

INSTRUCTION FOR CONTRACTORS – ORDER AND SAFETY REGULATIONS

1. About this document

Within Ragn-Sells the following Order and Safety Regulations are to be followed, they can vary depending on site.

You must follow Ragn-Sells Order and Safety Regulations and sign the site-specific Order and Safety Regulations before arriving at and before starting work at Ragn-Sells sites.

For more information about how Ragn-Sells process your personal information when you enter our sites, please visit: [Ragn-Sells Integritetsinformation](#)

2. Scope

This document is for all contractors and clarifies the rules and regulations that are required to be followed within Ragn-Sells organization. The order and safety regulations must be followed in order to be allowed access to Ragn-Sells sites. Additional security requirements may be added if needed if the specific site requires it.

3. Ragn-Sells Order and Safety Regulations

3.1. Safety and protection

- All barriers and warning signs are to be respected.
- A clean and organized site is everyone's responsibility. Always restore the workplace/work area after usage.
- The work site and facilities are not to be used for private purposes.
- Theft from sites and work areas will be reported to the police. This also includes collected/stored materials.
- It is forbidden to be present at sites and work areas under the influence of alcohol or other drugs.
- Smoking is only permitted in designated areas.
- Always inform the site manager at earliest opportunity if you discover something that can endanger someone's safety or health.
- Children under the age of 18 are not allowed on our sites.
- It is forbidden to bring animals (including dogs) to our sites. You can request an exception for assistance animals.
- No matter the work task you should always work systematically with safety and prevent risks: plan, do, check, act.
- Contractors are to ensure that their employees have read and signed Ragn-Sells Order and Protection Regulations before they enter Ragn-Sells sites.
- Violence and threats are strictly forbidden and will result in disciplinary consequences.
- Ragn-Sells lockout/tagout is required for all contractors. This applies to all energy sources: electricity, mechanics, pressure, heat, chemical risks, gravitation and stored energy.

3.2. In case of emergency

- Everyone who works at a site shall read and follow the contingency plan for emergencies.
- Contractors are to evacuate to closest assembly point in case of emergency. Emergencies are communicated through a loud alarm/signal.

3.3. Deviations, incidents and accidents

- All incidents (Ops!), accidents (Ouch!) and risk observations (Ah!) are to be reported to nearest site manager and registered in Ragn-Sells own reporting system.

3.4. Traffic Safety

- No one under the age of 18 is allowed to drive vehicles or machines on Ragn-Sells sites.
- Drivers and passengers are to check in upon entry. Passengers under the age of 18 are not allowed to enter our sites. If passengers under the age of 18 are in the vehicle, then the driver must turn around and not enter the site.
- No one under the age of 18 are to perform APL or experience training for the contractor on our sites.
- Parking is only permitted in designated areas.
- Traffic plans are to be followed.
- The sites speed limit is to be followed.
- Idling is only permitted for 1 minute.
- Everyone on the site are to show ID/driver license upon request.
- Drivers permit is to be issued for all contractors that drive vehicles and/or machines on Ragn-Sells sites and are to be shown upon request.
- Everyone are responsible for performing self-checks for their own equipment, machines and vehicles, and is to be provided upon request.

3.5. Vehicles, machines and equipment

- Vehicles, machines and equipment is only allowed by contractors if they have approved driver certificate, drivers permit, drivers license and other permits when needed.
- Vehicles, machines and equipment is to be inspected and approved for driving on the site. Certificate of conformity is to be shown before a vehicle or machine is allowed entrance to the site.

3.6. Personal protective equipment

Work on site or in traffic environment

- High-visibility clothing with class 2 for upper body (EN ISO 20471)
- High-visibility clothing with class 2 for lower body (EN ISO 20741) (Long trousers)
- Protective shoes with toe cap and safety sole
- Other protective equipment than can be added requirements for the site, for example:
 - Ear protectors for loud environments
 - Respiratory protection for dusty environments or when required by law
 - Protective glasses and/or visor
 - Fall protection equipment: for example harness

3.7. Electrical safety

- Unauthorised personnel is never to operate on electrical equipment, neither temporary or permanent.
- Access to operating rooms and switchgear is only granted to authorized electricians, electrical operations manager or specially instructed person (SIP) with approved instructions.
- All electrical equipment that is to be used on Ragn-Sells sites are to have CE conformity (when required by the EU-Directive), be documented and follow Swedish electricity legislation and appropriate standards/ELSÄK-FS. Exceptions can only be allowed by the electrical operations manager.
- EX/ATEX-rated areas: only EX-rated equipment and work in accordance to zone. Work that requires necessary permits and risk assessments: follow Ragn-Sells instructions.
- Broken electrical equipment: stop usage, block off/take out of service and immediately inform work management/electrical operations manager in accordance to reporting requirements.
- Lockout/Tagout: before work starts the site must be de-energized, disconnected, locked and marked. Verify absence of tension and grounding when necessary.

3.8. Fire safety

- Everyone are to read and follow the local fire safety regulations.
- No candles are allowed in our offices or on sites.
- Emergency exits are not to be blocked.
- Fire doors are not to be permanently opened.
- Blinking or not functioning fluorescent tubes are to be changed immediately by authorized personnel.
- Combustible materials are to be stored in designated areas, which must be 10 meters from premises/façade.
- Charging, storing and maintenance of batteries and electric powered vehicles (including electric scooters, electric bicycles) are to be in designated areas.
- No flammable work are to be done before the person in charge of permits has checked and provided approval through a flammable work permit.
- Everyone that works on our sites should know where the local assembly point is. The assembly point should be clearly marked.

3.9. Chemicals

- An approval from the person in charge at Ragn-Sells is required if chemicals are brought to the site.
- A chemical inventory is to be provided for the chemicals that will be used, together with appropriate material safety data sheet.
- If the work involves asbestos, educational certificate is to be provided before work starts.
- Hazardous materials and chemicals is only allowed to be stored at designated areas.
- When working with hazardous materials and chemicals there is additional requirements for protective equipment depending on specific work task.
- Limiting dust measures should always be taken to minimise exposure to dangerous dust. Risk assessment is to be documented. Firstly the dust should be caught around the source, secondly water soaked or other measure to minimise exposure.

3.10. Solitary Work

Solitary work should be avoided if it means a greater risk for accidents or illness than if the task was performed jointly.

Examples of tasks where solitary work is not allowed within Ragn-Sells operations:

- Employees under the age of 18 are not allowed to perform solitary work.
- If the work endanger the employee and increases the risk for violence or threats it is not allowed to be performed as solitary work.
- Root Cutting.
- Cleaning and maintenance of oil separator/cistern.
- Cleaning sludge basin or pumping station.
- Pipe inspection within facilities.

3.11. Mobile phone usage

Using a mobile phone within the workplace increases the risk of injury. A mobile phone should be used safely, for example when you have paused your work and moved to a secure location.

All types of mobile phone usage when driving a car, bike or machine and crane work or other executions that endanger employees are strictly prohibited.

Using a mobile phone for private use is only allowed during breaks.

You are not allowed to listen to music in your headphones during work hours. In accordance to Ragn-Sells directive for protective equipment you should always have hearing protection with CE conformity and be compatible to possible protective helmets and glasses. If the hearing protection can play music, you should always use a hear through function to prevent risks.

3.12. Risk assessment and work preparation

Before contractors are allowed to start working on Ragn-Sells sites they must provide a risk assessment with corrective measures for the tasks that they plan on completing. Contractors must also provide a work preparation for tasks that are extra risky.