

Author Hultman, Sören	Date 2024-02-21	Filing period 5 år
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Safety rules for contractors at SSAB in Oxelösund



Contacts

Switchboard: 0155-25 40 00

The guard: 0155-25 41 00

In case of accidents, always call:

SSAB telephone: **1000**

External cell: **0155-510 00**

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1 Introduction

Working in a safely and responding to behavior that puts ourselves and others at risk is essential for preventing accidents in the workplace. SSAB's safety rules are designed to protect the safety of contractors, visitors and SSAB's employees. Contractors are responsible for their employees' compliance with the rules, and failure to do so will constitute a breach of contract.

Contractors have the right to receive information from SSAB about the risks that exist at a workplace before and while the works are carried out.

Our external website – www.ssab.com - contains a number of work safety related instructions in their entirety. However, to be sure you have the latest versions, please check with the Service Coordinator.



The contractor is responsible for performing a risk assessment before the work begins.

We count on your participation in our shared work environment efforts.

Welcome to SSAB's facility in Oxelösund!

2 Definitions

2.1 SSAB's contact person

The SSAB representative who hired the contractor. Their name can be found on the procurement documents. This person is responsible for

- Reporting on assignments and risks.
- Reporting on special rules for the current workplace.
- Ensuring that the contractor's staffs are met at Reception.
- Pointing out staff rooms, parking lots, and escorting the contractor's staff to the workplace.

2.2 Coordination Manager

SSAB's Coordination Manager (SAMO), manages common risks at workplaces where several companies operate simultaneously. As a contractor, it is always up to you to find out who the Coordination Manager at the workplace is, and to follow the guidelines that the Coordination Manager has advised will apply at the workplace.

Among other things, the Coordination Manager is responsible for the following tasks:

- Go through shared risks with all concerned in the workplace, for example at the beginning of a shift or before a critical task.
- Planning which tasks can be carried out concurrently and which at different times, in order to ensure the safety of everyone working at the workplace at the same time.
- General protective measures, and for appointing managers for other facilities that may be used by several companies.
- Informs about general of order and safety rules, and also monitors compliance.

2.3 Construction Worksite Coordinator, BAS-P and BAS-U

For work projects involving construction or site development (def. AFS 1999:3), the Construction Worksite Coordinator for planning/project management and execution, BAS-P and BAS-U, coordinates work environment issues regarding building or site development work in collaboration with the Coordination Manager .

2.4 Agency staff

Agency staff includes anyone that other employer than SSAB make available for a fee, and there SSAB is responsible for their supervision and work environment.

2.5 Contractor

A company, which performs, work on SSAB's premises and has its own supervisors and employer liability for its own employees. Will continuously provide Coordination Manager with information regarding specific risks that may arise from its own operations.

2.6 Subcontractors

A company hired by a contractor to perform work on SSAB's premises and has its own supervisors and employer liability for its own employees. Will continuously provide Coordination Manager with information regarding specific risks that may arise from its own operations.

3 Rules for coordination in shared workplaces

Unless otherwise agreed, SSAB is responsible for coordination in accordance with the Work Environment Act and designates a Coordination Manager whose name, telephone number appears on work permits, and green notices.

SSAB

SAMORDNINGSANSVAR
för skyddsverksamheten (enligt Arbetsmiljölagen kap 3, 7d §)

Document ID/Version
[Dokument-id]/0.1

Arbetsställe
samt ev. projekt: _____

Ansvaret för samordning av skyddsåtgärder på detta arbetsställe har SSAB.

Samordningsansvarig
(SAMO): _____ Telefon: _____ Tidsperiod: _____

Ersättare för SAMO: _____ Telefon: _____ Tidsperiod: _____


Vid bygg-/anläggningsarbete
BAS-U : _____ Telefon: _____ Tidsperiod: _____

Entreprenörer på arbetsstället	Kontaktperson	Telefon	Brandskyddsansvarig	Telefon	Tidsperiod

Larmnummer Från SSAB-telefoner: 1000 Från externa mobiler: 0155-510 00

Contractor and subcontractor will:

- Identify any risks that may arise for any task, and measures to reduce the risk of them leading to personal injury.
- Be able to provide written risk assessments for their jobs on request. Below is an example: *(Please note that this is an excerpt from a larger document.)*



Risk Evaluation

Working Area: SSAB Oxelösund Hall 10

Project: Lifting overhead crane

Crane: Liebherr LTM 1220 /Faun ATF 60

Customer: Bang Kransysteme

Date: 2015-11-26

Activity	Possible risk	Level	Action before activity	Responsible
1 Moving the crane to lifting place	Collision with object	1	Personnel guiding the crane operator	Havator
2 Lifting place for the crane	Risk of collision for the crane	2	Lifting place secured from risk and unauthorized personnel.	Havator
3 Lifting of overheadcrane and other objects.	Ground stability	2	Ground stability shall be controlled by the customer referring to the cranes outrigger pressure and extra plates should be used under the crane outriggers if needed.	Bang Kransysteme /SSAB
4 Lifting of overheadcrane and other objects.	Crane capacity	1	Based after information from the customer and by experience.	Bang Kransysteme Havator
5 Lifting of overheadcrane and other objects.	Lifting points, lifting equipment	2	Lifting points and lifting equipment calculated and approved	Bang Kransysteme
6 Lifting of overheadcrane and other objects.	Lifting equipment	2	Lifting equipment calculated and approved	Bang Kransysteme /Havator

1. Low risk – normal action
2. Higher risk – Action on site
3. High risk – Powerful action before and on site

- Inform their employees about the risks and applicable rules for the current workplace.
- Ensure that their employees follow the guidelines that the Coordination Manager has advised will apply at the workplace. If this information has not been provided, the contractor must contact Coordination Manager before work begins.
- Provide information on specific risks that can arise from the operations so that preventive action can be taken before the work begins.
- Collaborate and communicate with SSAB's staff and other contractors who are active in the same workplace, so as to avoid accidents.
- Participate in safety tasks, for example by an employer representative or contractor's safety officer taking part in SSAB's work environment activities (e.g. coordination meetings, safety inspections etc).
- Have supervisors present on site at SSAB's facilities who can communicate in Swedish or English.

4 General regulations

Pets are prohibited in the offices or industrial areas.

The guard post at the main gate is manned around the clock, all year round.

An ID card issued by SSAB (see item 4.1.1) and an SSG ENTRE pass (see item 4.1.2) are required for access.

At the guard post there is a card reader that opens the barrier. Authorization for this card reader can be found on the ID card. Taxis are allowed to pass after verification of goods and passengers. The ID card will be issued in Reception on the first workday.

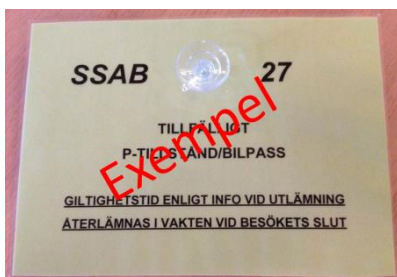
4.1 Different types of cards and permits



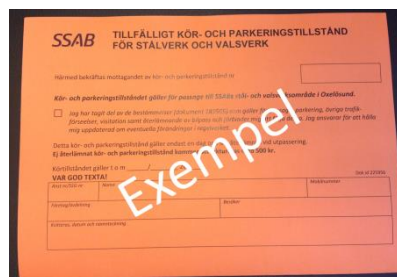
Everyone who is not escorted in are given a temporary entry pass. This applies to both visitors and contractors.



This is a personal parking permit that can be issued in special cases. It is valid for parking in the Red Zone, see map under item 5.3.



Vehicular access around the steelworks and rolling mill – the area known as the Red Zone – requires a temporary parking permit.

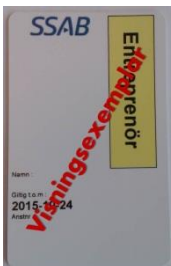


Application forms for temporary driving permits.

All cards and permits are handled at Reception.

4.1.1 ID card

Contractors must provide their contact person with the names of all people who will have access to the site at least one week before arrival. ID cards will be issued at Reception where each person must provide their personal information and company name, and have their photograph taken. The ID card's validity period is tied to the purchase order or to the time that the contract work is expected to last, but not in excess of 12 months. As an alternative, proof of authorization can be printed onto the SSG card for the period that the contractor is working here.



Contractors must always clearly display ID cards. SSAB reserves the right to electronically store photos along with names in a computer registry. As an alternative to SSAB's own card, Reception may choose to register the SSG card instead.

4.1.2 SSG ENTRE pass



All contractors working inside the gates must have undergone SSG's ENTRE safety training course (both the basic training course and the local SSAB section) and be able to produce a valid personal ENTRE pass. Contractors who hire subcontractors are required to inform them of these requirements. ENTRE passes are not required when contractors are escorted by an SSAB employee.

The training course can be reached via the SSG website www.ssg.se. Choose "SSG Entre" and then "Register your company". After registering companies and employees, either the username and password for administrators or course participation codes for course participants must be provided. This is to log in and either administrate the system or take a course. Passing the basic training course and the local training course for SSAB Oxelösund is required. For questions about how a company signs up for ENTRE, please contact SSG's support, phone 060-14 15 10 or email support@ssg.se."

4.2 Alcohol and drugs

Bringing or using alcohol, drugs, and anabolic steroids is prohibited. Alcohol and drug tests are performed via random checks in which the guard phones an individual who is then required to present him/herself immediately. In the event of accidents or serious incidents, as well as in cases of suspicion, the contractor must ensure that the personnel concerned are alcohol and/or drug tested. Contact the Coordination Manager or contact person for more information.

Contractors and subcontractors who test positive to alcohol or drug tests will have their access permits revoked. The information is sent to the person's immediate manager and the contact person at SSAB.

4.3 Smoking

Smoking is only permitted in designated areas.

4.4 Staff areas/break rooms

Site huts will be installed on notification from the relevant facility owner. It is strictly prohibited to channel/discharge waste water or anything other than rainwater in the surface water manholes. When given permission to use SSAB's staff areas, the applicable regulations must be followed.

4.5 Theft

The guard should be contacted immediately if unauthorized persons on site is suspected, or in cases of attempted theft, as well as actual theft. Police reports will be conducted on behalf of the affected companies.

4.6 Photography and filming

Photography and videotaping is prohibited on SSAB's premises. A permit may be issued as an exception by SSAB's safety manager who can be contacted via the guard or via the local representative for the information department.

4.7 Electronic devices

- All use of *private electronic devices*¹ (even with hands-free equipment) is forbidden during working hours. The ban does not apply during breaks on the condition that it is done safely.
- Phone calls on *work cellphones* while operating vehicles is only permitted if hands-free equipment is used. No other use of cellphones is permitted while driving. If you decide to stop to answer your telephone, this must be done in a safe way. For work vehicles other rules may apply.

¹ Private electronic devices refer to cell/mobile phones, tablets, MP3 players, iPods etc.

4.8 Personal safety equipment (PSU)

Contractors will provide their own employees with personal safety equipment to meet worksite demands. Contractors working at the workplace or who pass through it are required to wear personal safety equipment for the site, as prescribed by SSAB. For information about local requirements contact the Coordination Manager or the contact person.

In general, flameproof overall clothing should be worn throughout the site.

Contractors must wear hard hats of a color other than white, as only SSAB employees wear white hard hats. The contractor's company name or logo must be visible on the work clothes. CE marked safety goggles are mandatory throughout SSAB's premises, exceptions are made for control rooms, crane and vehicle cabins, offices, parking lots, and designated pedestrian and bicycle paths.

For certain tasks, additional safety equipment than what SSAB prescribes may be required, such as fall protection equipment. The contractor is responsible for checking if additional safety equipment is needed. Safety equipment should be planned in consultation with the contact person, as SSAB provides certain equipment such as gas detectors. If the need arises during operations, please contact the Coordination Manager at the worksite.

The use of high visibility jackets/wests are mandatory outside when you have entered the industrial area. For information about approved clothing, please contact Coordination Manager.

4.9 Risks associated with specific requirements

Gas

During the production of coke, pig iron and steel, blast furnace-, coke- and LD gases are formed. These gases contain carbon monoxide, a gas which is unnoticeable but lethal. Blast furnace gas and LD gas can be completely odorless. Coke oven gas has an unpleasant odor.

- Respect gas alarms
- Review the need for individually carried detectors, provided by SSAB.

Crane areas

The crane operator often has poor visibility and may drop a load.

- Crane areas may not be entered unless required for the work.
- Eye contact should always be made with a crane operator before entering.
- Walking under suspended loads is prohibited.
- Marked footpaths should always be used in the industrial facilities.

High-lift vehicles and media supply lines

Inside the industrial site there are a number of places where media supply lines cross the road. The lines may carry, for example, gas, electricity, or steam, which is why collisions can lead to a high risk of explosion, fire or electrocution. There have been collisions with media supply lines on several occasions.



Collision with oil pipeline



Collision with media supply line

Therefore please pay attention to signs and take the greatest care when passing media supply lines.

Burn injuries

There is a risk of splashing and burning from liquid pig iron, glowing coke and hot slabs on SSAB's premises. The correct personal equipment must therefore always be used.

Work at different heights

At peak work times, such as during the maintenance break, work is often carried out at different heights. Please note the following:

- The contractor must ensure that loose materials and tools cannot fall onto a lower level where other people might be.
- Barriers and signs must be respected.

5 Traffic rules

5.1 General traffic regulations

- SSAB does not assume any financial responsibility for any damage above and beyond those required under the general injury law principles.
- Traffic accidents and incidents should be reported immediately to your supervisor and the guard.
- Cellphone usage (see item 4.8), and alcohol and drug abuse are checked in cases of serious incidents and traffic accidents.

- Guard personnel have the right to search the vehicle when passing through the main gate, or when driving in the works area.
- Visible rotating warning lights must be used by all work vehicles, locomotives and contractor vehicles within the industrial premises and inside halls.
- Operators of heavy vehicles within SSAB are subject to the Swedish Transport Agency's medical requirements for heavy vehicle qualification. It is incumbent on the contractor to ensure that people driving within the SSAB premises have passed the required medical checks with approved results. On request, contractors must provide details on the results of the checks. Personnel who do not meet the requirements may not operate heavy vehicles.

Road traffic legislation applies in the industrial area for different traffic vehicles with the following exceptions:

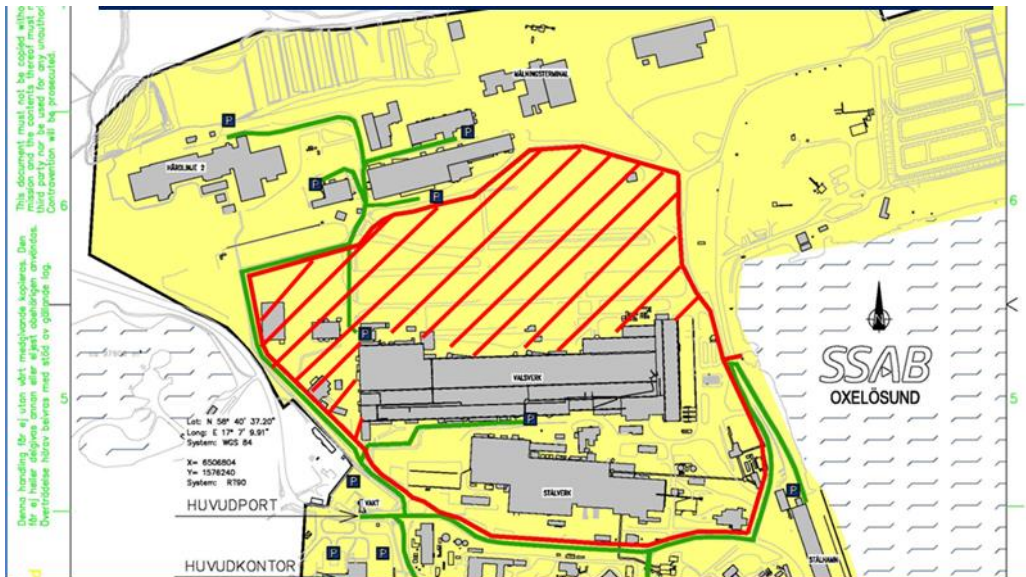
- Motor vehicle traffic is only allowed on designated roads.
- Special walking or bicycle paths must be used where available.
- Persons in traffic should follow security staff's instructions.

5.2 Speed

- Maximum allowable speed in the industrial area is 30 km/h unless a lower speed limit is indicated.
- The speed should be adjusted according to the circumstances, since work vehicles or obstacles can appear suddenly. Stay clear and keep large distances from slag trucks and pullers.

5.3 Parking

- Vehicles or goods may not be placed closer to rails than 2.2 m.
- Cars, motorcycles, mopeds, and bicycles may only be parked in designated areas.
- The contact person for contractors/ immediate supervisors must notify via email to reception.ox@ssab.com which people should be allowed access with a car on the premises and WHERE they should park (designated space).
- Some parts of the industrial area require special parking permits.
- Cars not parked on the premises for the purpose of transporting materials and equipment may only be company cars registered to the contractor and marked with the company name.
- Delivering goods for unloading at the worksite is allowed, after which the vehicle should be parked in designated areas.
- Within the red zone – see map – traffic such as private cars, motorcycles and registered mopeds (known as "EU mopeds") and parking without a valid permit is prohibited.



5.4 Yield rules

- Rail traffic has the right of way over other traffic. Barriers and light signals must always be respected. Ignoring the red light rule carries great risk and is strictly prohibited. If a contractor is caught breaking the above rule, their vehicle pass will be immediately revoked.
- The priority to the right rule applies where no lights, traffic signs, or similar state otherwise.
- Cranes have the right of way when vehicles drive inside buildings. If the vehicle is stationary (parked) inside the building, the crane shall give way.

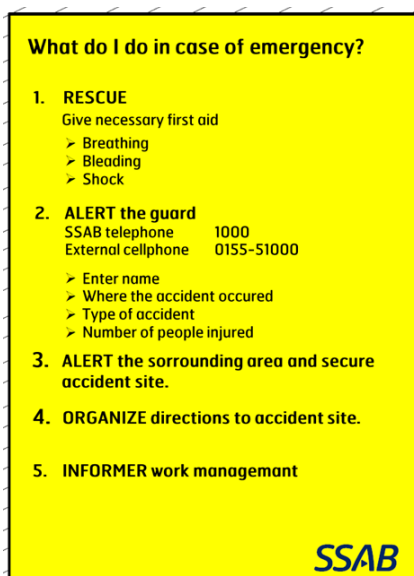
5.5 Traffic and environment

- Idling should be avoided.
- In cases of leaks from vehicles, contact the guard or in emergencies sound the alarm, tel. 0155-51000. Environmental incidents must be reported, contact Coordination Manager or the contact person.
- SSAB has a plan with measures to be taken against dust emissions, which should be observed in situations like loading or unloading. For information contact the Coordination Manager or the contact person.
- Vehicle classified as Non Road (Mobile vehicles not intended for transport on public roads) shall meet step 2 in regards of emission according to Swedish environmental regulation 1998:1709 3 §. This means that engines must be type approved later than 31 December 2002 in order to be used on SSAB site.

6 Accidents and incidents

6.1 If an accident occurs

In the event of workplace accidents, serious incidents (risk of personal injury), and environmental accidents, work must be stopped immediately and the Coordination Manager and immediate supervisors contacted promptly for investigation before resuming work. In the event of accidents or serious incidents the contractor must ensure that the personnel concerned are alcohol and/or drug tested.

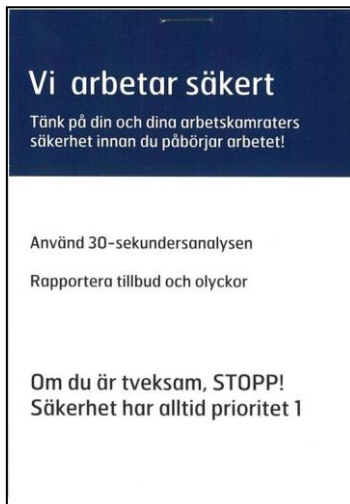


The guard must be alerted in cases of accidents, fires and environmental emissions within SSAB. Only the guard may alert emergency services. The guard acts as liaison in the event of accidents and directs emergency services so they can quickly find the right location on the premises.

6.2 Investigation and reporting of accidents and incidents

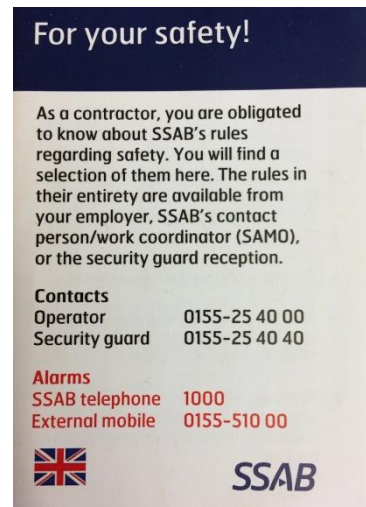
Contractors are responsible for occupational injury / incident notification to authorities for their employees. Investigations and work injury reports must immediately be sent to SSAB's work environment engineers via the Coordination Manager or the contact person. Investigation of serious accidents and serious incidents will be carried out in collaboration with one of SSAB's work environment engineers. It is the contractor's responsibility to contact the above.

6.3 Information material



The “*We work safely*” checklists are available in a pocket-sized format from the guard’s desk, or from the Coordination Manager or the contact person. This covers:

- Notebook paper for risk observations, incidents, accidents and environmental issues
- 30-second analysis
- Information about what to do in the event of accidents.
- Definitions of accidents, incidents and risk observations.



A small leaflet in a pocket-sized format is available with a selection of the rules that can be found in full in this document. It also includes a map of the premises as well as information about what to do in the event of accident.

The leaflet is available in Swedish, German, English, Finnish and Polish and can be collected at Reception.

6.4 First aid equipment

The contractor must provide first aid equipment for its employees. The contractor may request to be shown other first aid equipment such as safety showers before work begins. If SSAB’s equipment has been used, Coordination Manager must be informed of this immediately.

There are a number of defibrillators within the industrial site. Ask at the workplace where the closest one is.

7 Risks before work (RIA)

A RIA-form shall always be issued for temporary work that carry risks. The workplace should be divided in special zones where the RIA-form applies. There are two work methods depending of situation. One for “Situation Production” and one for “Situation Maintenance Outage”. The text below explain working during “Situation Production”. For more information contact Coordination Manager.

Every zone has a so called access point, which symbolizes the entry to the risk area. The access point is clearly marked with a sign, se picture. The access point very often is a operation room, an entrance or another natural place where many people passes.



The contractor is obliged to participate in the issuance of RIA and has the right to request that a RIA is written.

Often, more than one person at a workplace has the right to issue RIA, contact Coordination Manager or the contact person.

Upon issue of RIA, SSAB and the contractor will perform a **joint identification of the risks at the workplace**, develop measures for the risks and conduct a joint visit of the workplace. RIA will be issued before work begins and is valid for 24 hours or on a weekly basis. Weekly issued RIA must be brought to the work site each day. After completion of the work, the contractor shall notify the issuer, the cleanliness of the worksite is inspected and the RIA is signed, at which point it expires.

In the situation of “Maintenance Outage” there is another regulation; contact Coordination Manager for information.

When working in areas where explosive atmosphere can occur (e.g. wells, tanks) a formal work permit is required. Contact Coordination Manager to issue a “Work permit for explosive environment”.

8 Working with special requirements

8.1 Barriers

The contractor is responsible for making sure that proper barriers get erected or are in place where there is risk to nearby personnel, such as the risk of falling, suspended load, risk of falling objects, risk of contact with electricity or moving parts and similar. In all lifting and roof work, the area will be closed off and when necessary be guarded. Coordination Manager will be informed when areas are closed off.

Barriers shall remain in place and be in good condition as long as the risk remains. Barriers must be provided with a sign describing the work and the risk on the other side. Barrier materials are supplied by SSAB, contact Coordination Manager.

8.2 Lock out, tag out and verify

Lock out and tag out should always be performed before working with equipment that can be damaged by for example motion, electricity, or pressure. The contractor must verify that the lock out tag out is performed before starting work, and fit their own lock. It is forbidden to remove anyone else's lock or carry out work behind the protection of anyone else's lock than one's own.

The lock must be a size that fits SSAB's "scissors". The lock must be identifiable with the company, name and telephone number of the person who used the lock. The markings must be permanent.

For other SSAB's lock out tag out, see document 101911 which can be obtained from the Coordination Manager.

8.3 Electrical work

It is not permissible for the contractor to make connections, re-connections, breaks, or carry out other electrical work without permission, please contact Coordination Manager. When work has been completed, the facility must be secured before the lock out tag out is annulled. If any electrical housings were disassembled they must be restored to their original state. Special instructions apply when performing work in production areas, please contact Coordination Manager.

When working on high voltage equipment, the following applies:

- The contractor must appoint its own electrical safety supervisor and, if necessary, a person trained in electrical safety.
- The equipment must be checked and approved before energizing, contact Coordination Manager for details.
- All staff will be equipped with flame-resistant clothing.

8.4 High temperature jobs and flammable materials

When high temperature jobs are to be performed in temporary workplaces, both high temperature work permits and RIA are required. Everyone performing work involving high temperatures (e.g. welding, cutting, heating) must be able to demonstrate that they have completed the approved training for high temperature work by the Swedish Fire Protection Association.

High temperature work should never be carried out near flammable materials without special permit from SSAB. Storage of acetylene, propane or other gas cylinders also requires permits. Larger gas vessels should be placed so that they can be quickly removed in case of fire.

Welding carts may not be placed within the normal operating area for a crane or transported on trailers pulled by motor vehicles.

For permits and to make contact with the local manager for flammable materials, please contact Coordination Manager.

8.5 Fire safety

The contractor shall provide and be responsible for fire equipment for its own activities. Coordination Manager must be contacted:

- For questions about fire safety or rescue.
- If SSAB's fire extinguishers were used (immediately).
- Before working in areas that are protected by an automatic fire alarm and extinguishing systems. Switching these systems on and off will only be performed by SSAB's staff.

8.6 Lifting

Coordination Manager will be kept informed before and during lifting operations. Contractors who wish to use external lifting equipment, a mobile crane, an excavator equipped for lifting or similar on SSAB's premises must show valid inspection certificates. Operators of sky lifts and mobile work platform must show a valid driver's license. Personal fall protection equipment must always be used when using skylifts. It is not permitted to use SSAB lifts and lifting equipment without a permit. Please contact the Coordination Manager.

See also the internal rules for using skylifts, doc ID 405697 which can be obtained from the Coordination Manager.

8.7 Ladders

Ladders and trestles that are brought in and used on the premises must be approved in accordance with the Swedish Work Environment Authority's requirements.

The ladders must have the required markings, see image.



8.8 Fall protection

If there is any risk of injury from falling, personal fall protection equipment must be used. Fall protection equipment must be anchored onto designated fall protection wires. This applies to all work above 2 meters.

8.9 Language

Staff that do not speak or/ and understand Swedish or English may not work alone. At least one (1) person in a work group must be able to speak and understand Swedish or English. The work group must work in the same workplace.

To identify the person who speaks Swedish or English, their helmet must be marked with a British flag.



The sticker must be permanent and attached so it is possible to quickly identify the person.

8.10 Connecting to piping systems

It is not permitted for the contractor to make connections to SSAB's piping systems without permission, please contact Coordination Manager.

It is not permitted to connect breathing/fresh air masks to SSAB's pneumatic system. The pneumatic system may contain traces of poisonous gases.

8.11 Excavating

Before excavating, the contractor must ensure that pipes, electrical cables, etc. that may be in the ground where the excavation work will be carried out will not be damaged. For special instructions about this, contact the Coordination Manager. He/she shall be contacted in cases of suspected ground contamination, such as oil spills.

8.12 Blasting work

Blasting work is not allowed on SSAB's premises without permission. Only licensed blasters are permitted to carry out explosions and provide materials.

The contractor will:

- Contact SSAB's safety manager via the guard and **notify them when and how** explosives will be delivered to SSAB's premises. The contact must be made at least a week before the delivery takes place.
- Send a copy of the **Police permit** for blasting to SSAB's safety manager.

- Complete a written **risk assessment** before each blasting operation in cooperation with SSAB. Contact the Coordination Manager or the contact person.
- **Notify** Coordination Manager and guard before the blasting takes place. He/she must be informed of when, where, and how the blast will be performed.

8.13 Contractors with foreign labor

According to Swedish law (1996:678) "Outstation of employees" employer with foreign employees should report those to Arbetsmiljöverket - <https://www.av.se/arbetsmiljoarbete-och-inspektioner/e-tjanster-och-blanketter/anmal-utstationering/> - before work start in Sweden.

The employer shall also hand documentation over to the receiver of employment - in this case SSAB - that shows the report is done. If not; SSAB is obligated to inform Arbetsmiljöverket that no documentation has been handed over.

Above mentioned demand is associated with penalty fee; bobht for employer and the receiver.

When contractor (employer) with foreign employees apply admittance to SSAB area information about report to Arbetsmiljöverket and documentation shall be provided.

8.14 Trainees

For contractors wanting to bring trainees to SSAB area following must be fulfilled:

Working as contractor; the trainee has to fulfill SSAB Entre Basic and SSG Entre SSAB Oxelösund. Pre-registration to kundserviceuh.ox@ssab.com according to normal routine for contractors.

Agency staff are not allowed to bring trainees to SSAB Area.

9 Orderliness

The contractor is obligated to keep the workplace tidy while working so that materials, tools and waste do not hinder operations or pose a risk of injury such as from tripping, slipping, falling objects, and fire. Refuse and scrap must be placed in the areas that SSAB has designated. When the work has been completed, the contractor is responsible for cleaning up the workplace and disposing of all their materials/equipment. If this is not done, a fee will be charged to cover the costs.

Where RIA have been issued and/or when the work was carried out at heights, the contractor's supervisor is required, together with SSAB to inspect the workplace after the work has been completed.

10 Chemical products

On request, the contractor must be able to provide a list of all chemical products that have been brought in to SSAB's premises. The contractor must be able to say which chemicals it plans to use before starting any work.

Safety data sheets should be available electronically or in paper form. The Coordination Manager must be informed if the use of chemical products can pose risks to others who are present in the workplace.

11 Waste management

SSAB's rules for waste disposal apply, unless agreed that the contractor will take care of its own waste. All waste must be sorted and dropped off at environmental stations or sheds. Incorrectly sorted waste causes additional costs which may be charged back to the contractor. Contact Coordination Manager or the contact person for questions on waste management and to be shown the environmental stations and sheds.

12 Amendments

12.1 Amendments in earlier version

- Contractor personnel who operate heavy vehicles must undergo medical checks in accordance with the Swedish Transport Agency's requirements. (The same requirements as for SSAB personnel who operate heavy vehicles.)
- Contractor work vehicles must always have warning/flashing lights switched on inside the gates. This also applies inside the halls as before.
- Foreign contractors must have at least one person in a work group who speaks Swedish and/or English. This person's helmet must be marked with a British flag.
- Specified more clearly that ladders used by contractors must carry approved markings.
- Specified more clearly that all work that involves risk must always be subject to a contractor risk assessment.
- Specified more clearly that all work involving the risk of falling over 2 m in height requires personal fall protection equipment.
- Requirement that personal fall equipment must always be used when using skylifts.
- There is now clear direction to where on the Internet the contractor can find SSAB's rules that apply to them, for example rules for lock out tag out, hot works etc.
- Waste water must not be channeled into surface water manholes.
- Work vehicles must be marked with the company name.

- Parking permits inside the area may only be given to work vehicles not private vehicles.
- Work permit is replaced with a RIA-form (Risks before work).
- When working in areas where explosive atmosphere can occur (e.g. wells, tanks) a formal work permit is required. Contact Coordination Manager to issue a “Work permit for explosive environment”.

12.2 Amendments in this version

Reference to Merox waste management hotline removed. Not applicable any more.