

	Date	Sign
Created	2015-09-11	S. Nilsson
Revised	2023-05-03	H Johansson
Revised / Approved	2024-10-28	QHSE / CEO

# Safety, Security & Environmental Instructions

**Safety, security and environmental instructions for persons working and operating within any of the facilities of Vänerhamn AB**



	Date	Sign
Created	2015-09-11	S. Nilsson
Revised	2023-05-03	H Johansson
Revised / Approved	2024-10-28	QHSE / CEO

## ***Welcome to Vänerhamn AB***

This Safety, Security & Environmental Instructions shall be thoroughly read through by contractor before start of any work, to ensure the safety for staff of both Vänerhamn and contractor.

Contractor is to ensure that staff and subcontractors have read and understood this instruction.

Contractor is asked to confirm above by signing and returning the form "Acknowledgement, Safety, Security & Environment Instructions" (page 12) as specified.

Violation of rules specified in this instruction will lead to a warning. If no correction is made, the contractor will immediately be dismissed from the facility and the contract will be terminated.

Vänerhamn will follow up on the observance of these instructions with planned and random inspections, safety- and fire inspections and speed controls. Identity checks may be carried out within the port facilities.

Göran Lidström  
CEO

	Date	Sign
Created	2015-09-11	S. Nilsson
Revised	2023-05-03	H Johansson
Revised / Approved	2024-10-28	QHSE / CEO

## Table of contents

	Page
<b><u>General rules</u></b>	<b><u>4</u></b>
Regulations, ISPS, access control, hygiene requirements etc.	
<b><u>Coordination</u></b>	<b><u>5</u></b>
Responsibilities, meetings etc.	
<b><u>Traffic</u></b>	<b><u>6</u></b>
Vehicles within the port areas	
<b><u>Education/licences</u></b>	<b><u>7</u></b>
Certificates etc.	
<b><u>Personal protective equipment</u></b>	<b><u>8</u></b>
Safety clothing, safety equipment etc.	
<b><u>Environmental issues</u></b>	<b><u>9</u></b>
Chemicals, waste etc.	
<b><u>Accidents and incidents</u></b>	<b><u>10-11</u></b>
Reporting, check list, important phone numbers	
<b><u>Confirmation form</u></b>	<b><u>12</u></b>

	Date	Sign
Created	2015-09-11	S. Nilsson
Revised	2023-05-03	H Johansson
Revised / Approved	2024-10-28	QHSE / CEO

## GENERAL RULES

### Laws and regulations

Any work performed within the facilities of Vänerhamn AB shall be conducted in accordance with applicable laws and regulations.

### Restricted area – Port Security

The ISPS code for maritime security and the regulations for increased port security cover all of Vänerhamn's ports. Port and maritime security aims to prevent intentional illegal acts and must protect against external threats. The regulations include, among other things, that we control access to the ports and ships, goods being handled, people who are in the ports, etc.



#### Note that:

When vessels at berth, the quay area is monitored by surveillance cameras and no unauthorized person will be allowed within the orange marked/signposted quay area close to the vessel.

### Access control to restricted area

Contractors and visitors must register their visit at the port office. All employees and tenants' employees with a workplace in the port hold a personal tag for entry. Frequently visiting external partners within the port can be assigned a personal tag.

When the reason, which gave authorization to enter the port area, e.g. loading/unloading, carrying out work or the like, has been carried out, the area must be left. Unauthorized stay in the port is not permitted.

### ID check & vehicle visitation

All employees and visitors must be prepared for ID checks when staying in the port.

When requested by security personnel, vehicle drivers are obliged to make their vehicles available for examination when passing in or out of the port facility.

### Photo prohibition

In general all kind of photography and filming is prohibited within the facilities of Vänerhamn. Photo permit will be issued by the Operation Manager at each facility in consultation with the Security Manager or CEO and Marketing Manager.

### Food & refreshments

Vänerhamn has to maintain a good environment and hygiene in warehouses. Therefore, it is strictly forbidden to consume food, fruit, etc., in the warehouses. Food waste and packaging must not be disposed of in the warehouses, not even in waste bins.

### Smoking

Smoking is prohibited within the port area except in designated smoking areas.

### Drugs and alcohol

The Drug Policy of Vänerhamn AB comprises all its employees, contractors and their employees. Activities within the facilities of Vänerhamn are completely incompatible with the use of alcohol and drugs. Random drug testing may occur. Persons under drug influence will be dismissed and reported to the police.

### Theft

Theft of any property or goods handled, stored or owned by Vänerhamn will be investigated and reported to the police.

	Date	Sign
Created	2015-09-11	S. Nilsson
Revised	2023-05-03	H Johansson
Revised / Approved	2024-10-28	QHSE / CEO

## HEALTH & SAFETY COORDINATION

**Vänerhamn AB has a health & safety coordinating role which implies responsibility for coordination of protective work, to prevent poor health and accidents in the workplace. Contractors with staff must follow the instructions specified by Vänerhamn AB.**

In order to create safe and healthy working conditions within the facilities of Vänerhamn, contracted projects shall be coordinated with other activities undertaken in Vänerhamn. Therefore safety coordination meetings between Vänerhamn and contractors shall be held before start of new projects.

Every employer is responsible for the work environment for their employees. The coordination responsibility applies precisely to the coordination of work environment risks and is not total responsibility for the work environment work of the companies involved. Self-employed contractors also have responsibility for their work environment.

### Safety Coordination meetings

As the health & safety coordinator, Vänerhamn AB calls meetings and, if necessary, joint safety rounds with affected external partners, such as contractors and possible subcontractors.

The coordination shall lead to a safe working environment for everyone who works in the port area. At coordination meetings, for example, risky work steps can be time-controlled, it can be clarified who is responsible for special protective devices and it can be checked whether staff at collaboration partners have the necessary information, training and permission to, for example, stay within the port area and drive cranes, forklifts, skylifts or the like.

It is a requirement that responsible persons from involved companies take part in safety coordination meetings.

### Working hours

Vänerhamn's normal working hours, Monday-Friday at 7-16, must be followed unless otherwise agreed.

### Insurances

Contractors are required to keep valid insurances regarding:

- Labour and security insurances for its staff.
- Business liability insurance.
- Conventional insurances for work performed and insurances for vehicles, machinery and other property.

	Date	Sign
Created	2015-09-11	S. Nilsson
Revised	2023-05-03	H Johansson
Revised / Approved	2024-10-28	QHSE / CEO

## TRAFFIC WITHIN PORT AREAS

The National Traffic Regulations apply within the facilities of Vänerhamn, with some local exceptions and additions shown in these instructions. Particular traffic risks in the port facilities are also addressed.

### In general

On loading docks and material dumps any traffic, not required for operating purposes, is prohibited. Pedestrians and machine drivers must communicate and keep eye contact to avoid accidents.

Due to the special circumstances in the port areas with intense and heavy traffic, it is of major importance that all road users in the area are totally attentive and observe utmost caution.

Any incidents or injuries must be reported to the Operations Manager, as well as any potential risks noted. Traffic violations are registered and may result in dismissal from the area.

### Speed

Maximum speed allowed in the port areas is 30 km/h for road traffic, and 10 km/h for railway traffic (see applicable TRI for more information).

### Light

Vehicles in the port area must use at least low beam lights. Working vehicles equipped with rotating warning lights shall use these to attract attention.

### Parking

Vehicles may only park in designated parking spaces, otherwise parking bans apply. Vehicles must never stop or park in such a way that they could become an obstacle or danger to other road users or other activities.

It is not permitted to park to spend the night/sleep within the port area.

### Liability

Vänerhamn AB takes no financial responsibility for any damage caused through negligence or disregard of applicable regulations and instructions.

Anyone driving vehicles into one of the ports of Vänerhamn must be aware of the significantly increased risk of damage to the vehicle – due to falling materials, glass on the ground, dropped objects etc.

	Date	Sign
Created	2015-09-11	S. Nilsson
Revised	2023-05-03	H Johansson
Revised / Approved	2024-10-28	QHSE / CEO

## TRAINING / LICENCES

### Forklift/loader

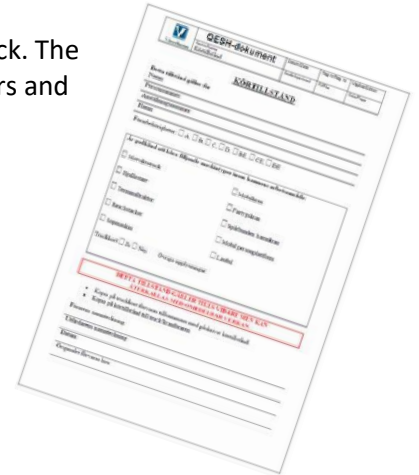
Truck driving is only permitted for those who can show a valid training certificate according to the current truck curriculum for the vehicle class to be used, as well as the employer's written permission to use the type of truck.

A loading machine that is used with other than forks is not defined as a truck. The driver must then be able to show a professional certificate for wheel loaders and the employer's written permission.

Education certificates, vocational certificates and the employer's written permission are presented to the Operations Manager or other person who ordered the work.

### Use of machinery belonging to Vänerhamn AB

Use of machinery belonging to Vänerhamn is permitted only if written permission has been given by Vänerhamn's management. When borrowing, the contractor must make sure that the machine is safe and suitable for the task, for example through the maximum permissible load.



### Working at heights

Work at height must be carried out from a safe platform, scaffolding or mobile work platform.

Mobile work platforms may only be used by persons with valid training according to the applicable lift curriculum, the validity period is 5 years from the date of issue. Platform users must have received written permission from the employer. Rented platforms must be inspected and approved.

When working at heights above 2 metres, with passing vehicle traffic, the work area must be cordoned off to prevent collisions.

Approved personal fall protection equipment must be used.

### Lifting devices/equipment

Lifting devices over 250 kg may only be used by a person who holds a valid training certificate.

### Hazardous hot work at a temporary work site – Heta Arbeten®

Heta Arbeten® - Hot work - refers to welding, cutting, roofing, soldering or other work that gives rise to an open flame, hot surface or sparks.

To perform hazardous hot work three persons with explicit responsibilities are required on site. One person, from Vänerhamn AB, who issues permits for the specific hot work, one fire-watcher and one person who carry out the hot work.

Before the hot work begins, the three persons must plan the safe performance of the hot work. The hot work operative is responsible for having sufficient fire extinguishing equipment at the work site. When fire hazards cannot be eliminated or reliably controlled, hot work must not be carried out. Investigate alternative work methods.

The permit issuer, the hot work operative and the firewatcher must be trained in hot work according to SBF's<sup>1</sup> regulations. This must be proven with a valid certificate Heta Arbeten®..

<sup>1</sup> SBF = Svenska Brandskyddsföreningen = The Swedish Fire Protection Association

	Date	Sign
Created	2015-09-11	S. Nilsson
Revised	2023-05-03	H Johansson
Revised / Approved	2024-10-28	QHSE / CEO

## PERSONAL PROTECTIVE EQUIPMENT

Employers must provide their employees with the personal protective equipment, PPE, that the work requires. The equipment must meet the requirements laid down in laws and other regulations and standards.

The need for additional PPE than that specified below is assessed at each workplace for the work to be performed.

### Mandatory PPE

The following protective equipment is a minimum requirement and must be worn when working/staying outdoors in the port area, in warehouses and when driving loaders, forklifts and other vehicles.

- High-visibility garment on upper body, CE marked according to EN 471 alt. EN ISO 20471, at least class 2
- High-visibility trousers, CE marked according to EN 471 alt. EN ISO 20471, at least class 1
- Safety shoes, CE-marked according to EN 345, class S3

For visitors and truck drivers, who are temporarily/short-term staying in the port, as well as for office staff, the requirement for warning pants does not apply.

### Protective helmet/hard hat

Protective helmet with chinstrap with at least three-point attachment and CE marked according to EN 397, shall be worn when:

- Working or visiting on board vessels
- Working in quay areas alongside vessels
- Inspecting lifting equipment
- Whenever working where there is a risk of falling objects



### Additional PPE

- Ear protection (earmuffs or earplugs) CE marked according to EN 352 must be worn where noise level exceeds allowable limits, see signs on the premises and work instructions.
- Eye protection (safety goggles or visors) CE marked according to the minimum requirements in EN 166, is required at workplaces with particular risk of eye injuries, see signs on the premises and work instructions.
- Protective gloves, CE marked according to the applicable standard based on the risks of the work, shall be worn when there is a risk of hand injuries, e.g. when putting lifting equipment on goods, using chemicals etc.
- Respiratory protection, CE marked according to the applicable standard based on the risks of the work, is required at workplaces with specific risks of inhalation injuries, see signs on the premises and work instructions.
- When working at height, i.e. heights above 2 meters, where other fall protection is not possible to use, the use of CE marked fall protection equipment is always required.
- A life jacket with crotch straps and sufficient buoyancy must be used for mooring work and similar work where there is a risk of falling into the water.



	Date	Sign
Created	2015-09-11	S. Nilsson
Revised	2023-05-03	H Johansson
Revised / Approved	2024-10-28	QHSE / CEO

## ENVIRONMENTAL ISSUES

Vänerhamn AB works with continuous improvements through target management and preventive measures to minimize pollution and other damage to the environment.

The external partner is obliged to keep the workplace in the port area in good order during operations and after the work has been completed.

Make sure that materials, tools and waste do not hinder existing operations or pose a risk of accidents, fire or discharges to land or water. Preparedness to a sufficient extent must be in place to handle any spills of oil products or chemicals. Immediately report a spill to the Operations Manager or other contact person at Vänerhamn.

### Waste and hazardous waste

Waste generated in conjunction with contractor's work shall be disposed off accordingly outside of the port facility by the contractor, unless otherwise agreed.

Hazardous waste, such as waste oil, chemical waste, oily rags, batteries, etc. must be collected in tight, labelled containers and handled in accordance with the agreement with the respective port.

Contact the Operations Manager or other contact person if uncertainties arise.

### Chemicals

Contractor shall submit a list of chemicals to will be used within the port area. Contractor shall store and handle chemicals in a way that prevents spillage and leakage.

Personnel working with chemicals must have knowledge of:

- How the substance should be handled
- What PPE to be used
- What cleaning measures to be carried out
- How first aid to be given

### Chemical spillage

If any chemical spillage occurs within the facilities of Vänerhamn, decontamination procedures shall be performed as quickly as possible. Spills and possible absorbents are handled as hazardous waste unless the safety data sheet for the product states otherwise. The Operations Manager of the facility must be notified immediately.

### Water protection areas

Parts of Lake Vänern and the entire Göta River are classified as water protection areas and drinking water sources. This means that releases, spills and leaks of substances that risk contaminating the water must be avoided.

If an accident nevertheless occurs that causes a release, spill or leak that is deemed to result in

1. **acute risk of water pollution** – Notify the emergency services immediately via SOS Alarm 112
2. **not acute risk of water pollution** – Notify Vänerhamn as soon as possible, which notifies the supervisory authority. Alternatively, if no representative from Vänerhamn is available, notify the supervisory authority, the environmental and health protection board, in the municipality where the accident occurred, as soon as possible.

	Date	Sign
Created	2015-09-11	S. Nilsson
Revised	2023-05-03	H Johansson
Revised / Approved	2024-10-28	QHSE / CEO

## ACCIDENTS AND INCIDENTS

Before start of any work, the so called “30-second Risk Analysis” shall be carried out. The method calls for consideration and control before the working operation starts.

Accidents and incidents must be reported immediately to the Operations Manager of the port and also to contractor’s workplace management. Accidents and incidents shall be reported in writing, form can be obtained from contact person at Vänerhamn.

### Defibrillator

Defibrillators are available in all of Vänerhamn's ports, except Stallbackahamnen in Trollhättan (up-to-date 2023-05-03). Placed in- or outside the entrance office building in the port. Find out where before work starts.

### Accidents and fires

In case of accident/fire, NOTE the following:

1. **Overview**  
Number of injured persons? Additional risks?
2. **Priority**  
What to do first?
3. **Warn**  
Warn if there is a risk of additional accident or worsening of the injury.
4. **Alarm – Call 112**  
At this point important information should have been gathered (number of injured etc.).
5. **First aid:**  
CPR-instruction, see last page
6. **Fire**  
Save – Warn – Alarm – Extinguish  
Close doors to avoid spread of fire!

### Important to remember!

Remain at the scene of the accident until emergency personnel and staff from Vänerhamn AB have taken over and all requested information has been provided. Premature departure can be considered as evasion.

### Evacuation and reassembly

For a quick and safe evacuation, all contractors shall follow the instructions for:

- Evacuation routes and emergency exits
- Assembly point

Evacuation plans are posted at the premises of Vänerhamn AB. Always consider and ensure relevant evacuation strategy and assembly point for each scheduled work.

Always find the location of fire fighting equipment and first aid equipment before start of any work.

	Date	Sign
Created	2015-09-11	S. Nilsson
Revised	2023-05-03	H Johansson
Revised / Approved	2024-10-28	QHSE / CEO

## IMPORTANT PHONE NUMBERS

### **112 - Emergency number – fire department, ambulance, police, customs**

To be used in acute emergencies where there is a danger to life, property or the environment.

#### **Operations Manager Port of...**

##### **Karlstad Stuveriet and The Oil Port (Oljehamnen)**

Marie Andersson +46 54 14 48 81

##### **Vänerterminalen, Karlstad**

Gunilla Rinstad +46 54 14 48 94

##### **Kristinehamn**

Klas Höggren +46 550 877 60

##### **Otterbäcken**

Maria Gustafsson +46 551 14 19 20

##### **Lidköping, Vänersborg, Trollhättan**

Klas Garp +46 54 14 48 95

##### **Swedish Coast Guard**

Operations center, 24 hours a day +46 77 670 60 00

Switchboard, office hours +46 77 670 70 00

##### **Swedish Customs**

Tipstelefon 90 114

Switchboard, office hours 0771-520 520

##### **The Swedish Transport Agency**

Emergency number in the event of a railway accident +46 771 510 920

	Date	Sign
Created	2015-09-11	S. Nilsson
Revised	2023-05-03	H Johansson
Revised / Approved	2024-10-28	QHSE / CEO

## ACKNOWLEDGEMENT

### SAFETY, SECURITY AND ENVIRONMENTAL INSTRUCTIONS

This acknowledgement implies that the above contractor/external collaborator has received, read and understood the Safety, Security & Environmental Instruction for contractors within the facilities of Vänerhamn AB.

It is also the responsibility of contractor to ensure that any subcontractor, transporter and all staff has read and will comply with this regulation.

<b>Company:</b>	
<b>Name:</b>	
<b>Phone number:</b>	
<b>Date of birth:</b> (Year-Month-Day)	
<b>Responsible for work environment:</b>	
<b>Phone number to work environment responsible:</b>	
<b>Place and date:</b>	
<b>Signature:</b>	

*Personal data processed in accordance with the Data Protection Regulation (EU) 2016/679 (GDPR).*

Signed acknowledgment is to be sent to Operations Manager for Vänerhamn unit in question **or to the person who provided the Safety, Security & Environmental instructions.**