



**Instructions
for
CONTRACTORS
at Grycksbo Paper**

2:nd Edition

**Welcome
to
GRYCKSBO PAPER**

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QUALITY AND ENVIRONMENT

Grycksbo Paper produces wood-free coated finepaper designed for information-, advertisement and publisher´s print. One condition for maintaining the demands our customers make upon our products and services is that all concerned are jointly responsible for following the existing routines for handling chemicals, waste, orderliness, co-ordination etc. Grycksbo Paper has since 1990 been quality certified (ISO 9001) and since 1997 environmentally certified (ISO 14001 och EMAS). In order to constantly improve in these fields and to minimise our environmental influence it has become necessary for all workers and contractors at Grycksbo Paper to follow the instructions given by our managerial system.

WORKING ENVIRONMENT

The improvement to the working environment at Grycksbo Paper shall be a natural part of the everyday work. Organisation and routines shall be implemented methodically and be target-oriented to prevent bad health and accident at work. A condition for a good working environment is that every worker takes responsibility for orderliness, both of his own working space and throughout the site.

SAFETY- AND ORDER REGULATIONS

At the introduction meeting, before work commences, the instigator/contact person is responsible for clarifying relevant safety and order regulations not covered in this brochure but significant for the accomplishment of the work. Our instigator/contact person has the authority and obligation to stop work if there is a risk to person, property or the environment. The contractor must report accidents, and/or incidents to our instigator/contact person.

RESPONSIBILITY FOR CO-ORDINATION/PERSONAL SAFETY

Except by prior agreement, Grycksbo Paper is responsible for the co-ordination of protective measures on common working sites within the mill. Even if the visiting firm works under its own management Grycksbo Paper's instructions on the improvement of the working environment shall be fundamental. The person who has instigated contract work is responsible for its co-ordination. The contractor has the employer's liability for his employees according to the Occupational Safety and Health Act. Every person is responsible for their own personal safety by always rating safety highest by following valid rules and routines and also by contributing to orderliness and high security.

PERSONAL PROTECTIVE EQUIPMENT

The contractors must provide his employees with necessary personal protective equipment for carrying out the work.

DISCONNECT & LOCK

Contractors shall, before commencing maintenance work, or working dangerously close to machinery, mechanical equipment or process systems, liase with our contact person, that the necessary steps are taken to avoid unintentional starting up of machinery in accordance with our safety regulation-DISCONNECT & LOCK.

OVERHEAD CRANE GUARD

This particulary applies to the roof overhead cranes, situated in the roof, of the machine house PM9 & PM10. Before work proceeds at the roof of the machine hood or other hidden place, the overhead crane/cranes shall temporarily be put out of operation and locked. If the overhead crane must be used the overhead crane guard shall be on location for co-ordination of work.

ELECTRICAL SECURITY

Contractors are not permitted to make any connections, reconnections, breaks or other electrical work without the permission of the labour management of the Electrical and Control system department. Prior to working with machinery or mechanical equipment see DISCONNECT & LOCK.

LIFT FACILITIES

Lift facilities and lift tools may not be used without permission and instruction from the person responsible for production or maintenance in that area.

A contractor shall, whenever applicable, ensure that his staffs comply with our educational standards.

MOBILE CRANES, SKY-LIFTS etc

Contractors, who intend to use mobile cranes, lift implements, sky-lifts or other equipment that is inspection regulated, must be able to present approved survey certification to the person responsible for co-ordination.

SCAFFOLDING

Scaffolds and other stands shall be buildt by skilled staff and in accordance with regulations in a way that ensures complete safety. Once the scaffold has been inspected and approved, changes must not be made.

SAFETY DEVICES

When a safety device, for example a safety rail, a safety cover, e.t.c. for some reason is removed it must be replaced to avoid accidents.

DRUG POLICY

Grycksbo Paper is a drug free working place.

Responsibility for quality and security for you and your colleague's well-being is provided by sobriety/absence of drugs. If there is suspicion of intoxication, a test can be made. The suspect has the right to continue work after he has been proven drug free.

FIRE PROTECTION - WELDING

Most of our premises are equipped with automatic fire alarms and/or sprinklers.

Apart from by fire, the fire alarm can be started by exhaust from vehicles, steam, welding, cutting and smoking.

For all kind of work it is required that:

- Those who guard welding have been educated and can present a certificate.
- Written permission for welding has been received from the person responsible for fire protection.
- Preventive measures have been taken in accordance with the checklist for welding.

False alarms caused by negligence of the contractor are charged according to current rate.

Only gas bottles on a barrow may be brought onto our premises. At the end of each working day, gas bottles must be returned to their specified location.

Fire hazardous materials must not be brought onto the premises without permission from the person responsible for fire protection.

Fires and fire accidents must be reported to our Rescue Service.

SMOKING

Smoking is prohibited within the mill (due to insurance conditions) except in designated areas.

ALARM PROCEDURES-AMBULANCE/RESCUE SERVICE

- If you are at Grycksbo Paper dial 0 and then 112.
- Outside the mill dial 112 and you will get through to SOS alarm in Falun.
- Give name, telephone number and the place you are calling from.
- Try as calmly as you can to inform of what has happened.
- State how many injured there are so that SOS alarm know how many vehicles to send.
- Call the gatekeeper (dial 9) and inform of what has happened.

PHOTOGRAPHY

Photography is prohibited within the factory area.

CHEMICALS PRODUCTS

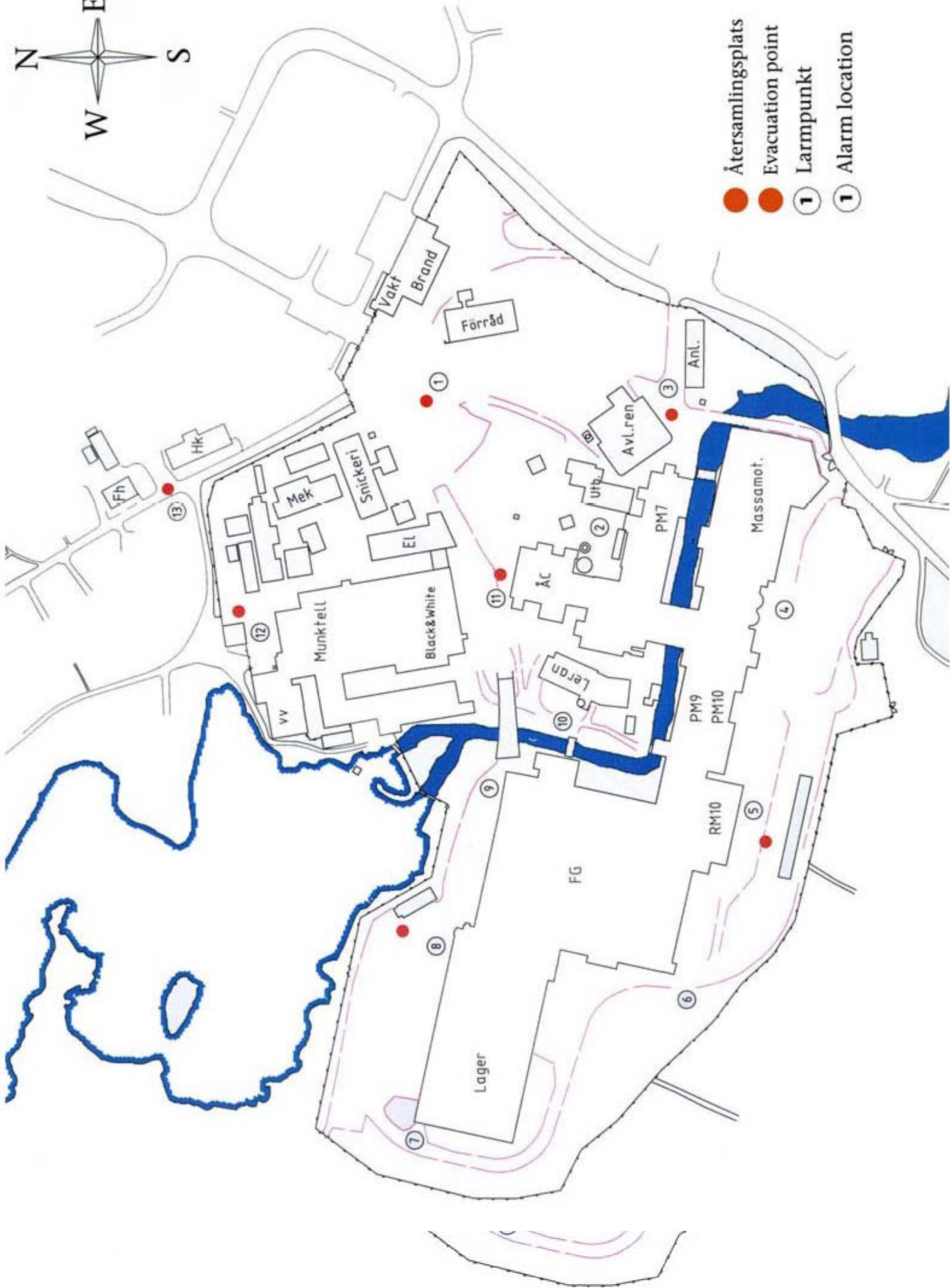
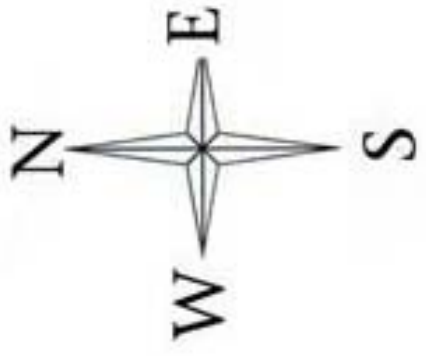
Chemicals products may not be brought into the factory area without the approval of the Chemical Group.

Your instigator/contact person must bring an application to the Chemical Group.

WASTE MANAGEMENT

It is the duty of everybody who works within the factory area to recycle waste according to "Plan for Waste Disposal at Grycksbo Mill".

The waste disposal plan is included within this information folder.



- Återsamlingsplats
- Evacuation point
- ① Larmpunkt
- ① Alarm location

A CLEAN PROCESS IN A CLEAN MILL

Grycksbo Paper produces coated wood-free fine paper designed for the printing industry. We are sensitive to contamination of the production process.

All kinds of waste must be kept separate from our production process.

Paper wastage from the manufacturing process is recycled and become an integral part of the formula for the complete product. Paper broke is handled in white skips of different sizes. Only mill personnel may place totally clean paper wastage into the **white** skips.

One of the largest threats to quality, and efficiency of machinery is from pollution in the manufacturing process.

We feel that the cleaning is an important part of daily work, that's why it is important that even YOU take responsibility for this.

TRAFFIC

With the gatekeeper's permission to pass, vehicles used by contractors for transporting materials, tools etc, may be unloaded at the site and then parked in assigned parking spaces outside the factory area.

Permission must be issued by the gate keeper (through the contact person) for contractors vehicles needed to carry out work in the factory area.

Standard road traffic regulations are applicable to traffic within the factory area wherever relevant. Maximum permitted speed is 30km/hour. Idle running is forbidden.

ENTERING AND LEAVING THE SITE

Contractors who have work to do within the factory area must obtain a pass from our contact person. This pass will be time limited.

The contractor must leave the names of all his employees that need entry to the factory area.

Passes must be returned to our contact person on completion of the contract.

TRUCKS/TRACTORS

Trucks, tractors and other vehicles owned by the mill may only be used by our own drivers. In exceptional circumstances the area supervisor may give permission to the mill's vehicles. The contractor must be able to produce a valid driving licence or equipment certification that meets our requirements.

RECEPTION OF CONTRACTORS

Before arrival in Grycksbo Paper the contractor shall get in touch with our contact person. At the introduction meeting our contact person is responsible for ensuring that Company Policy is understood before work commences.

PLEASE NOTE!

Signed assurance is kept and saved by Grycksbo Paper for one year.

Contractors who do not follow our instructions and directions will be expelled from the mill.

Assurance

I assure that I have been informed of and receive the **"Instructions for Constructors"**

All the contractors staff shall sign the assurance, which afterwards will be handed over to the Department of Protection & Rescue service. (Construction office, fax:023-683 53).

Grycksbo Paper instigator/contact person: _____

Grycksbo 20 ____ - ____ - ____

Name: _____ / _____
(Print) (Sign)

Company: _____

Next of kin: _____

Grycksbo Paper AB
S-790 20 GRYSKSBO

Phone: +46 23 68000

Signed assurance is **valid for 1 year** from date above.

Contractors with their own labour management must supervise observance of these instructions.

Contractors without labour management: The instigator/contact person is responsible for informing the contractors staff about the instructions and must supervise the observance of these instructions.

A contractor who does not follow our "Instructions for Constructors" will be expelled from the mill.

Assurance

I assure that I have been informed of and receive the **"Instructions for Constructors"**

All the contractors staff shall sign the assurance, which afterwards will be handed over to the Department of Protection & Rescue service. (Construction office, fax: 023-683 53).

Grycksbo Paper instigator/contact person: _____

Grycksbo 20 ____ - ____ - ____

Name: _____ / _____
(Print) (Sign)

Company: _____

Nest of kind: _____

Grycksbo Paper AB
S-790 20 GRYSCKSBO

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