported covered and well protected against moisture

### Loading metal sheets

Metal sheets are stored with intermediate layers of wood, placed directly on top of one another. The distance between these must be max. 1,000 mm. The bundles must be supported all the way from the floor, using an underlay that aligns them. Any displacement or lack of intermediate layer can cause the sheet metal to crease or make it unlevel. Stack metal sheets in straight piles.

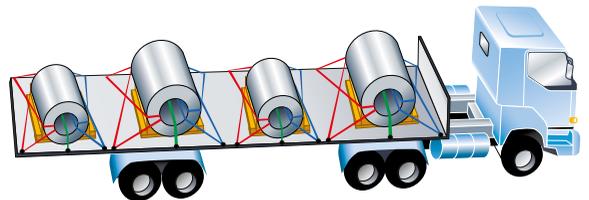
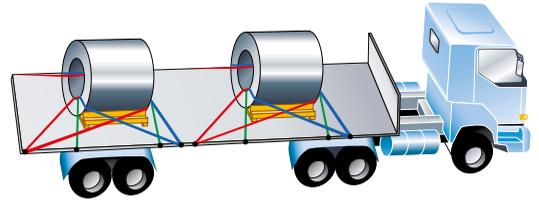
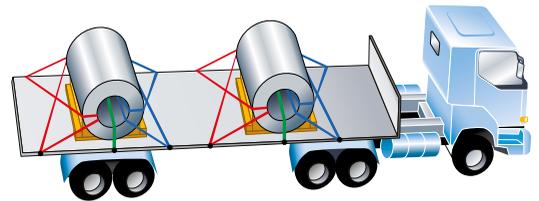
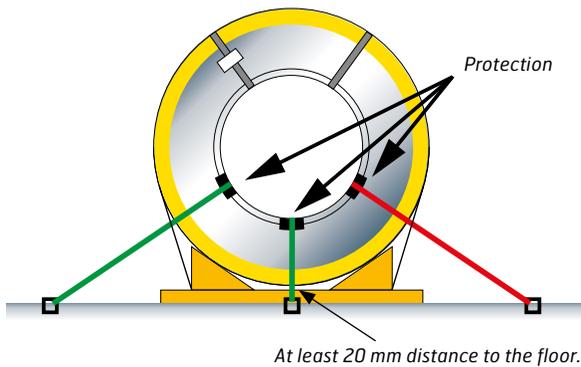
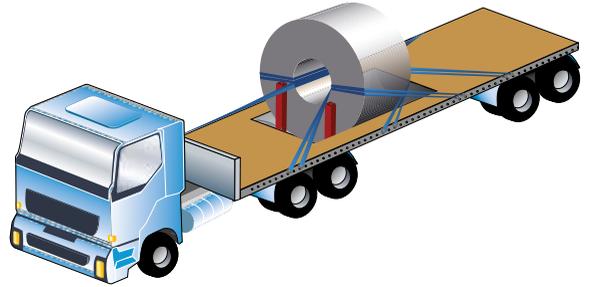


## Loading coils

Coils must have a solid support that should resemble a cradle structure, although its appearance can vary.

It is important that the coil rests in the cradle and not on the floor. The distance to the floor must be at least 20 mm. The cradle must be designed so that it cannot cause any indentation.

For split coils, it is important that each sub-coil has a fixed support. To improve stability, the sub-coils must be tied together to form as broad a package as possible.



SSAB is a Nordic and USA based steel company. SSAB offers value added products and services developed in close cooperation with its customers to create a stronger, lighter and more sustainable world. SSAB has employees in more than 50 countries. SSAB has production plants in Sweden, Finland and the USA. SSAB is listed on Nasdaq Stockholm and has a secondary listing on Nasdaq Helsinki.

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