

Date of last revision
2021-07-01



Safety and good order

Regulations for employees,
contractors and visitors at
Obbola Papermill

In the event of fires or
accidents: call 112
Inform relief: tel. +4690-15 40 48

x

Index

About SCA	4
Health and safety policy	4
Evacuation alarms/If there is an accident	5
Brief safety information for visitors	6-7
Sorting of waste at source	8-9
Hygiene zones	9
Coordination responsibility/Contact person SCA Obbola....	10
Coordinated health and safety responsibility for contractors	10-11
Electrical work	11-12
Electrical equipment.....	12
Chemicals	12
Welding	12
Lock-off and restart instructions	13-14
Work environment rules/Important procedures when working at SCA Obbola	14-22
Particular process risks	23-25
Hazardous substances	26-27
First aid in the event of accidents	28-29
Defibrillators	30
Fire protection	30-31
Checklist for hot work	32
My risk assessment	33
Map of the industrial complex	34-35

SCA

The core of SCA's business is the growing forest, Europe's largest private forest holding. Around this unique resource, we have built a well-developed value chain based on renewable raw material from our own and others' forests. We offer packaging paper, pulp, wood products, renewable energy, services for forest owners and efficient transport solutions.

2020 the forest products company SCA had approximately 4,000 employees and sales amounted to approximately SEK 18.4 bn. SCA was founded in 1929 and has its headquarters in Sundsvall, Sweden. More information at www.sca.com.

Excerpts from SCA's health and safety policy

SCA strives to provide a safe and healthy workplace to all employees, contractors and visitors to our workplaces. SCA has a zero workplace accident vision and makes continuous improvements in the area of health and safety.

To develop and maintain the health and safety culture toward which SCA endeavors, everyone who works or visits SCA's facilities must behave in a manner conducive to safety and be aware of and comply with the Company's procedures and rules.

- All employees will assume personal responsibility for their own health and safety
- Employees will have a high level of risk awareness and work together to mitigate risks
- SCA will have procedures that work and are applied in reality

Evacuation alarms

- Check evacuation routes.
- Evacuation alarms give alternating red/red flashes of light and an audible rising and falling signal.
Means: Evacuate the premises immediately! Contact the operator in the control room before entering the premises again.
- Before starting work, check the location of emergency/eye showers.
- Eye/emergency showers and evacuation routes must not be blocked!



If there is an accident:

The Rescue Service; Fire Brigade and Ambulance, **ALWAYS** will come to the Northern Gate. The Relief must be notified tel.no +4690-154048 and will meet the rescue service at the Northern Gate.

In case of a Blue light emergency alarm the Mill manager must also be notified, tel.no: +4690-154001
The Relief notify the Mill manager.

Alert SOS: call 112

Inform relief: +4690-15 40 48

State location: SCA Obbola, Linjevägen 33, Obbola

Medical advice: call 1177

Incidents and accidents must be reported to SCA Obbola's contact person.

Brief safety information for visitors

On arrival, visitors are met by their contact person at SCA Obbola.

For your personal safety during the visit, on site you must wear:

- Safety helmet
- Goggles/visor
- Visibility vest
- Safety shoes
- Long trousers (SCA do not provide trousers)



For more information on PPE regarding exemptions/additional personal protective equipment, see point 6. Safety equipment.



In certain areas, sound levels can be high and you must use **hearing protection**.



Smoking is only permitted outdoors at signposted, designated points where ashtrays are provided.



Zoned areas where explosive atmospheres can arise – visitors may not enter these areas without permission.



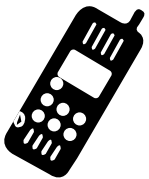
Trucks and other vehicles are used inside the industrial complex and its factory buildings. Be alert to this and remember that drivers may have limited fields of view.



Certain premises have **gas alarms**. These are designed to give warnings in the event of a leak. If there is an alarm (alternating red/red flashes of light and an audible rising and falling signal), the premises must be evacuated immediately.



Evacuation routes for use in the event of fire, gas or other hazard are marked by this symbol.



With the hereinafter stated exception in respect of zones classed as “ATEX areas”, **mobile telephones** are allowed inside the industrial complex. Unless they are classed as explosion proof, mobile telephones must not be used in “ATEX areas”. A certain degree of care must also be taken when using mobile telephones in the vicinity of control cabinets, electronic equipment such as sensors, relays, etc.



Radiation sources have been installed for measurement purposes. Respect the special signs, maintain distance and, when working near radiation sources, contact the radiation protection officer.

Sorting waste at source in the industrial complex

Marco wheeled bins indoors, yellow bins outdoors, plastic barrels.

Place any waste that is not specified below in a waste bin with a corresponding type of material.

HAZARDOUS WASTE (black label)

Paper contaminated by wax, oil, grease, contaminating fibres and absorbents.



COMBUSTIBLE (red label)

Boards (max 50 cm), plastics, rubber, labels, expanded polystyrene, tar paper, envelopes, etc



WASTE PAPER (green label)

Uncontaminated paper, corrugated board and journals.



METAL (blue label)

All types of metal scrap (metal, stainless steel, cables, electric motors etc.)



LANDFILL WASTE - NON-COMBUSTIBLE

(mustard yellow label) Insulation, glass, concrete, bricks, gypsum, etc.



NB! At each dept. **aerosols (spray cans)** are to be collected in the bins (red waste containers) provided for this purpose. When the bins are full, they are to be transported to the FarligtEnkelt cabinet.

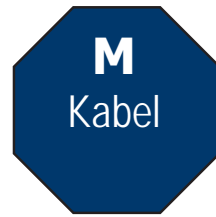
Sorting at source–waste floor (major sorting area)



METAL



STAINLESS STEEL



CABLES



ELECTRIC MOTORS



COMBUSTIBLE



WASTE PAPER



NON-COMBUSTIBLE

Other hazardous waste that is not handled in containers:

- Oil wastes, oil filters and hydraulic hoses (own collection system in paper mill basement)
- Grease
- Waste solvents, waste paints and coatings, laboratory waste, fluorescent tubes and mercury lamps, batteries is to be transported to the "Farligt-enkelt"-cabinet.

Hygiene zones

We work in accordance with good manufacturing practice (GMP) and must thus protect foodstuffs from being contaminated by their packagings. Food packagings may be made from the paper we produce. Besides drawing up requirements in respect of the raw materials and chemicals that may be used, we have also implemented hygiene zones where special regulations apply.

Visitors are not allowed inside **hygiene zones** during operation. A crossing point must be used if a hygiene zone has to be crossed.

Coordination responsibility–general

The head of the department is responsible for coordination. The coordination officer must ensure that safety work is coordinated. Other employers and those working at the site must assist the coordination officer and comply with the instructions that he or she gives. For example, the coordination officer is to arrange joint safety patrols and information meetings.

In building and civil engineering work, Swedish legislation defines two special roles, (BAS-P and BAS-U), “building work environment coordinator”. The persons in this roles have special duties that largely resemble those of the coordination officer. The building work environment coordinator’s details are given in the work environment plan that is drawn up for each project.

Contact person at SCA Obbola

For all work, SCA Obbola shall appoint an internal contact person.

Coordinated health & safety responsibility in respect of legislation and obligations where work involves contractors

Each contractor has employer’s responsibility for its personnel. Any party that does not have coordination responsibility is under an obligation to comply with the coordinator’s instructions.

The Contractor has employer’s responsibility (personal protective equipment, necessary courses/training, etc.) for its personnel and the personnel of any subcontractors it engages.

The Contractor shall appoint a duly empowered work supervisor. The work supervisor is responsible for the carrying out of the work and, in safety issues, for exercising the responsibilities of the post. The duly empowered work supervisor may be a so-called lead installer.

The Commissioner, or the Commissioner's duly appointed work supervisor, and the Contractor's work supervisor are to together review the conditions and the assignment. Worksite visits are to be made when necessary.

Electrical work (page 11-12)

Disconnection (before work)

- To the extent that such is prescribed for electrical work, the Commissioner shall: ensure the relevant plant section is disconnected; carry out blocking/locking; and, arrange earthing and short-circuiting (bypass circuits).
- A **work certificate** is then to be handed to the Contractor's electrical work officer.
- When working on a disconnected section of the plant, the Contractor's personnel shall satisfy themselves that the plant section: is de-energised; has the necessary signs in place; and, where relevant, has been provided with earthing as per the Regulations for Electrical Installations.

Connection (after work)

The plant section in question may not be reconnected before the person responsible for such reconnection has received an "**operationality statement**" from the Contractor's electrical work officer.

Working near high voltages:

(< 1kV, 300 mm; 6/10 kV, 1,150 mm)

The Contractor's personnel are responsible for implementing the necessary measures. All measures (e.g. guards, the shutting down of relay protection, temporary arcing protection devices, etc.) shall be recorded in the "work certificate".

Working on energised equipment: Shall not take place.

Regulations for electrical installations: All work shall be carried out in accordance with Swedish legislation on electrical installations.

Electrical equipment

Electrical equipment may only be connected to sockets that are protected by residual current devices. If a socket does not have a residual current device, one shall be connected between the equipment and the socket.

Chemicals

At least one month before planned work, contractors shall notify Obbola's contact person of products that contain chemicals. Each notification shall contain relevant safety data sheets along with details of uses, storage points, quantities and how any risks are to be met.

Welding

Where required, welding shall be carried out as per SS-EN ISO 3834 / SS-EN 1090-2 / PED. For manual welding, welding personnel must be approved as per SS-EN ISO 9606. For automatic welding, SS-EN ISO 14732 must be satisfied. The supplier shall have a quality system that satisfies relevant parts of SS-EN ISO 3834 / SS-EN 1090. In good time before work starts, copies of approved welder qualifications/certificates are to be submitted to SCA's welding manager.

Lock-off and restart instructions

Disconnection and shutdown instructions shall be followed. SCA Obbola's personnel take care of shutdowns, e.g. cutting power, closing valves and draining pipelines. The section in question must be completely safe. Thus, before any work on equipment begins, there must also be a test start of the machinery. Before work can be started after shutdown has been completed, the relevant shutdown instructions must be signed and keys locked to the department's disconnect and lock board.

Applying to all categories of worker:

No work may be started before SCA Obbola's operating personnel have given the go-ahead and signed under "Process equipment shut down as per instructions" on the shutdown instructions for the process equipment and locked the appertaining padlock to the disconnect and lock board with a white operation lock.

The person carrying out the work is then to enter his/her name in the same shutdown instructions and lock the padlock to the disconnect and lock board with an identifiable (marked) lock. Safety instructions for working in pulpers, vats and cisterns shall be followed.

Where lock-off involves "B Disconnection" (machine without a safety switch), a pink disconnection note must be locked in the safe box/mailbox for the operation in question. Only one disconnection note per object and one lock (on the disconnection note's safe box) per shutdown instruction document. The key for the safe box/mailbox is to be placed in the shutdown instructions' padlock on the disconnect and lock board.

Where radiation sources are involved in shutdown, a yellow disconnection note must be securely attached to the shutdown instructions. When shutting down radiation sources, the shutdown instructions and the disconnection note in question must both be signed.

Work environment rules and important procedures when working at SCA Obbola

By respecting work environment legislation and the local work environment rules, all those working here shall fulfil their health and safety responsibilities.

1. Duty to give notification

Contractors and visitors shall report to their appointed contact person at SCA Obbola.

Access to our control rooms are limited and is currently only available to authorized operating personnel (operators and process specialists). For contact, see the telephone number posted at the respective control room and on the app "SSG On site"/Contacts/Control room.

Before work starts the operator in the control room shall be notified by telephone. A notice of each visit is to be posted on the whiteboard next to the control room concerned. Please additionally contact operators when work has been completed or when leaving for the day.

Before starting any work in a control room, all in-house personnel shall always contact the control room operators by telephone and put a notice on the whiteboard next to the control room. When work has finished, or when going home for the day, inform the operators and remove the notice from the whiteboard or sign out on the shutdown instructions.

For routine patrols/tasks, department and numbers are to be noted in a permanent field. This means that there is no need to report every day.

For the recovery boiler, there is a duty to provide notification of all presence in the process area, i.e. even when passing through.

The notification duty applies in respect of all personnel entering the fibre recycling line and the dispatch depot. Traffic lights must be respected when passing through the dispatch depot.

**If a work order is tied to a shutdown instruction document that requires signing in, there is no need to put a notice on the whiteboard. Work that has not been finished must not be marked as completed simply because it is time to go home.*

2. Alcohol and drug prohibition

- The consumption of alcohol or any other dependency-producing drugs is forbidden at the workplace. Similarly, it is not permitted to come to the workplace while under the influence of alcohol or drugs. Thresholds here are the same as under traffic regulations.
- Random alcohol and/or drug tests and/or site access tests may be carried out on anyone working in the complex. Refusal to take part in a test is treated in the same way as a positive test, i.e. the person is sent away from the complex.

3. Smoking prohibition

Smoking is only permitted outdoors at signposted, designated points where ashtrays are provided.

4. Site entry

Presence registration applies for all external personnel (consultants and contractors) carrying out work at SCA Obbola's complex. Checking in and out is to be with the SSG Access card at the terminals next to the gates (for terminal location, see map in the SSG On Site app).

- Checking in and out is dependent on the person in question having attended the SSG Entry Pass courses (Basic and SCA Obbola) and being listed in the staff register linked to SCA Obbola.
- Personnel must have previously been registered (by the company's/contractor's SSG administrator) in the SSG Access staff register.

5. Vehicles and parking

- Temporary (approx. 30 minutes) in and out passage is permitted via the guard (North Gate). The guard opens the gate or hands out a **temporary vehicle pass**, which when leaving the industrial complex is returned in a mailbox outside the guardhouse.
- A **vehicle pass for regular entry** to the industrial complex has to be issued by the contact person. To get this type of vehicle pass, the vehicle must be marked with the company's name and be equipped as a workshop and/or there must be a continuous need for loading/unloading of materials and similar. The vehicle must also have a place for parking within working place area/BAS-U area. For longer stays parking must be outside the industrial complex.
- The vehicle pass must be located in the windscreen, filled in with relevant information.

- Those entering with a vehicle are obliged to submit, on request, to the checking of bags/cases and load areas when leaving the industrial complex.
- The company has no financial liability in respect of damage to vehicles that have been brought into the complex without permission.
- General traffic rules apply when riding mopeds or bicycles in the industrial complex. A crash helmet must be worn when riding a moped outdoors. When riding a moped indoors, the use of an industrial helmet secured by a chinstrap is permitted. (The helmet must be changed when leaving indoor areas.)

The Swedish Transport Administration's traffic rules apply throughout SCA's industrial complex (perimeter protection).

- Reversing vehicles must have working reversing lights and alarms. If a vehicle does not have such equipment, a banksman may be used instead while the machine is reversing. Throughout the time a driver/operator is driving/operating a vehicle/machine inside the complex, a hands-free set shall be used for any communication by telephone.
- Before entering any area where a vehicle is working, ensure that the driver/operator has seen you. Do this by making eye contact and acknowledging each other, e.g. by raising a hand.
- If you need to pass a vehicle, go to the driver's side of the vehicle so that the driver can see you. (If you pass on the other side of the vehicle, the driver will not see you because you will be outside his or her field of vision.) If you are in the vicinity of a heavy transport vehicle, stop several metres from it and let it pass before you continue.

6. Safety equipment

The basic requirements for Personal Protective Equipment include SCA Obbola/Expansion Obbola and applies all employees, contractors and visitors when inside the perimeter protection.

- High-visibility clothing class 2 on upper body (or SCA's clothing with increased visibility on upper body)
- Safety footwear with steel toecap and puncture-resistant midsole
- Safety helmet
- Safety goggles or lowered visor
- Long trousers

Information regarding higher requirements than basic requirements shall be available at the entrance to the relevant department/building.

6.1 Temporary departures from the basic requirements:

If a specific task will be difficult to carry out when using stipulated PPE and an exemption from the PPE requirements is needed, this must be preceded by a documented risk assessment together with the contact person. A copy is sent to the work environment engineer.

6.2 Additional requirements based on risks in the work:

Hearing protection - Respiratory protection - Portable gas alarm - Protective gloves - During work with hazardous substances - Tightly fitting safety goggles - Fall protection harness (***NOTE!*** *Work shall not be carried out alone and a rescue plan is required before a fall protection harness can be used*) - Flame resistant clothing when working in the recovery boiler, digester house, (evaporator plant, causticizing dept. lime mud handling), steam boilers, biological treatment plant and switchgears.

6.3 Exemptions from the basic requirements:

Excluded from all requirements: *The departure applies only in the premises.* Offices, conference rooms, changing rooms, control rooms, parking areas/barracks outside the perimeter protection.

Excluded from all basic requirements except high-visibility clothing/vests: Green zones, transport to e.g. offices, changing room, control room.

- Between Wood measurement station parking and its entrance.
- Between Wood handling parking and its entrance.
- At the entrances into the perimeter protection close to the office barracks and further to the personnel restaurant, office "Skärgården", paper mill's changing rooms and the office "Plåtkontoret".
- At the staff room for roll handling.

Excluded from requirements for safety helmets:

The departure applies only in the premises. Paper mill, recycled paper dept. central-/mechanical workshop, laboratory. **NOTE:** Safety helmets must always be worn throughout construction projects and maintenance stops.

Excluded from all requirements when inside truck cab/car:

- Drivers of timber transport inside the cabine (When leaving truck the PPE rules applies; high-visibility clothing class 2, safety helmet and safety footwear)
- Wheel loader drivers and internal/external transports (when leaving the vehicle all basic requirements apply)

Excluded from requirements for safety helmet and safety goggles: *The departure applies only in the premises.* Storage room in Obbola

Excluded from requirements for safety goggles: Highlighted part in central and mechanical workshop

Excluded from requirement for safety footwear: Group/study visits that go a "safe route" with SCA-guides walking before and after the group.

7. Incidents and accidents

Incidents and accidents must be reported to SCA Obbola's contact person. If an accident occurs, people giving assistance must know what to do. This entails knowing where stretchers and first-aid equipment are kept and how ambulances are to be summoned.

8. Barriers – Safety devices – Preventing materials from falling - Working at heights

At any area that is cordoned off (with barriers or otherwise), the following details shall be present: the reason for the cordoning off, the person in charge of the cordoning off and the date.

Barriers shall be respected. Shortcomings in barriers shall be immediately corrected and reported to the relevant manager/contact person.

Where work requires the removal of a safety device, part of a walkway or similar, such removal shall be clearly marked.

Unless it is satisfactorily prevented from falling, no materials may, under any circumstances whatsoever, be stored on scaffolding, roofs or other elevated places. Where there is a risk of a person falling from a higher to a lower level, plastic tape barriers are not sufficient. Pay especial attention to work at heights.

Fall protection shall be used when work involves a risk of falling (whatever the height). **NOTE!** Work shall not be carried out alone and a rescue plan is required before a fall protection harness can be used.

9. Scaffolding

The modification of erected scaffolding is not permitted. Scaffolding used for work must satisfy the relevant regulations.

Scaffolding provided by the Commissioner must not be modified or moved. Similarly, it is forbidden to use scaffolding that has not been marked as ready (green sign). If there is any risk of a vehicle running into scaffolding, a barrier and any collision protectors must be erected.

10. Earthwork (e.g. excavating/drilling)

Before any earthwork begins, existing pipes and, in particular, existing electrical cabling must, under all circumstances, be marked out. Before the work begins, the marking out of cables is to be ordered well in advance from SCA Obbola's electrical supervisor.

11. Work supervision etc. (Contractor)

Each Contractor shall appoint a "site leader". This person shall act as the work supervisor and contact person. The site leader is also responsible for time reporting by the work team, tidiness, etc.

In technical and financial matters related to the carrying out of the work, the contact person shall be empowered to take decisions that are binding on the Contractor. The Contractor shall supply its personnel with the tools required for carrying out the work specified by the Commissioner.

12. Work clothes, lockers and keys (Contract.)

The Contractor shall ensure that each person that it engages for the contract has work clothes that are clearly marked with the name of the Contractor's company.

The Commissioner is to supply lockers and keys. The Contractor will be debited SEK 500 for each unreturned key and pass card/device.

13. Legislation and obligations (Contractor)

- Anyone working here must have a valid SSG Access card (SSG Entry Pass courses "Basic" and "SCA Obbola") general and local section).
- Every contractor shall register each entry and exit to and from the industrial complex by using his/her personal SSG Access Card (see no. 4). Where several members of staff are entering or leaving together in a shared vehicle, all of them must leave the vehicle and register their entry/exit via the card reader.
- The Contractor is to submit risk assessments to SCA Obbola before work begins.
- The Contractor shall respect, vis-à-vis its employees (and the employees of any subcontractors it involves in the work), the obligations that, arising from legislation, regulations and collective agreements, apply in the Swedish labour market.

14. Materials and equipment (Contractor)

The Commissioner is not responsible for theft of the Contractor's materials, tools or other equipment or for theft of property and valuables belonging to the Contractor's personnel.

15. Cleaning (Contractor)

The Contractor is responsible for tidying and cleaning the places where it carries out work inside the industrial complex. The Contractor may be debited for tidying that is not carried out.

16. Confidentiality (Contractor)

The Contractor shall respect the rules regarding the prohibition on disclosing information by any means whatsoever (orally, handing over of general documentation, etc.).

17. Safety patrols (Contractor)

The Contractor's duly appointed contact people shall take part in the safety patrols to which they are summoned.

Particular process risks

Chemical substances are used in, and generated by, the plant's processes. This must be borne in mind when working in certain departments and when working on pipelines, cisterns or similar.

Sodium hydroxide is used in the wood room, white liquor handling, feed water preparation SP2 (recovery boiler) and paper machine. This is alkaline and corrosive to eyes and skin.

Green liquor is present in/at green liquor handling, white liquor handling and SP2. This is alkaline and strongly corrosive to eyes and skin.

White liquor is present in/at white liquor handling, the resin boiling plant, the digester house and the northern cistern yard. This is alkaline and strongly corrosive to eyes and skin.

Black liquor is present in/at the digester house, washer room, evaporation, the northern cistern yard and SP2. This is alkaline and corrosive to eyes and skin.

Unslaked lime is produced and used in the white liquor handling and lime sludge reburning. On contact with moisture, unslaked lime is strongly corrosive and calorific. Dust-creating – risk on inhalation.

Sulphuric acid is used in resin boiling plant and feed water preparation SP2 (recovery boiler). Strongly corrosive to eyes and skin as well as irritating to airways.

Particular process risks

Raw turpentine is present in the digester house, turpentine plant and eastern cistern yard. Can cause dizziness. Risk of explosion. Volatile, toxic on inhalation and can cause loss of consciousness. Highly flammable.

Methanol is used in SP2 (recovery boiler) and methanol room. Highly flammable. Volatile. Toxic on ingestion and inhalation.

Phosphoric acid is present in our biological treatment plant. Strongly corrosive to eyes and skin.

Carbon dioxide is used in the paper mill and pulp washing. Can cause breathing difficulties and headaches.

Biocides are used in the paper mill and in recycled fibre dept. Toxic on ingestion and inhalation. Strongly corrosive to eyes and skin.

Sodium hypochlorite is used at the screening station and in the digester house. Strongly corrosive to eyes and skin.

Hydrogen sulphide can be present in the evaporation plant, white and green liquor handling, SP2 (recovery boiler), digester house and resin boiling plant. Asphyxiating gas – highly dangerous on inhalation. Warning alarms have been installed.

Particular process risks

Radiation sources have been installed for measurement purposes. Respect the special signs, maintain distance and, when working near radiation sources, contact the radiation protection officer.

When working in cisterns, pipelines, etc., always find out if their normal contents present particular risks. Gas measurements shall be carried out as per shutdown instructions.

For work in ATEX areas, work permits are required. ATEX areas are detailed in each department's section in SharePoint. They are also marked at each area in question.

When working in biological treatment plant

An FFP3 face mask shall be worn throughout:

- All high-pressure flushing in the plant.
- All high-pressure flushing of equipment that has been in contact with sludge. Applies to maintenance work or cleaning.

Good hygiene must be observed when working in bio treatment plant. Wash your hands after working in bio treatment plant.

Points to check before starting work

- **Gas?**
- **Lye?**
- **Steam?**
- **Acid?**
- **Hot water?**
- **Contacted operating personnel?**
- **Used own safety lock?**

Hazardous substan.	Common name	Presence
Sodium hydroxide	Soda lye, lye	Wood room, white liquor handling, feed water prep recovery boiler, paper machine
White liquor	Pulping liquor	Evaporation, white liquor handling resin boiling plant, digester house, northern cistern yard
Black liquor	Release liquor, mixed liquor, thick liquor	Digester house, washer room, evaporation, recovery boiler (SP2), northern cistern yard
Green liquor		Recovery boiler (SP2), green liquor handling, white liquor handl.
Unslaked lime	Lime	Lime sludge, white liquor handling
Sulphuric acid		Resin boiling plant, feed water preparation recovery boiler
Raw turpentine	Turpentine	Digester house, turpentine plant, eastern cistern yard
Methanol		Recovery boiler (SP2) and methanol room
Phosphoric acid		Biological treatment plant
Carbon dioxide		Paper mill, washer room
Biocide		Paper mill, recycled fibre dept
Sodium hypochlorite		Screening station, digester house
GAS Hydrogen sulphide	(Rotten egg gas)	Evaporation, white-/ green liquor handling, rec.boiler, (SP2), digester house, washer room, resin boiling plant

Personal protective equipment when handling the following chemicals - NOTE! In addition to this, the basic requirements for PPE must be met.

Risks & symptoms	Personal protective equipm.	Emergency measures
Strongly corrosive to eyes and skin.	Goggles, gloves, protective clothing.	Flush with water for at least 20 minutes.
Strongly corrosive to eyes and skin.	Goggles, gloves, protective clothing.	Flush with water for at least 20 minutes.
Corrosive to eyes and skin.	Goggles, gloves, protective clothing.	Flush with water for at least 20 minutes.
Strongly corrosive to eyes and skin.	Goggles, gloves, protective clothing.	Flush with water for at least 20 minutes.
Strongly corrosive to eyes and skin.	Goggles, gloves, protective clothing. Silonsalva (special zinc oxide based ointment) on bare skin. If there is a risk of dust: PP2 filter.	Flush with water for at least 20 minutes.
Strongly corrosive to eyes and skin.	Goggles/visor, gloves, protective clothing.	Flush with water for at least 20 minutes.
Toxic on inhalation. Can cause unconsciousness. Flammable.	ATEX area. Special work permits required.	Flush with water for at least 20 minutes. On inhalation, fresh air.
Toxic on ingestion and inhalation. Highly flammable.	ATEX area. Special work permits required.	Flush with water for at least 20 min. Remove drenched clothing.
Strongly corrosive to eyes and skin.	Goggles/visor, gloves, protective clothing.	Flush with water for at least 20 min. Remove drenched clothing.
Breathing difficulties and headaches.	Stationary alarm in premises.	Evacuate the premises! Fresh air!
Strongly corrosive to eyes/skin. Toxic on ingestion/inhalation.	Goggles/visor, gloves, protective clothing.	Flush with water for at least 20 min. Remove drenched clothing.
Strongly corrosive to eyes and skin.	Goggles/visor, gloves, protective clothing.	Flush with water for at least 20 min. Remove drenched clothing.
Respiratory paralysis	Portable gas alarm	Fresh air and CPR

First aid, etc. in the event of accidents

First aid if breathing and circulation have stopped – give CPR (cardiopulmonary resuscitation).

Assess consciousness and breathing:

a) Unconscious but breathing

Put into the recovery position – ring 112 – continue to monitor until medical personnel take over. Be prepared to give CPR if breathing stops.

b) Unconscious NOT breathing

Shout for help, ring 112, start cardiopulmonary resuscitation. If there are several people present, they can separately raise the alarm and fetch a defibrillator.

c) Conscious and breathing

Assess injury and the need for action. **Alert 112.**

Haemorrhaging – try to stop the bleeding by pressing the edges of the wound together. Unless it is a head injury, hold the injured part of the body in an elevated position. Put a compression bandage on the injury. **NB!** Do **not** give anything to drink.

Prevent shock – keep the injured person warm, preferably lying down with the feet elevated. **NB!** Do **not** give anything to drink.

Chemicals in eyes – flush immediately with water for at least 20 minutes or until medical personnel can take over. If possible, remove any contact lenses.

Caustic burns – flush copiously with water for at least 20 minutes or until medical personnel take over. Remove clothes, jewellery, etc. that has come into contact with the substance.

Burns – use a burn dressing or flush with water for at least 20 minutes. Seek medical attention. **NB!** Do **not** remove any clothing that is stuck to a burn.

Electrocution – never directly touch a person who is in contact with anything that is carrying a current. If you cannot immediately cut the power, use a dry piece of clothing, rope or other non conductive material to pull the person free.

When there has been contact with electrical power, **ALWAYS** contact medical care, even if the accident does not seem serious.

Gas inhalation – quickly move the injured person to fresh air (preferably warm and indoors). Remove gascontaminated clothing. Loosen clothing around neck and waist. Keep the person warm (e.g. with a blanket). **Assess the degree of consciousness** – act as under “Assess consciousness and breathing”. A victim of gas inhalation who is conscious must be kept calm in a half-sitting position. Do not leave the injured person alone.

High-pressure injection injuries

a) **To the skin:** Go to hospital as an emergency patient, even if there are no symptoms.

b) **To the eyes:** Start flushing the eye immediately for 20 minutes. Go to hospital as an emergency patient.

If possible, take the safety data sheet for the injected substance with you to the hospital. However, this must not delay receiving medical attention. It is vital that help is sought immediately. An untreated injury can, in the worst case, result in amputation or long-lasting damage to the body. **NB! The affected area must not be cooled and a compression bandage must not be used.**

.....
NEVER let an injured person drive himself/herself to a doctor! If transport is arranged internally, it shall be provided by two people-a driver and someone to take care of the injured person.
.....

Alert SOS: **call 112** Inform Relief: **+4690-15 40 48**
State location: **SCA Obbola, Linjevägen 33, Obbola**
Medical advice: **call 1177**

Defibrillators

There are defibrillators at various points in the complex. The SSG On Site app shows their locations.



Fire protection

General

Fire protection rules for the workplace in question must be clarified between SCA Obbola and the contractor concerned. Before starting work, ensure that the necessary fire extinguishing equipment is available at all relevant points and that the operating method is known.

Good order and cleanliness

To prevent fires, it is important that workplaces are kept clean and in good order. Waste, scrap, packaging and all other combustibles that have been finished with must be taken out of the building as soon as possible. Oil and chemical spills must be cleaned up immediately.

Hot work

Hot work here refers to: welding, cutting, soldering, drying/heating using a flame or hot air; using a grinding disc or reciprocating saw; and, any other work that gives rise to open flames, hot surfaces or sparks.

A hot work permit must be issued for all hot work outside permanent workshops.

In specially classed areas and certain other confines with a high fire load, the permit must be issued by the fire and safety officer in Obbola and by the emergency services.

Fire patrols

Each Contractor must ensure that patrols are carried out in the manner stated in the hot work permission issued by the permit issuer.

Training requirements

Any person who is to carry out hot work must have successfully completed a qualification course for hot work and must be able to produce a valid certificate of such qualification.

Fire partitioning

Certain work may require the making of holes in fire partitions. Such holes must be immediately sealed temporarily with, for example, mineral fibres.

Cables and hoses may not be run where they prevent fire doors from being closed.

Gas bottles

Gas bottles used inside plant premises must be kept on a welding cart. Outside working hours, gas bottles must be kept at the indicated places (marked places next to gates/doors). Empty gas bottles must be taken away immediately.

Checklist for hot work (see "Hot Work" page 30)

Before starting, check the following safety rules for hot work:

1. Permission.
2. Qualification.
3. Fire patrols.
4. Flammable goods.
5. Cleaning and watering.
6. Combustible materials.
7. Concealed, combustible, building structures.
8. Leaks/inadequate sealing.
9. Extinguishing equipment.
10. Welding equipment.
11. Alerting.
12. Drying and heating.
13. Drying of substrates and applying a sealing layer.
14. Melting asphalt.

While working, check that:

1. Covers and water protection are sufficient where welding sparks and hot steel are falling.

After work, check that:

1. There is no risk of fire (observe and smell).
2. Any automatic fire alarms are reconnected.
3. The welding site is kept under observation. Through your contact person, find out how long you must stop and observe the site.

In the event of fire:

1. Rescue those people in immediate danger first.
2. Alert SOS: call 112
Inform relief: +4690-15 40 48
3. Warn people in the risk area.
4. If possible, attempt to extinguish the fire with the available fire extinguishing equipment.
5. Evacuate – to the muster station

Take 2 minutes – your own risk inventory

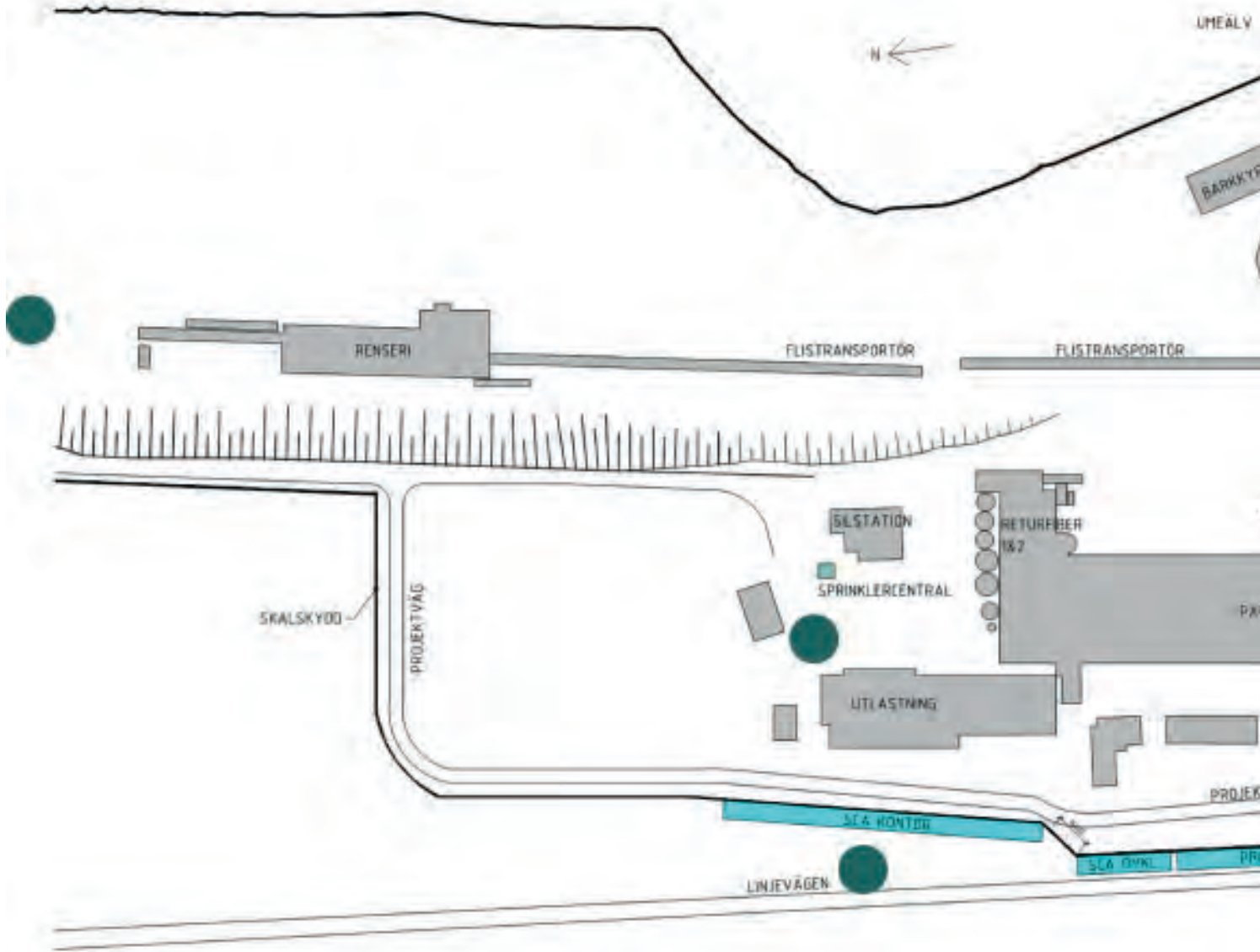
Each person is responsible for his/her own safety and that of his/her colleagues. By thinking carefully before doing anything that may involve a risk, **you are the person who has most influence over your safety.** It is also a question of being truly concerned and daring to ask if you are unsure about how something should be done.

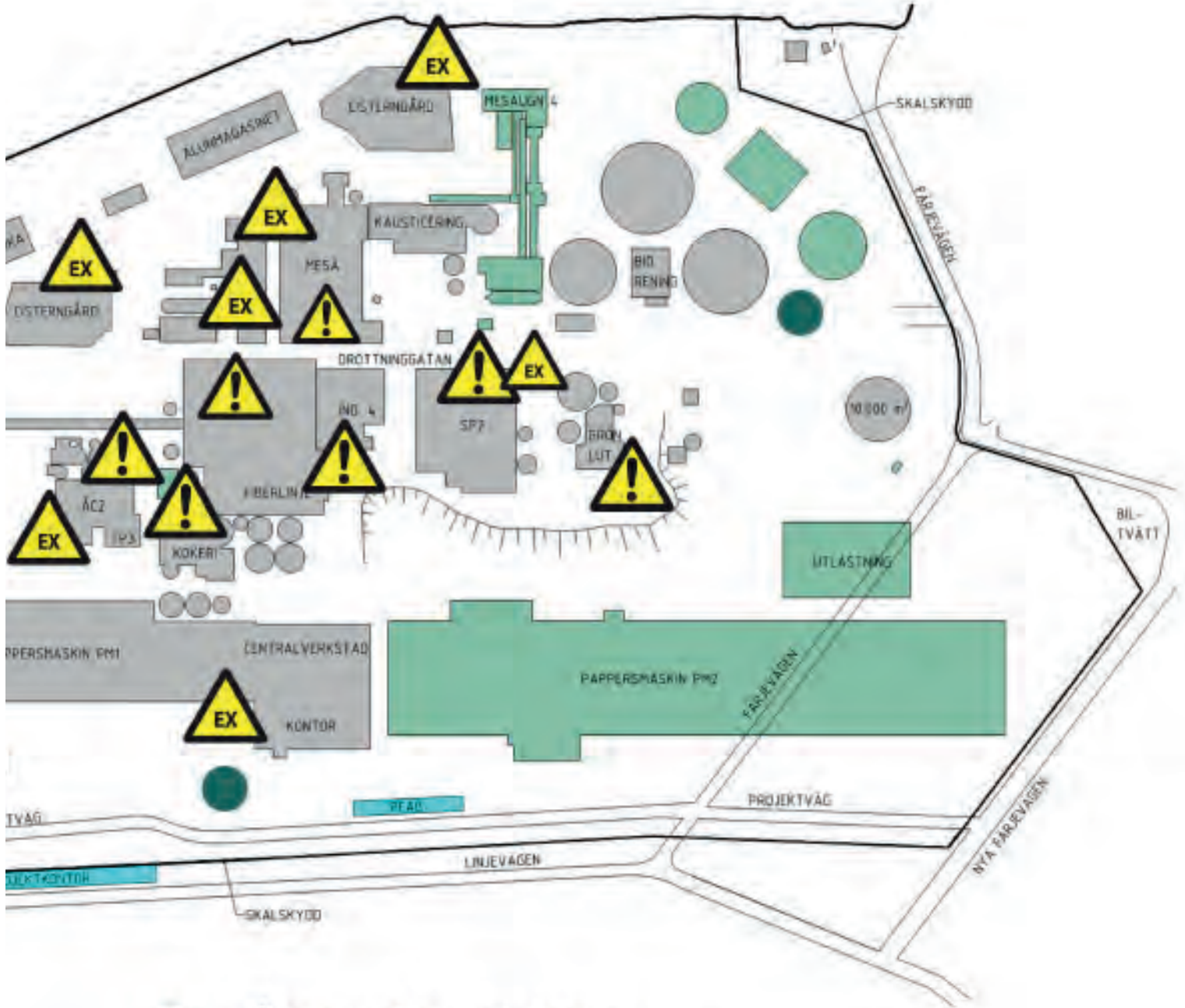
Before starting work, take 2 minutes to think through how it should be done and which risks it involves. By making an inventory of risks, you become more aware of them and can implement appropriate measures to prevent an accident or a serious incident. **Use the checklist in the app SSG On Site/SCA Obbola/More/"Standard risk assessment".**




The app can be downloaded free of charge via the App Store (iOS) or Google Play (Android).



Map of the industrial complex





-  Reassembly Point
-  Building with gas evacuation alarm
-  ATEX areas

WELCOME TO OBBOLA PAPER MILL

This brochure contains information and regulations on safety and good order for employees, visitors, consultants and contractors at SCA Obbola. It also has information supplementary to that in “SSG Entry Pass Basic Course” and “SSG Entry Pass SCA Obbola”.

This information is also available in the app SSG On site. The app can be downloaded free of charge via the App Store (iOS) or Google Play (Android).