
Safety provisions for contractors, rutin

PURPOSE

Contractors often perform work at ShoreLink's production areas, alongside our own personnel. In order to ensure safety and a good working environment, it is important that you as contractors are informed about the risks associated with our operations and how to avoid these, together with which rules and procedures apply.

DESCRIPTION

RESPONSIBILITY

You as contractors are obligated to work to create a good and safe working environment, in accordance with the rules and procedures about which you have been informed. You must also actively keep yourselves informed and up to date with rules and procedures, ensuring that your personnel follow them and that they, if and when the need arises, draw attention to risks and suggest measures to prevent accidents.

CONTACT

The person at ShoreLink who contracted you for work is your primary contact person. They are responsible for ensuring that contractors receive required documentation as well as information about the task in hand together with special provisions relevant to the work in question.

COORDINATION RESPONSIBILITY

When multiple companies operate together in a common work area, they must cooperate to ensure safe working conditions. The respective operations must not create risks for others. The company responsible for coordination of the common work area is responsible for putting safety and protective measures into practice. Other companies operating in the shared work area must act in accordance with the directions given by the Coordination Manager.

Note: Each company has responsibilities towards their own personnel.

ACCESS

ShoreLink's representative is responsible for providing access to the area of operations. Unannounced checks/inspections of persons and vehicles take place in an ISPS-protected area. The area is monitored by cameras.

ACCIDENT/INCIDENT REPORTING

Accidents and incidents must be reported to your own team's management as well as to the coordination manager or to the ShoreLink representative. Serious incidents and accidents must be reported immediately by the contractor to the Swedish Work Environment Authority (Arbetsmiljöverket). Investigation of serious incidents and accidents will be carried out jointly by the contractor and ShoreLink.

EMERGENCY MEASURES

1. Call 112 (follow instructions from SOS)
2. Notify the operating Team Leader.

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PITEÅ

Preparedness +46 911-23 22 06

Foremen:

Kent Andersson +46 70-312 88 14

Peder Nilsson +46 72-358 88 20

Jimmy Nilsson +46 70-370 80 39

Tommy Larsson +46 430 558 208

Operations Manager/ Nicklas Sonesson +46 73 322 80 41

LULEÅ

Preparedness +46 70-583 08 49

Foremen +46 70-699 66 15

Business Unit Manager Anders Viljeros +46 70-281 62 77

SKELLEFTEÅ

Preparedness +46 910 71 51 41

Foremen Johan Lindgren 073-822 23 28, Niklas Lindberg +46 73-628 95 68

Logistics Manager Jonas Blom +46 70-601 35 57

Business Unit Manager Niclas Stengård +46 76-539 35 51

KALIX

Operations manager +46 923-200 05

Terminal Manager David Olsson +46 70-220 68 54

Business Unit Manager Anders Viljeros +46 70-281 62 77

SHORELINK TRANSPORT

Preparedness +46 70-628 26 27

Workshop Manager Peder Johansson +46 70-628 26 24

Business Unit Manager Peder Wennberg +46 70-346 66 69

WHERE TO FIND EMERGENCY EQUIPMENT

KALIX

STRETCHER

Inside Billerud site offices at pulp quay. Inside container at pulp quay.

EMERGENCY BAG

Inside ShoreLink site office Inside container at saw quay.

BANDAGING MATERIALS AND WASH STATION

Inside container at saw quay. Inside Billerud site offices at saw quay. Inside ShoreLink site office.

LIFTING BASKET FOLDING ARM CRANE

Pulp quay

DEFIBRILLATOR

Inside Billerud site offices at saw quay

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LULEÅ

STRETCHER Inside the rescue container

EMERGENCY BAG At the foremen in the port of Victoria (in the stairwell in the staff building)

DEFIBRILLATOR At the foremen in the port of Victoria (in the stairwell in the staff building)

3 RESCUE DINGHY

1. At the front of the staff building
2. At the middle of the quey conveyor (coal pier)
3. At the end of the quay (towards "Sjöfartshuset").

PITEÅ

STRETCHER By the entrance/elevator inside "Blå villan"

EMERGENCY BAG By the entrance/elevator inside "Blå villan" and at the foremen's office.

BANDAGING MATERIALS AND WASH STATION At Blå villan At the foremen's office At Piteå Ports workshop At Lilla blå Workshop At the oil quay

DEFIBRILLATOR By the entrance of "Blå villan"

SKELLEFTEÅ

STRETCHER Inside the truck garage

BANDAGING MATERIALS AND WASH STATION By the dressing room entrance Inside the workshop

DEFIBRILLATOR By the dressing room entrance.

TRANSPORT

STRETCHER In the workshop at the stairs

BANDAGING MATERIALS AND WASH STATION In the workshop

PERMITS AND CERTIFICATIONS

HOT WORK AND FLAMMABLE GOODS

Individuals who are to carry out hot work must have relevant training and be able to provide certification.

DRIVING PERMITS

In order to be allowed to operate vehicles requiring certification inside ShoreLink's areas of operation, you must be able to provide a certificate and a printed driving permit from your employer.

WORK PERMITS

Work permits must always be issued for temporary work within ShoreLink's operations. The purpose of work permits is to enable control of ongoing works as well as to minimize the risk of workplace accidents. Issuers and contractors must go through safety provisions together.

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SAFETY

DRUGS AND ALCOHOL

Drugs and alcohol are prohibited in the workplace. You may not turn up at the workplace under the influence of drugs or alcohol. An announced alcohol and drug tests are a regular occurrence.

FIRE SAFETY

Fire extinguishers are found at strategic locations throughout the working area as well as in vehicles. Check with your contact person about the location of the nearest fire extinguisher.

SMOKING

All types of smoking (i.e tobacco, e cigarettes and such) is not allowed in ShoreLink's offices, our work areas, vehicles and machines. Smoking is only allowed in designated areas.

MOBILE PHONES AND HEADPHONES / HEARING PROTECTORS WITH RADIO

When operating machinery or working inside industrial / port areas, total concentration is required by all workers in order to avoid accidents. Therefore, if you need to take a call, you must use a handsfree solution whilst operating machinery or stop the vehicle altogether. Hands-free means equipment that enables you to take calls without holding the phone in your hand (hands-free equipment or speakerphone). When communicating for the purpose of work, please use the communication radio where possible. You may not listen to the radio with headphones/hearing protectors when operating machinery or working inside industrial / port areas. Browsing the Internet, using social media and listening to the radio is permissible during breaks and outside working hours.

PERSONAL PROTECTIVE EQUIPMENT

Contractors must provide their personnel with relevant personal protective equipment. Take into account the safety regulations.

HIGH VISIBILITY CLOTHING / VESTS, PROTECTIVE HELMETS AND PROTECTIVE SHOES.

Individuals inside ShoreLink's areas of operation must always wear at least Class 2 high visibility clothing, vests are available to borrow. They must also always wear protective helmets and protective shoes, as the risk of injury is high.

SAFETY HARNESS

Where the employer cannot provide full protection from falling, such as rails, safety gear in the form of a safety harness with a well anchored line, must be used.

Principally, this applies to all work where there is a risk of falling to a lower level and therefore a risk of injury. The height is not always a determining factor.

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RISK ASSESSMENT, GENERAL AND PERTAINING TO WORK ON SCAFFOLDING, LADDERS AND IN SAFETY HARNESS, WORKING AT A HEIGHT

Risk assessment of tasks must be carried out and sent to the issuer. Take into account work environment, safety, environmental impact and fire hazards.

Ladder in raised position, that reaches 2 meters and higher, leaning against a wall shall be established firmly. For example someone that holds the ladder or using the ladders safety hooks. The regulations of Arbetsmiljöverket AFS 2204:3 is to be followed, if no other instruction is established.

TRAFFIC

ShoreLink's operations have high traffic safety demands. Our areas of operation are heavily trafficked and there are major risks.

Therefore we must always

- Follow applicable speed limits (max 30km/h)
- Act as model drivers, both in driving and in general behaviour
- Be in good health and attentive enough to drive safely
- Avoid alcohol and drugs in the workplace
- Always contact the supervisor/foremen if you need to drive within the harbor area or quay area. If the supervisor/foremen do not respond, contact the preparedness.
- Never drive within the working area of a crane. If necessary, the foremen or preparedness can grant authorization.

Pay attention and remember that drivers often have a limited line of sight.

GENERAL INSTRUCTIONS

- All work conducted within ShoreLink's areas of operation must be carried out in accordance with rules and regulations, including the internal rules of the company
- Keep the workplace neat and orderly
- Holes created in the ground or in floors must immediately be cordoned off in a safe way
- Always use protective helmets, shoes and high-visibility clothing
- A signal sounds when hatch vehicles and land cranes move. When you hear the signal, pay close attention
- Never walk under hanging loads
- If you are working next to a truck or loader, make sure that the driver knows where you are
- If you perceive work as dangerous, speak to your contact person
- Parking is allowed in designated areas.

REGULATION

- [Ladders and Trestles \(AFS 2004:3 Eng\), provisions](#)

ATTACHMENT AND REFERENCE

- [Work permit contractor, form \(1977\)](#)