



**Photography**

All photography and filming is forbidden in the entire industrial area. Photo Permission may be granted by the CEO, health and safety manager and information manager.



**Alcohol and drugs**

Alcohol and narcotics are drugs that may not be brought into or consumed in the industrial area. Anyone working at Domsjö Fabriker must abstain from non-medicinal use of narcotic classed drugs, both during working hours and leisure time. Anyone found to be under the influence of drugs shall be immediately removed from the premises by the relevant management staff. Anyone suspected of being under the influence of alcohol has the right to prove their innocence through a breath test, those suspected of being affected by other drugs may provide a drug test to an accredited laboratory for analysis.



**Smoking**

A general smoking ban exists on the industrial area. Smoking is allowed outdoors at designated places on the ground floor. Smoking that occurs on EX classified areas must be reported as a very serious incident.



**Mobile telephones**

Mobile telephones that are not EX-classified may not be taken in to EX-classified areas. Mobile telephones are assumed not to be EX-classified unless otherwise known.



**For injury, fire or other accidents, call the emergency service and ambulance on the alarm number 112.**



After the ambulance or fire brigade has been alarmed security must be notified on + 46 (0)660 756 91 and Domsjö Fabrikers contact person and/or the fire and security manager. Domsjö Fabriker must always be given a copy of the report prepared in connection with undesired events.

# Local safety regulations





Domsjö Fabriker, places high demands on the working environment, external environment, safety and quality. The labour market's laws and regulations have therefore been complemented with our own general and local safety regulations. Our environmental work is characterised by a comprehensive view that aims to achieve continual improvement. We use methods, processes and products that give the lowest possible environmental impact and with disruptions or incidents, the environment is prioritised over production.

**A work permit** is acquired by the contractor that is insured according to an agreement and ensures that all of the company's employees are aware of and implement the forestry industries general safety regulations, as well as our local safety regulations and the important workplace specific information.

**General safety regulations** are attained by doing SSG's interactive web based training, Entre-passet. For more information contact SSG.

**Local safety regulations** is obtained by SSG's interactive web based training, Entre-passet Domsjö Fabriker AB. For more information contact SSG.

#### Workplace specific information

Domsjö Fabriker's contact person or the person designated by them will inform of the specific risks for the section or workplace. Everyone must know of the workplace's different alarms, emergency exits, gathering point, obligation to report, emergency shower location, extinguishing equipment, protection equipment as well as instructions for waste sorting etc.

#### Arrival

Upon arrival you must report to the security guard in the guard house. There they check if the SSG's General and Local training is obtained. This is controlled through presentation and inspection of the SSG card. Domsjö Fabriker's contact person will then inform about the task and see that everyone has/receives the information that is required for a work permit. The contractors' management must ensure that the task is completed in accordance with current law and local safety regulations.



#### Work involving exposure to heat

We conform to our insurers demands with respect to work involving exposure to heat. Therefore, a permit is needed for all work involving exposure to heat. Everyone must have undergone the required training and on request be able to display their certificate. A written permit can be subsequently issued by the team leader that is responsible for the actual working area. A ban on work involving exposure to heat prevails in explosion prone areas. Exceptions from this ban can only be granted by specially authorised people or by personnel from Domsjö's/Övik's emergency services. Permits for so called roof sealing work or equivalent are issued by the team leader for the building department.



#### Gas cylinders

Only gas cylinders that are in use may be kept outside. Gas cylinders must always be stored in gas trolleys, so that they may quickly be moved into safety. For large cutting work gas cylinders must be stored outside in crates and cutting equipment supplied with long hoses. Loose gas cylinders must always be firmly anchored. If there is a need for more gas bottles to be stored inside it will be assessed by the local municipality's emergency service. When work is finished gas bottles must always be placed in their assigned location.

#### Coordination

It is important that all operations are coordinated and that no work has begun before clearance is given from the contact person and the section operators. It is just as important that any deviations from the schedule are reported as soon as possible.

#### Neat and tidy

During the contract good order must prevail at the job site. Accessibility must not be limited and it is absolutely forbidden to block access to protective equipment and emergency exits. After the work is completed the job site must be tidied in accordance with relevant waste sorting procedures. Any contractor that leaves a job site in disorder will be charged the cleanup cost in retrospect.

#### Workplace environment and fire protection service

We are working continually on systematically improving the workplace environment. That is why it is important that all operations are coordinated and that all risks are identified and amended. Workplace environment rounds are an important part of the workplace environment task and all deviations will be noted in writing including suggested amendments, person in charge and the date. Unwanted events must always be reported to the contact person at Domsjö Fabriker.

#### External environment

Process sewage is separated and cleaned in various ways. Fibre waste goes to sedimentation basins while other waste is cleaned biologically. The latter is a sensitive process where the effectiveness can deteriorate or be completely neutralised by toxic chemicals. This is why it is important that chemicals are not allowed to drain into the factory sewerage system. If a chemical spill nevertheless occurs, Domsjö Fabriker's contact person must be notified immediately. Domsjö Fabriker and Örnsköldsvik's emergency services have the resources to deal with different environmental incidents.

### Protective equipment

#### Helmet

A purpose approved safety helmet must be worn throughout the entire industrial area and in all premises, excluding offices and the control room.

### Contractors must provide the required protective equipment

#### Hearing protection

All the plant's production facilities contain processing equipment that emit excessive noise. Therefore, some form of hearing protection must be used on the factory premises at all times.

#### Protective footwear

Protective footwear, appropriate for the task, must be used at all times.



#### Eye protection

Protective goggles must be used for all work. Tight fitting goggles or a visor must be used when working with chemicals. *Note that private glasses are not considered protective eyewear.*

#### Gas risk

Inside Domsjö Fabriker's production facilities, gas masks with ABEK filters and gas detectors that detect sulfur dioxide and hydrogen sulphide should always be worn (excluding wood handling, lignin packaging and fresh water supply / water sluice).