

## WORKPLACE RULES

# Sysav's workplace rules for occupational health and safety and environment

**WORKPLACE RULES**  
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Sysavs vision is to help create the world's most sustainable region, for current and future generations alike. Sysav is strivings to achieve an injury-free workplace with a positive working climate and as little environmental impact as possible.

### **Together with responsibility and commitment**

It is important that you who work at Sysav, or together with us as a contractor, follow the workplace rules. These rules are also based on Sysav's core values. The occupational health and safety should be experienced as safe and secure, and this is something we create together.

#### **Summary of workplace rules:**

- **Respect** your colleagues.
- **Help and support** your colleagues at work.
- **Remember to minimize risks.** Do not take any shortcuts in your work that entail risks for you or anyone else. In addition, act if you see anyone taking a risk that could have negative consequences for that person or for others.
- **Take responsibility** for your work, look for the information you need and share your knowledge.
- **Help to minimize and prevent the environmental impact** that our operations give rise to. You can do this by following our instructions.

*Sysavs workplace rules are only a summary of the procedures and working instructions within the company regarding occupational health and safety and environment. Contact your manager or contact person at Sysav to get access to procedures and documentation so you can perform your work in a safe way.*

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## 1. SYSAVS COMMON WORKPLACE RULES

### Before you start

**To find out.** Where is the nearest:

- Emergency exit?
- Assembly point?
- Fire extinguishers?
- Alarm button and emergency switch?
- First aid station?
- Emergency shower and eyewash fountains?

Also, make sure that your task is clear to you. For work in addition to office work make sure:

- That sufficient safety measures have been implemented.
- That you have the permits that are required for the work.

### **Risk management**

- Risks from an environmental and occupational health and safety perspective must always be dealt with before starting work. Risks and measures should be documented.
- *Contractors* are responsible for notifying Sysav of their risks and measures for safe work.
- Sysav is responsible for planning and coordinating the work so that risks relating to accidents and ill health are minimized.

### **General rules**

- You are not permitted to work under the influence of alcohol or drugs.
- There is a general smoking ban, except for certain designated areas.
- Waste that is unlawfully taken from Sysav's workplaces is considered theft.
- Cordons must be respected. The absence of cordons must be reported without delay to your immediate superior/contact person.

### **Reporting of accidents, incidents and risk observations**

- **All accidents, incidents and risk observations** that affect people, property and the external environment are reported in Sysav's deviation reporting system. *Contractors* and hired personnel must also report these rapidly to their contact person at Sysav.
- **Serious incident or accident.** The affected person's immediate superior must also report this without delay to the Swedish work Environment Authority. This applies to both Sysav and to *contractors*.
- **Serious operational disruption and incidents with at risk of, or actual negative impact to the external environment.** Sysav must notify this as soon as possible to the supervisory authority.

## **Prevent accidents, ill health and environmental impact**

### **Work permit**

To perform operating and maintenance work at Sysav's facilities, you must have a written work permit. This means that Sysav (and you as the contractor) make sure that the workplace is safe to work at, for example through shutdowns.

The work permit contains:

- Description of which faults/deficiencies are to be rectified.
- Contact details
- References to appendices containing protective measures, special permits (hot work, work in enclosed spaces, electrical safety).

After work has been done, the workplace must be cleaned and restored.

*As a contractor* work permits must be returned to your contact person at Sysav.

### **Traffic and parking**

- General traffic rules apply to vehicular traffic.
- Speed limits must be complied with and seat belts must be worn.
- Vehicles may only be parked in designated areas.
- Idling is permitted for max. one minute.

### **Fire safety**

Escape routes must not be blocked, and fire doors must not be set up.

### **Gas containers**

Gas containers should be kept upright at the signposted location.

### **Ergonomics**

Work must be carried out in such a way as to prevent repetitive strain injuries. Evaluate the work to be carried out and use appropriate mechanical or electrical means if necessary.

### **Waste management**

All waste must be sorted at the workplace into the available containers for e.g. glass, plastic, paper, cardboard, metal and food waste.

Hazardous waste, such as batteries, fluorescent lamps/light bulbs and chemicals, that is generated at the workplace must be stored in a separate storage location and submitted for special treatment.

### **IT Security**

- Vendors and customers should use the wireless guest network.
- An external party that needs access to Sysav's networks or systems must sign an agreement.

## **Operating permit**

Approved training and a written operating permit are required for the following vehicles:

- Forklift truck
- Wheel loaders
- Hoists/mobile work platforms
- Lifting devices

## **Inspection requirements**

*As a contractor*, if you are bringing your own equipment that requires inspection, such as excavators, lifting devices, pressure vessels and forklift trucks, you must be able to present a valid inspection report.

## **Chemical Products**

Chemical products that are used at Sysav must:

- be risk-assessed and handled safely
- have safety data sheets available at the workplace
- be used in accordance with protective measures in safety sheets or separate instructions
- residues of chemicals must be handled as hazardous waste.

*For contractors*, notify the following to your contact person at Sysav:

- Before starting work, a list of chemicals must be submitted.
- Information about chemical risks.
- Complementary chemicals not included in the work from the beginning.
- Safety data sheets for products that will remain after completed work, for example in Sysav's machinery or as paint on the walls.

*As contractors*, you take your chemical residues with you when you leave the workplace.

## **Electrical work**

- Electrical safety instructions (ESA) must be complied with at Sysav's workplaces.
- Individuals who carry out electrical work must have documented ESA training.
- The electrical manager must be notified about any new installation of electrical equipment and must approve all such installations before they are taken into use.
- Only the one who has jurisdiction for a locked space has access to it.
- When electrical work is done, make sure that doors or gates are not left unlocked when unattended.
- Power units must not be blocked.
- Extension cables and other temporary electrical installations must be positioned so that they are not damaged, for example by being driven over by vehicles or similar.
- The covering of cables must not create new risks of tripping.

### **Work in the Closed space (e.g. cistern, well or tank)**

- You need a permit before starting such work.
- Work must be carried out together with someone else.
- Work must be properly planned, as oxygen content and gas levels must be measured before starting work.

### **EX-Classified Area (explosive area)**

Special permit is required for work in EX-classified area.

- Before work in an EX-classified area, personnel should touch an earthed object outside the classified area.
- Within the area, you may only make or answer telephone calls if you have an EX-classified phone.

### **Hot work**

Hot work includes, for example, welding, cutting and soldering with open flame. A permit is required to work with hot work.

#### Working with hot work

- Those performing hot work must have training corresponding to the Swedish Fire Protection Association's for the intended work. Validity of five years.
- Before hot work, all nearby, combustible material should be protected or whisked away.
- The workplace must be cleaned and, if necessary, watered.
- Hot work ends at least 1 hour before the end of the regular working time, unless otherwise agreed with the contact person.
- If the performer considers that a fire guard is required, one shall be appointed. The fire guard may not leave the site until the workplace is considered safe.
- Functioning and sufficient fire extinguishers shall be available.
- Fixed extinguishers must not be moved or taken anywhere else.

### **Work at height /risks of falling through openings**

#### **Fall prevention**

- Keep the work area cleaned and free of loose objects and immediately wipe up any spills.
- Holes in the floor and ground must be covered, blocked by and/or signposted.
- In the case of altitude differences of more than 2 meters, guard rails, work platforms or scaffoldings should be used.
- The use of fall protection equipment requires training.

#### **Ladders**

Avoid the use of a ladder or work trestles where possible, use safer alternatives such as:

- Hoists
- platforms
- scaffoldings.

When using ladder, the ladder must be type-approved. You must never use a ladder if the work requires the use of considerable force, i.e. heavy tools or something large or heavy is being handled.

### **Scaffolding**

- Scaffolding within the area must always be erected by the scaffolder that Sysav has procured and may not be amended by unauthorized personnel.
- The place of construction of the position shall be approved by the contact person from Sysav.
- Scaffoldings must never be overloaded.

Before the using a built scaffolding, the following must be verified:

- Certificate of scaffolding.
- That the scaffolding has a kick strip.

## **Emergency and first aid**

### **In the event of fire**

When you discover a fire, the following applies:

- First rescue those who are in life-threatening situations – but do not expose yourself to any risks
- Warn others
- Call 112, request the fire service and appoint somebody to meet the emergency vehicles
- Extinguish/alleviate the consequences
- Contact the work management and your contact person at the plant/department.

### **In the event of personal injury and first aid, proceed as follows:**

- Safety – move away from a life-threatening situation. Do not risk your own life.
- Check consciousness – is the person reactive or not. Check breathing – if the person is not breathing: clear their airways and administer CPR and artificial respiration.
- Use a defibrillator, if necessary.
- Stop bleeding – the injured body part must be elevated.
- Prevent shock – lay the injured person in the recovery position if you are forced to leave them. Keep the injured person warm and at rest. Elevate the person's legs – we have a blood reserve in our legs.

## When your workday is over

- Leftover materials should immediately be sorted and discarded and borrowed tools and equipment should be back on its place/be returned.
- Machinery and vehicles must be placed to designated location.
- After you have completed "hot work", the client of the work should contact the issuer of the permit for restoration.
- Gas cylinders must always be placed in the designated location after the end of the working day and in the event of extended breaks in the work.
- Removed protective device should be reassembled. *As a contractor*, work management at the facility must confirm that this has been done properly.
- *As a contractor*, finish and return the work order and other permits before you leave the plant – even if you are going to be continuing the following day as well as contacting your contact person or operating manager.
- *As a contractor*, the contact person at the site must be notified when the workplace is being left for the day unless otherwise agreed, and issued entry cards, gate openers and keys must be returned.

### **Contact list**

|  |                  |
|--|------------------|
| Sysav switchboard                                | 040 - 635 18 00  |
| Sysavs contingency team:                         |                  |
| - Department for energy and food waste treatment | 040-635 18 70/71 |
| - The recycling department                       | 0734- 39 61 12   |
| - The hazardous waste site                       | 0734- 39 60 78   |
| Sysav electrical manager                         | 040-635 2316     |

## 2. THE HAZARDOUS WASTE SITE

### Before you start work

#### **Personal Protective Equipment**

- On the plant you are required to wear full protective legwear with warning markings, visibility class 1, safety glasses, as well as safety shoes.
- If you visit/or are temporary at the plant, you must wear a high-visibility vest and safety glasses. Safety shoes should be used if the visit/work requires it.
- During sampling and manual handling, protective gloves and safety glasses are required as a minimum.
- If there is a risk of dust or fumes, you must use breathing apparatus.
- To minimize the risk of contaminating yourself or others, you must change your gloves regularly. There is always a risk of gloves breaking and/or wearing out.
- You only need to wear a helmet when the site's operations manager has deemed this as necessary.
- Ear defenders must be worn when spending time in signed parts of the water treatment site, in the LOTS Hall (high noise levels can occur without warning).
- *As contractors*, you are responsible for ensuring that you bring the correct clothing and warning markers to the site.

#### **Traffic and parking**

For vehicular traffic, general traffic rules apply.

- Max 20 km/h.
- The parking spaces on the front of the site are intended for Sysav's employees and for individuals who temporarily visiting or work on the site.
- In addition to traffic to and from the designated area, vehicular traffic must be restricted to necessary commercial traffic for the transport of goods and equipment.
- A temporary storage area for vehicles is marked by the water treatment plant's eastern wall and by the western wall of the LOTS building.
- *As contractors*, if you need to set up booths and containers, this may take place following agreement with the contact person.

Take great care when travelling within the site.

### While work is in progress

#### **Emissions/spills/leakages**

In the event of spillages or leaks from your equipment, for example during unloading or loading, you must first ensure that it does not end up in our wells. If a drain guard (Tätting) is available in the vicinity, this must be used in the nearest storm water well. Then contact the operations manager or operating staff.

*As a contractor, you must decontaminate the leak yourself. When working outside of regular working hours, contact the contingency team.*

The wells in the area are marked as follows:

**Yellow** = surface water

**Red** = internal within the site

If the spill has reached storm water wells, you must contact the operations manager or operating staff at the water treatment site immediately for wells/pipes to be siphoned/flushed clean.

Regardless of whether the spillage takes place in or adjacent to a red or yellow well, you must contact the operations manager or operations staff.

You can prevent leakage from general goods/barrels and IBC by filling them to max. 95%. If a container is overfilled, there is a risk of it breaking because of freezing.

## **Chemicals**

Hazardous substances and chemical products may be present within our area, such as:

- Hydrochloric acid
- Sodium hydroxide (Lye)
- Nitric acid
- Hydrogen peroxide
- Organic peroxides as waste
- Corrosive wastes
- Toxic waste
- Flammable waste
- Self-igniting substances as waste
- Substances in the form of waste that generate flammable gas in contact with water
- Carcinogenic, sensitizing, anti-reproductive substances.

Chemical products must always be used with care. Keep in mind that the substances can be colorless and/or odorless. Pay attention to hazard signs and do not touch chemicals unless it is included in your duties.

In the event of splashes or if you are exposed to one of the above or a similar chemical – **make your way immediately to an emergency shower or eye wash.**

- **Splashing over a large area of skin – emergency shower**  
Rinse off your skin with water, if necessary also inside your clothes. Take off clothes that have been splashed.
- **Splashes in the eyes – eye wash**  
Rinse until help arrives. Keep your eyelids wide apart. Call and consult with a doctor or visit a hospital as soon as possible.

- **Splashes over small areas of skin – rinse well** with running water, wash with soap solution.

Call for assistance from somebody in the vicinity. Ask the person helping you to read the safety data sheet (stored where the chemicals are located) and provide you with information on the correct way to respond to exposure of the chemical. **If necessary, contact a doctor.**

Emergency showers and eye washers must never be blocked.

### **Break and lock**

If maintenance work or repairs are required, prevent injuries to employees and damage to material as set out below. Padlocks are installed on e.g. safety switches and valves to ensure that these cannot be actuated. Contact an employee at the water treatment site to ensure that they carry out the following:

- Padlocks and their associated keys can be found in the key cabinet in the water treatment site's offices. Lock safety switches in the off position.
- The key cabinet also contains signs that must be hung up and signed where the equipment is disconnected from power.
- A form must be signed to indicate who has taken out padlocks, keys and signs, as well as where in the plant the maintenance work/repair is being performed.
- Padlocks, keys and signs must be returned on completion of the work.

### **Lifting device**

- Work with and the setting up of lifting devices must comply with the Swedish Work Environment Authority's regulations.
- Never walk beneath a suspended load.
- When you are lifting something to a higher level, you must always keep an eye on the lower level.
- The load must be properly connected and secured.
- Never overload a lifting device.

*As a contractor, a permit is required to use the site's lifting devices. This is issued by the site's coordination manager or appointed contact person.*

### **Forklift trucks at the site**

Everyone walking within an area has a responsibility to pay attention and maintain approx. 5 meters from working forklift trucks, 10 meters when waste is being emptied.

When calls are made with the driver:

- Approach the forklift from the front so that the driver is aware of this.
- When the visibility is poor, you must walk close to the wall when you round buildings.
- In the case of storage along the northern fence, you must walk a couple of meters away from the stored containers.
- For noise, use hearing protection.

*As a contractor*, written documentation must be presented on the training and authorization of the driver if asked for. For our forklifts, permission is issued by the facility's operations manager or designated contact person.

### **Work in the Closed space (e.g. cistern, well or tank)**

You need a permit before starting such work. The permit will be issued by the coordination manager or any of the employees from the contingency team in conjunction with the work order.

### **Loan of equipment for *Contractors***

If the contact person at the site has approved this, you as a contractor may borrow and use the site's tools, lifting equipment, lifting devices and other technical work equipment.

Remember that there are special rules from a health and safety perspective if you use the following at our site:

- Chainsaws and brush cutters
- Gas cylinders
- Ladders
- Personal lifts with a forklift truck.

Contact the coordination manager or staff at the operation to obtain instructions/procedures.

At our site, you may not use equipment that requires inspection if it lacks certification proving that it has passed such an inspection.

### **EX-Classified Area (explosive area)**

The classification of various areas can be seen from the classification plan, which is posted on the wall of the cold store, in the LOTS hall, at the operations manager and on the wall of water treatment office. If you are going to carry out work in an EX-classified area, it is important to know where the area starts and ends.

### **Hot work**

- *For contractors*, permission is required to perform hot work for all areas within the site.
- For employees at Sysav, written permission is required only for hot work outside the workshop.
- The permit application is made by the operations manager or the employees of the water treatment site.

When finished, make sure that:

- To place the welding cylinders at its designated place (southwest corner of the workshop) at the end of the work and that the gas taps to the welding cylinders are closed.

## **Fire/Risk of fire**

### **Smoking and open fire**

All smoking and handling of naked flames within the site is prohibited.  
Smoking is only allowed outdoors and then only on the back of the office.

### **Evacuation**

In the event of an alarm signal (sound and light), everyone at the site should immediately go to one of the two assembly points.

Evacuation leaders announce when the danger is over, and work can be resumed.

### **External danger**

If it goes out an "important message to the public" (VMA) via Malmö City alarm and Radio P4, you should do the following:

1. Close all the windows in the room you are in.
2. Bring your mobile phone.
3. Leave the room and close the door.
4. Warn others in your vicinity.
5. Go to the LOTS site's coffee room, water treatment office/control rooms or the office's canteen.
6. Stay there
7. Do not leave the building until you have been informed that the danger is disallowed.

### **Contact**

Contingency team

0734-39 60 78

Operations Manager/Coordination's manager

040-635 23 57

### 3. WEIGHT BRIDGE AND THE RECYCLING CENTER DESIGNATED TO COMPANY'S

#### Before you start work

##### *Access for contractors*

- The weight bridge working hours are weekdays 06.30-16.00
- A work order must be presented for your work to be able to start.
- Notify the staff at the weight bridge when you arrive, if you leave the weight bridge during the day and when your work is finished.
- Work outside regular working hours shall be approved by the supervisor or contact person.
- Working hours for the recycling center designated to company's (FÅVC) are weekdays 07.00-16.00
- Notify the staff at the FÅVC when you arrive, if you leave during the day and when your work is finished.

##### **Personal Protective Equipment**

- When you are outside the weight bridge or FÅVC safety shoes with puncture resistant sole and steel cap and a high-visibility vest applies. The basic requirement is visibility clothing class 2.
- *As a contractor*, you are responsible for ensuring that you bring the correct clothing. If necessary, you can borrow a high-visibility vest by the staff at the weight bridge.
- Hearing protection is located at the weight bridge and the FÅVC.

##### **Traffic and parking**

- For vehicular traffic, general traffic rules apply.
- Max 30 km/h.
- Around the weight bridge there is weighing of light and heavy vehicles, therefore you must be attentive to traffic around you.
- Keep in mind that vehicle traffic shall be limited only to the necessary commercial traffic for the carriage of goods and equipment.
- Parking spaces is behind the weight bridge. Places in front of the weight bridge are first and foremost intended for customers.
- For longer work by one of the booms, for example change of booms, the weight bridge will be closed.
- Parking at FÅVC takes place in a marked space next to the working shed.

## **While work is in progress**

### **Clean and tidy**

- Keep your workplace organized and leave spaces clean. Make sure that there are no risks of tripping or slipping.
- Keep in mind that fire doors and escape routes must never be blocked.

### **Responsibility**

In the workplace we share a common responsibility for everyone, that means that we consider others in the environment, and their working conditions. Be sure to observe utmost caution when you perform work which may entail risks.

Situations that may have a negative impact on the environment (both in the everyday work or in emergency situations) should be reported immediately to the supervisor or contact person.

### **Smoking, open fire**

Smoking is only allowed in designated places; on the inside of the passage gate between the weight bridge and the energy plant and by the marked smoking area behind the office at the FÅVC.

Situations that may be a risk from a fire point of view shall immediately be reported to the supervisor or contact person.

### **Evacuation**

In the event of an evacuation alarm, everyone should immediately go to the assembly point at the gate by the canteen/head office and the department for energy and food waste treatment. Evacuation leaders announce when the danger is over, and work can resume.

In case of emergency at Spillepeng, the weight bridge is contacted (during opening hours) to open booms/gates for emergency services.  
FÅVC obeys to Spillepengs assembly point that is by the office parking at Spillepeng.

### **Contact**

The weight bridge  
FÅVC

040-635 18 58/56  
040-635 27 27

## 4. KÄVLINGE SANITATION

### Before you start work

#### Access

- As an employee, you will be assigned keys and key tag to the premises, the office and to the gates by the operations manager.
- *As a contractor*, you park your car outside the boom and then contact the operations manager in the office building to gain access.
- Photography in the area without permission from the operations manager is not allowed.

#### Personal Protective Equipment

- When you work around refuse vehicles and when emptying waste vessels, visibility clothing is valid according to EN 471 Class 3 on pants, shorts and jackets.
- When you are outside the office, in the yard, a high-visibility vest and safety shoes or equivalent is required (except between parking and office building).
- In addition, protection measures and protective equipment are determined based on risk assessment. You should always follow safety signs.
- Visitors use a high-visibility vest.
- Avoid storing personal protective equipment in a polluted environment and remember that gloves should be changed frequently, to minimize the risk of contaminating yourself or others.
- Hearing protection should be used when emptying garden containers with the oldest car.
- *As a contractor*, you are responsible for ensuring correct clothing.

#### Traffic and parking

- Max 30 km/h.
- All pedestrians within the area have a responsibility to be attentive and to keep approximately five meters to the forklifts at work.
- When calls are made with the driver:
  - Approach the forklift from the front so that the driver is aware of this.
  - When the visibility is poor, you must walk close to the wall when you round buildings.
- Parking spaces outside the gates is intended for employees' private vehicles and temporary visitors and contractors.
- There is also a parking places inside the site if the work so requires.

#### Smoking

Smoking is only permitted at a designated location along the short side of the office building.

## **While work is in progress**

### **Working alone**

Lonely work occurs most of the day as a sanitation worker, it is important that you either have visual contact with others or can contact them via mobile phone.

### **Threats and violence**

- When collecting waste, we will respond to people with respect and listen to their views and wishes. We can inform in a friendly way that the demands for sanitation are often based on a good working environment for employees.
- If you feel that the situation is/or may become unpleasant, you should immediately back off/walk away.
- Inform the operations manager and safety representative if it occurred. If required, police are called. Write a nonconformance in InControl.

### **Clean and tidy**

Keep track of your work place. Ensure that there are no risks of tripping or slipping. If spills arise, it must quickly be cleaned up with Absol and treated as hazardous waste. Reported as a nonconformance in Sysavs deviation reporting system.

Fire doors and escape routes must never be blocked.

### **Responsibility**

In the workplace we share a common responsibility for everyone, that means that we consider others in the environment, and their working conditions. Be sure to observe utmost caution when you perform work which may entail risks.

### **Machines that requires driving license and for inspection of machinery**

- Trucks are machines that are to be inspected at certain time intervals.
- If paper for approved inspection cannot be shown the vehicle or the machines, is not permitted to be used.
- As a driver, you must comply with the applicable traffic regulations and ensure that the vehicle is in a driving condition according to the applicable traffic regulations. You as a driver are responsible for violations of traffic regulations.
- Drivers must have a certificate for the correct education to be able to drive a refuse vehicle.
- Work machines and vehicles operating in the traffic environment must have warning lights.
- Hired machines/employees shall present the inspection certificate and any driving certificates before work may start.

### **Protection of the external environment**

- It is not allowed to pour liquids other than water into sewers such as gullies, washbasins, toilet seats, sinks, wells etc.
- If a hydraulic oil tube leaks, the car is not to be moved when the engine is on.

### **Work where hazardous substances are handled**

In the case of the use of labelling-liable chemical products, which are incorporated in iChemistry, protective equipment shall be used, as indicated on the respective protection sheets.

### **Hot work**

For hot work, the operations manager has the possibility to issue written permission.

### **Electrical Safety**

Fault report is made to the property owner, please contact the operations manager to notify the error.

### **Evacuation**

- In the event of an evacuation alarm, all those present on the site should immediately go to the assembly point, by the parking spaces outside the site.
- The operations manager should be contacted immediately.
- The operations manager is responsible for opening and meeting emergency services at the entrance to provide further referrals.

### **Contact**

Operations manager

040-635 18 19

## 5. DEPARTMENT FOR ENERGY AND FOOD WASTE TREATMENT

### Before you start work

#### **Personal Protective Equipment**

At the food waste treatment plant:

- You are obliged always to wear class 2 high-visibility clothing, helmet and safety shoes.
- Work gloves must be worn when working close to the waste, for example during repair and maintenance work. Gloves must also be worn when taking samples.
- Breathing apparatus must be used during repair and maintenance work, during all flushing and when spending time close to the tip bin during tipping.
- Safety glasses must be worn when there is a risk of dust or chemical splashes

At the waste-to-energy plant:

- Safety helmets, safety shoes and full protective legwear is required for work at the waste-to-energy plant,
- In the tip room, class 2 high-visibility clothing and safety shoes must always be worn.
- In the boiler, “rostern” and inside equipment for flue-gas cleaning, breathing mask with at least ABEK-P3 filters shall be used.
- In the plant you can see signs giving instructions as to which personal protective equipment is required. You are obliged to comply with these instructions.

#### **Traffic and parking**

For vehicular traffic, general traffic rules apply.

- Max 20 km/h in the area.

To bring your vehicle into the area, you must be able to show your key tag. On-site parking is then provided.

#### **Electrical safety**

If electrical equipment is needed in boilers, tanks, cisterns or the like and where work in an upright position is not possible, only 24–50 Equipment should be used.

### While work is in progress

#### **Material X-ray**

The engineer who is responsible for testing in the event of material X-rays must always notify the plant’s coordination manager and responsible work management regarding which radiation protection instructions apply.

*The contractor's* engineer on site, as well as the plant's coordination manager, must conduct a joint check of the cordons around the workplace. This must be performed before material X-rays are conducted.

### **Spills/leakages**

In the event of spillage or leakage from your equipment or your vehicle, or when loading slurry - place a drain guard (Tätting) over the nearest storm water well to prevent the spillage running down into the well. Immediately contact:

- At the waste-to-energy plant, contact work management, after hours contact the control room.
- At the food waste treatment department, contact the process operator.

### **Chemicals**

Hazardous substances and chemical products may be present within our area, such as:

- Hydrochloric acid
- Lye
- Ammonia
- Acetylene gas
- LPG
- Slaked lime
- Diesel fuel

Chemical products must be used with care. Remember that the substances may be colorless and/or odorless.

In the case of work with thermosetting plastic, you must be able to present your relevant training certificate and have undergone a medical check. The premises where work is being conducted must be closed off and signed. Appropriate personal protective equipment must be used.

When working with systems for ammonia, lye and hydrochloric acid, these must be flushed clean if possible before commencing work. Appropriate personal protective equipment must be used.

In the event of splashes or if you are exposed to one of the above or a similar chemical - **make your way immediately to an emergency shower or eye wash.**

- **Splashing over a large area of skin - emergency shower**  
Rinse off your skin with water, if necessary also inside your clothes. Take off clothes that have been splashed.
- **Splashes in the eyes - eye wash**  
Rinse until help arrives. Keep your eyelids wide apart. Call and consult with a doctor or visit a hospital as soon as possible.
- **Splashes over small areas of skin - rinse well** with running water, wash with soap solution.

Call for assistance from somebody in the vicinity. Ask the person helping you to read the safety data sheet/safety sheet (stored where the chemicals are located) on site regarding what to do as regards first aid. **If necessary, contact a doctor.**

Emergency showers and eye washers must never be blocked.

### **Work in the Closed space (e.g. cistern, well or tank)**

You need a permit before starting such work. Before the work can start, you must register with the control room, where your work order is acknowledged.

### **Organic waste-Bioaerosols**

The handling of organic waste entails an environment where micro-organisms occur that can have a harmful impact on human health. The micro-organisms (bioaerosols, fungi, etc.) travel through the air. This applies primarily in the plant for food waste treatment. To protect yourself against these, the waste must be handled as little as possible in the open air, and as far as possible be kept within a closed system.

When the risk of exposure to micro-biological organisms from the waste is greatest, for example when tipping food waste and during maintenance work in the tip bin, breathing apparatus with a P3 particle filter and gloves must be used.

Personnel who work in the food waste plant should be vaccinated against hepatitis A and B, as well as tetanus. This is a mandatory requirement in the case of work that entails direct contact with food waste from households, for example during maintenance and repair work.

### **Loan of equipment for Contractors**

If you need to borrow Sysav's equipment, this must always be approved by the work management. In the event of a loan, we assume that you will use the equipment correctly, take good care of it and return it after the end of the day. You must immediately report faulty or damaged equipment to your works management. If the equipment has been destroyed or if it must be repaired, you may be liable to pay compensation.

### **Hot work**

The application for permit is made:

- During regular working hours, by the operations manager, maintenance engineer, workshop manager or maintenance engineer.
- After regular working hours, maintenance manager in the control room.

When finished, make sure that:

- The gas taps to the welding cylinders are closed.
- The gas cylinders are in the designated place (southwest corner of the workshop) at the end of the work.

### **Work on altitude**

If there is a risk of falls from a height of two meters or more, protective device shall be arranged without delay at holes, opening or similar place where the risk of stepping through or collapse may occur.

Guard rails must be rigid and sufficiently high, and have three transverse conductors, footrests, interrailors and handrail, or consist of other equivalent comprehensive protections. Guard rails must be fully dressed if there are loose objects which may cause damage if they fall through the protective railings.

Personal fall protection equipment should be used where common fall protective device (scaffolds, work platforms or other protections that you as a worker has on you) cannot be used. The danger area should be labelled and barred.

### **Fire/Fire Hazard**

#### **Evacuation**

In the event of an evacuation alarm, everyone in the department, apart from the operational shift, must immediately head to the assembly point at the gate between the canteen/head office and the energy department.

The evacuation supervisor notifies when the danger is over, and the work can be resumed.

#### **External danger**

In the event an "Important Public Announcement" is issued via the City of Malmö's outdoor alarm system and on Radio P4, you must proceed as follows:

1. Close all the windows in the room you are in.
2. Take your mobile phone with you.
3. Leave the room and close the door.
4. Warn others who are close by.
5. Go to the energy and food waste department's office.
6. Stay there.
7. Do not leave the building until you have been notified that the danger has passed.

### **Contact**

|                              |                  |
|------------------------------|------------------|
| Contingency team             | 040-635 18 70/71 |
| Operations manager Energy    | 040-635 18 55    |
| Operating manager Food Waste | 040-635 20 81    |
| Control room                 | 040-635 18 70/71 |
| Store                        | 040-93 38 75     |
| Animal cremation             | 040-635 18 80    |
| Guard house                  | 040-635 22 22    |

## 6. WASTE HANDLING SITES AND RECYCLING CENTERS

*"Before you start work" is divided into three parts, common information, and information for waste handling sites and recycling centers.*

### **Before you start work – common information**

#### **Personal Protective Equipment**

The following protective equipment must be used:

- Class 2 high-visibility clothing on the upper body and at least class 1 on the lower body.
- Shoes with puncture protection sole and steel toe cap.
- Safety glasses, chemical gloves and chemical apron must always be worn when working in an environmental container/environmental building or using chemicals.
- When working on a roof or other locations where there is a risk of falling, a safety rope must be used.
- Work gloves must be worn when working close to waste, for example during repair and maintenance work. Gloves must always be worn when taking samples.
- Temporary visitor to our workplaces must wear high-visibility vests.

All protective equipment must be checked before use. Otherwise, safety measures and protective equipment are determined based on a risk assessment. Instruction signs must always be followed.

### **Before you start work – waste handling sites**

#### **Emergency**

In the event of an emergency at Spillepeng, the weight bridge and the guardhouse (during opening hours) or the control room (other times) must be contacted to open booms/gates for the emergency services.

In the event of an emergency at the other waste handling sites or the reloading station, the relevant area manager or contingency team must be contacted.

At all the sites and the reloading station, a person must be appointed to meet the emergency services at the entrance to provide further information. In the event of an evacuation alarm, all those who are at the site/reloading station must immediately head to the site's assembly point.

The recycling management has a contingency system in place 24 hours a day and must be contacted in the event of emergencies.

### **Landfill gas**

To work at the landfill gas facility, it is necessary to have a permit from the gas manager; to obtain the permit, contact the responsible manager or management.

### **Smoking**

Smoking is only permitted in designated place, which is as follows:

- Hedeskoga waste handling site: Smoking is allowed next to the weight bridge and just outside the office building, but not at entry or exits.
- Lund reloading station: Smoking allowed outdoors in the area.
- Måsalyske waste handling site: Smoking is allowed at the park bench on the front of the office.
- Spillepeng waste handling site: Smoking is allowed next to the office building, at the bike storage.
- Trelleborg waste handling site: Smoking allowed just outside the office building at designated place, but not by air inputs or outputs.
- Bjurögatan: Outside the entrance gate by the parking area.
- Smoking in vehicles is forbidden during visits/works at our facilities.

## **Before you start work - Recycling Centers (ÅVC)**

### **Emergency**

In the event of an emergency at a recycling center, the area manager or the contingency team must be contacted and a person must be appointed to meet the emergency services at the entrance to provide further information.

In the event of an evacuation alarm, we need to ensure that no visitors drive into the area, as well as to head to the designated assembly point, where one exists.

### **Smoking**

- Smoking is only permitted in special places on the recycling centers: talk to the nearest supervisor or employee for more information.
- Smoking is not allowed on the Norra Hamnen recycling center.

## **While work is in progress**

### **Material X-rays**

The engineer who is responsible for testing in the event of material X-rays must always notify the site's coordination manager and responsible work management regarding which radiation protection instructions apply.

The contractor's engineer, as well as the site's coordination manager, must conduct a joint check of the cordons around the workplace. This must be performed before material X-rays.

### **Accidental discharges/spillages/leaks**

In the event of ALL oil or chemical spillages, the area manager, supervisor or contact person for the contingency team must be contacted – even if you consider that the spilled volume is insignificant. This person will then make the decision regarding any further action.

Meanwhile surround the area with absorbent material to prevent large discharges in the drains. As far as possible, siphon up the spillage or gather it up with absorbent material.

In the event of a spillage that risks running out into surface water pipes, a drain guard (Tätting) that is found in a spill box or hanging on the wall must be used. Shut-off valves must be activated at Spillepeng, Gunnesbo, Hedeskoga, Norra Hamnen, Bunkeflo and Staffanstorp.

*As a contractor*, Diesel tanks that you bring with you must be double-skinned and must be stored in a location approved by Sysav, to prevent discharges into surface water systems. Chemicals that you bring with you must also be handled and stored safely.

### **Chemicals**

Several hazardous substances and chemical products can be found in our area, for example:

- Hydrochloric acid
- Lye
- Acetylene gas
- LPG
- Slaked lime

Chemical products must be used with care. Remember that the substances may be colorless and/or odorless.

In the event of splashes or if you are exposed to one of the above or a similar chemical – **make your way immediately to an emergency shower or eye wash.**

- **Splashing over a large area of skin - emergency shower**  
Rinse off your skin with water, if necessary also inside your clothes. Take off clothes that have been splashed.
- **Splashes in the eyes - eye wash**  
Rinse until help arrives. Keep your eyelids wide apart. Call and consult with a doctor or visit a hospital as soon as possible.
- **Splashes over small areas of skin - rinse well** with running water, wash with soap solution.

Call for assistance from somebody in the vicinity. Ask the person helping you to read the safety data sheet/safety sheet (stored where the chemicals are located) on site regarding what to do as regards first aid. **If necessary, contact a doctor.**

Emergency showers and eye washers must never be blocked.

### **Work in the Closed space (e.g. cistern, well or tank)**

You need a permit before starting work. Permission is provided by coordination's manager or any of the employees from the contingency team in connection with the work order.

### **Machinery**

Before starting work on machinery, the safety switch must be locked in the off position.

Check over or inspect each machine before starting it up for the day. Machinery and equipment must not be started until you are sure that nobody will be exposed to danger. Equipment and hand-tools must be checked before use.

### **Containers**

You may only remove the netting from a container if it is on the ground.

If you discover damage, a fault or similar in the containers, you must immediately report this to the container manager and fill in the relevant form.

*As a contractor, contact your contact person at Sysav.*

You must never test functions in a damaged container, as there is a risk of injury.

### **Loan of equipment for *Entrepreneur***

If you borrow equipment from Sysav, we assume that you will use it correctly and take good care of it. Damage to equipment must be notified immediately to the area manager or contact person.

### **Hot work**

To perform hot work, you need a permit.

When finished, make sure that:

- The gas taps to the welding cylinders are closed.
- The cylinders should be put placed in its designated place after work.
- Check that the welding equipment is full and functioning properly and that earthing can be done properly to protect the electronic equipment.

## **Fire/Fire Hazard**

### **EX-Classified Area (hazardous area)**

The classification of different areas is shown in the classification plan that is set up in the relevant workplaces. Should you perform work in EX-classified area it is important to know its distribution.

### **Gas**

Gas and pumping stations are located at some of the waste handling site's. In the event of a fire or if a gas alarm is triggered in a gas station or pumping station, it is important not to

approach the station, due to the risk of explosion. If you see anyone else in the area, let them know.

## **Contact**

|                           |                  |
|---------------------------|------------------|
| Contingency team          | 0734-39 61 12    |
| Ground sanitation         | 040-635 18 15    |
| Area Manager Lund         | 040-635 26 29    |
| Area Manager Malmö        | 040-635 26 65    |
| Area Manager Simrishamn   | 040-635 23 31    |
| Area Manager Spillepeng   | 040-635 26 54    |
| Area Manager Staffanstorp | 040-635 22 81    |
| Area Manager Trelleborg   | 040-635 19 52    |
| Area Manager Ystad        | 040-635 26 18    |
| Guard house               | 040-635 22 22    |
| Weight bridge             | 040-635 18 58/56 |