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# Safety and good order

**Regulations for employees,  
contractors and visitors at  
Obbola Papermill**

**In the event of fires or  
accidents: call 112**

**Inform the shift operation engineer:  
tel. +4673-096 6303 / +4690-154210**



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# SCA

The core of SCA's business is the 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.

In 2023 the forest products company SCA had approximately 3,400 employees and sales amounted to SEK 18 bn.

SCA was founded in 1929 and has its headquarters in Sundsvall, Sweden. For more information, visit [sca.com](https://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

## Before starting work:

- Check evacuation routes.
- Check the location of emergency/eye showers.
- Eye/emergency showers and evacuation routes must not be blocked!

**Evacuation alarms for gas** 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.



In the event of a fire or evacuation, the staff gather at the nearest assembly point. SCA Obbola will announce when it is safe to return to the premises and work.

## If there is an accident:

**Alert SOS:** call 112

**Inform the shift operation engineer:**

tel. +4673-096 6303, +4690-154210

**State location:** SCA Obbola, Linjevägen 33, Obbola

**Medical advice:** call 1177

The Shift operation engineer who is notified via +4673-096 6303, +4690-154210, ensures that the emergency services will be met at the Northern gate and escorted to the emergency location.

The Shift operation engineer notify the Mill manager and/or the management team member in charge.

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 and must always be accompanied by SCA staff during the entire visit. 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)

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

For more information on PPE regarding exemptions/additional personal protective equipment, see page 17, 6. PPE - personal protective equipment

### **For visits to the factory during operation, the following applies:**

- Visitors must always be guided by a contact person at SCA Obbola and instructions from the contact person of the visit must be followed regarding which areas may be entered, etc.
- All premises are subject to a general prohibition smoking. Smoking is only permitted outdoors at signposted, designated points where ashtrays are provided.
- Waste must be placed in containers and bins intended for this purpose.



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



All premises are subject to a **general prohibition smoking**. Smoking is only permitted outdoors at signposted, designated points where ashtrays are provided.



**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

### Sorting waste at source in the industrial area from process and maintenance

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.

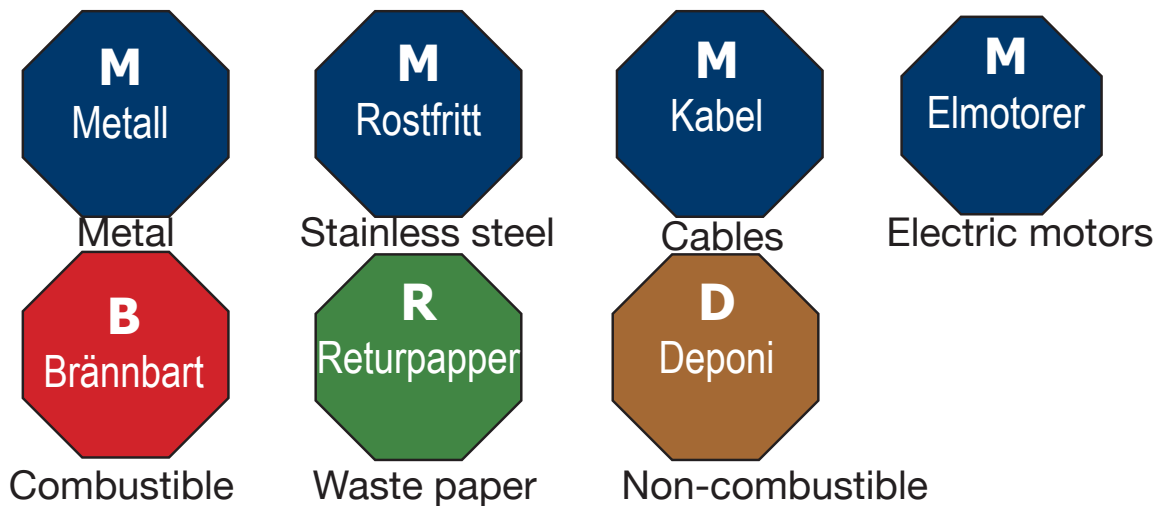
NB! At each dept. **aerosols** (spray cans) are to be collected in the bins (red waste containers) provided for this purpose. When the bins are full, they are to be transported to the "FarligtEnkelt"-cabinet. The environmental station for environmentally hazardous waste is located on the east side of the roll workshop.

### Other hazardous waste that is not handled in containers

**Hazardous waste** must be disposed of in accordance with the current Waste regulation and be handled according to special procedures. E.g. waste solvents, waste paints and coatings, laboratory waste, fluorescent tubes and mercury lamps, small batteries is to be transported to the "FarligtEnkelt"-cabinet at the environmental station for environmentally hazardous waste.



## Sorting at source–waste floor (major sorting area)



## Sorting waste at source of household waste

Glass recycling for colored and uncolored glass can be found in the space for sorting waste at source of household waste between the Office and Entrance building PM2. Corrugated cardboard, plastic packaging, small batteries, cans and small electronics are also sorted there.

## 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 in areas where finished product is handled, where special regulations apply:

### Hygiene zones must be kept free from anything that can end up in the product and harm the customer

- Objects in glass/hard plastic and metal are, as far as possible, to be kept outside the hygiene zones.
- Spectacles, pens, mobile telephones, etc. are to be secured. Work clothes and shoes must be clean. Good personal hygiene must be observed.
- Food and drinks are not allowed in the hygiene zones.
- Persons with a suspected or confirmed risk of infection may not be shown in the hygiene zone.

## **Coordination responsibility–general**

The plant owner 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/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**

## **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 nominated person in control of an electric installation during work activities.
- 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**

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 respective contact person in Obbola 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 contact person, who, if necessary, forwards the documentation to the welding manager.

## **Work permits**

SCA Obbola introduces work permits. At the the pulp mill, a documented work permit is required for all work. A documented work permit ensures that information about known risks and current protective measures is transferred to you as the contractor. For more information about work permits, please contact your contact person.

# **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 **green 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.

Contractor: Before work starts the operator in the control room shall be notified.

- A notice of each visit is to be posted on the whiteboard next to the control room concerned. State company, name, phone, number and expected time. Please additionally contact operators when work has been completed or when leaving for the day.

Before starting any work or visit all inhouse personnel shall always contact the control room operator and put a notice regarding department and number on the whiteboard next to the control room. When work has finished, or when going home for the day, inform the operators.

- For routine patrols/tasks, department and numbers are to be noted in a permanent field.
- 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.

**In the case of visits by larger groups**, the control room in the department concerned must be informed well in advance of the visit.

**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 recycled fibre area and inloading depot, the dispatch depot, bio fuel area, wood room area and waste area.**

## 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

All premises are subject to a general prohibition smoking. Smoking is only permitted outdoors at signposted, designated points where ashtrays are provided.

## 4. Site entry

Anyone working here must have a valid SSG Access card. Access to doors and turnstiles is registered in the Contractor's SSG Access-card including valid SSG Entry pass courses, general course and local course for SCA Obbola.

SCA's contact person has approved access to doors and turnstiles and the guard has registered the SSG Access card number into our access system. To check if you have a valid SSG Access card and access to the site: log in to "SSG On site" app.

## 5. Vehicles and parking

**Temporary vehicle permit** (approx. 30 minutes) **daytime:** A temporary vehicle permit is permitted via the guard who opens the gate or issues a temporary access tag. The access tag is returned when exiting in a mailbox outside the guardhouse.

**Regular entry around the clock:** Via adding access to SSG-accesscard or by handing out a transponder. The permit is time-limited based on the need that exists, e.g. during a maintenance shutdown. **Permits for temporary entry and regular entry to the industrial area has to be issued by SCA Obbola's contact person.**

## **To obtain a vehicle permit, the following is required:**

The vehicle is equipped as a workshop and/or there must be a continuous need for loading/unloading of materials and similar.

The vehicle must be marked with the company's name placed on both sides or alternatively on the roof/bonnet. The vehicle must also have a place for parking within working place area/BAS-U area, but must be parked outside the factory area during longer breaks.

## **General traffic rules apply within SCA Obbola AB as well as these local rules:**

- Throughout the industrial complex, there is a speed limit of 30 kph. Speed checks take place with radar via SCA's camera system.
- Give way to heavy traffic
- As far as possible, the vehicle must be left outside the industrial area.
- Park without disturbing, not in front of gates/doors, unloading areas, fire hydrants etc.
- Vehicles may be checked and photographed
- 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.

To increase security in the area, vehicle permits will be immediately revoked in cases where SCA Obbola's traffic rules are not followed.

- 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.)

**Motor vehicles, trucks and wheel-loaders** that can be expected to be in buildings with combustible stock of material or where there is significant production equipment or if the machine itself is an essential link in the industry's production chain, **must be equipped with sprinklers** according to standard, SBF 127 for machines in flammable environments.

In general, the requirement applies in production premises and, for example, in vicinity of chip piles, gas storage or other storage with a high fire load. The requirement does not apply to, for example, transport and outdoor parking.

### **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. PPE - Personal Protective Equipment**

The basic requirements for PPE include all employees, contractors and visitors when inside SCA Obbolas' perimeter protection.

- High-visibility clothing class 2 on upper body\*
- Safety footwear with steel toecap and puncture-resistant midsole
- Safety helmet
- Safety goggles or lowered visor
- Long trousers

\* SCA employee: High-visibility clothing class 2 on upper body or SCA's clothing with increased visibility on upper body.

## 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.
- Personal gas detectors (hydrogen sulphide-H<sub>2</sub>S) must be worn within the pulp mill.

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

## 6.3 Extended requirements PPE when working at the dry end building of the lime kiln

Risk of contact with dust from burnt lime.

- Use closed/tight safety goggles
- Use respiratory protection with classification FFP2
- Use protective gloves
- Use chemical protective clothing and zinc ointment where there is still a risk of exposure

Personal gas detector (hydrogen sulphide-H<sub>2</sub>S) - **always** applies within the entire pulp mill.

## 6.4 Exemptions from the basic requirements

**Offices, conference rooms, changing rooms, control rooms and skywalks** are exempted from all basic requirements. The exception applies only in the premises.

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

- Wood measurement station: between parking and its entrance
- Wood room: between parking and its entrance

**Workshops** are exempted from the basic requirements of safety helmets. The exception applies only in the premises.

Highlighted area in central and mechanical workshop are exempted from the requirement of safety goggles

**NOTE: Safety helmet is mandatory during maintenance shutdowns and construction work that affects the department.**

**The laboratory** is exempted from the basic requirement of safety helmet. The exception applies only in the premises.

**Drivers** are exempted from all requirements inside truck cab/wheel loader:

- Drivers of timber transport inside the cabine (NOTE! 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 the basic requirements apply)

**The storehouse in Obbola** is exempted from basic requirements of safety helmet and safety goggles. The exception applies only in the premises.

**Group/study** visits that go a "safe route" with SCA visits-guides walking before and after the group is is exempted from the basic requirement of safety footwear.

**In FAMA's business area**, SCA's requirements do not apply (however, all contractors who enter SCA's business area are of course obliged to follow the PPE-regulations).

## **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 nominated person in control of an electric installation during work activities

## **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 and lockers (Contractor)**

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 provides dressing facilities to the Contractor when needed.

### **13. Legislation and obligations (Contractor)**

Anyone working here must have a valid SSG Access card and valid courses: SSG Entry Pass Basic and SSG Entry SCA Obbola.

- Access to doors and turnstiles is registered in the Contractor's SSG Access-card including valid courses. SCA's contact person has approved access to doors and turnstiles and the guard has registered the SSG Access card number into our access system.
- 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.

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

**Emergency measures:** Fresh air and CPR

**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. Goggles, gloves, protective clothing.

**Emergency measures:** Flush with water for at least 20 minutes.

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

**Emergency measures:** Flush with water for at least 20 minutes.

**Black liquor** is present in/at the digester house, pulp wash, evaporation, the northern cistern yard and SP2 (recovery boiler). This is alkaline and corrosive to eyes and skin. Goggles, gloves, protective clothing.

**Emergency measures:** Flush with water for at least 20 minutes.

**Green liquor** is present in/at green liquor handling, white liquor handling and SP2 (recovery boiler). This is alkaline and strongly corrosive to eyes and skin. Goggles, gloves, protective clothing.

**Emergency measures:** Flush with water for at least 20 minutes.

**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. Goggles, gloves, protective clothing. Silonsalva (special zinc oxide based ointment) on bare skin. If there is a risk of dust: PP2-filter.

**Emergency measures:** Flush with water for at least 20 minutes.

**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. Goggles/visor, gloves, protective clothing.

**Emergency measures:** Flush with water for at least 20 minutes.

**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. ATEX area. Special work permits required.

**Emergency measures:** Flush with water for at least 20 minutes. On inhalation, fresh air.

**Methanol** is used in SP2 (recovery boiler) and methanol room. Highly flammable. Volatile. Toxic on ingestion and inhalation. ATEX area. Special work permits required.

**Emergency measures:** Flush with water for at least 20 min. Remove drenched clothing.

**Phosphoric acid** is present in our biological treatment plant. Strongly corrosive to eyes and skin. Goggles/visor, gloves, protective clothing.

**Emergency measures:** Flush with water for at least 20 min. Remove drenched clothing.

**Polyaluminium Chloride** (PAC) is used in paper mill, recycled fibre department, recovery boiler and the biological treatment plant. Strongly corrosive to eyes. Goggles/visor.

**Emergency measures:** Flush with water for at least 30 minutes.

**Carbon dioxide** is used in the paper mill and pulp wash. Can cause breathing difficulties and headaches. Stationary alarm in premises.

**Emergency measures:** Evacuate the premises! Fresh air!

**Biocides** are used in the paper mill and in recycled fibre department. Toxic on ingestion and inhalation. Strongly corrosive to eyes and skin. Goggles/visor, gloves, protective clothing.

**Emergency measures:** Flush with water for at least 20 min. Remove drenched clothing.

**Sodium hypochlorite** is used at the screening station, the digester house and in the paper mill. Strongly corrosive to eyes and skin. Goggles/visor, gloves, protective clothing.

**Emergency measures:** Flush with water for at least 20 min. Remove drenched clothing.

**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.

**Work in cisterns, tanks, etc. which are classified as confined spaces** have a separate work permit to be issued by the plant owner. The work must be risk assessed, free of gas declared and a rescue plan drawn up. Also at work with pipelines shall gas measurements be carried out according to shutdown instructions.

**For work in ATEX areas**, work permits are required. ATEX areas are detailed in Sharepoint (Project 211 ATEX). 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.

### **Checkpoints before starting work**

#### **Is there a risk of:**

- gas?
- lye?
- steam?
- acid?
- hot water?
- ▶ Contacted operating personnel?
- ▶ Used own safety lock?

**For more safety information,  
see the respective product's safety data sheet.**

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

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

Risks & symptoms	Personal protective equipm.	Emergency measures
Respiratory paralysis	Portable gas alarm	Fresh air and CPR
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.
Strongly corrosive to eyes.	Goggles/visor.	Flush with water for at least 30 minutes.
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.

# 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. Tell the medical staff that the accident was caused by electricity. If the electrical accident was witnessed, the person who saw the incident should also be presence.

**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**

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

**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 the shift operation engineer:**

+4673-0966303/+4690-154210

**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 and SCA Today/Kompass shows the defibrillators 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.

## **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.

## **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.**

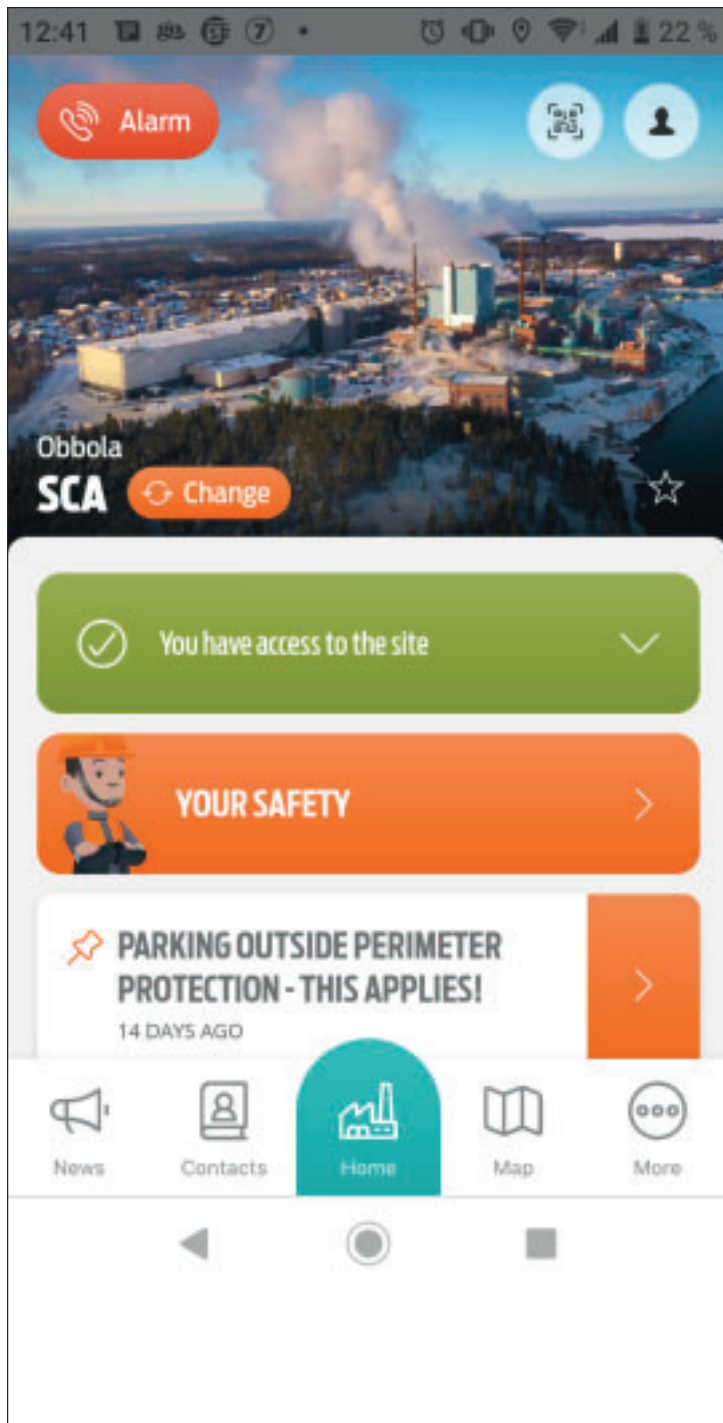
By making an inventory of risks, you become more aware of them and can implement appropriate measures to prevent an accident or a serious incident.

**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

See SSG On site/SCA Obbola.



## **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).