 HÄSSLEHOLM MILJÖ AB VI BRINNER FÖR EN HÅLLBAR FRAMTID	Document name		
	Organisation and safety regulations for Hässleholm Miljö AB		
Issued by The safety committee	Approved by/manager Sven Carlsson	Date 25 February 2019	Edition 01

Organisation and safety regulations for Hässleholm Miljö AB

Purpose

Our objective is to minimise the risks of ill health and accidents at work. This is achieved by assessing risks before work commences, using safe working method and, if necessary, using the appropriate aids and personal protective equipment.

We shall, as far as possible, co-ordinate the various activities and stages of our work so as to minimise the risk of ill health, accidents, and environmental impact.

Co-ordination

The activities of Hässleholm Miljö AB and its contractors must be co-ordinated before work may commence. If necessary, a written risk assessment must be carried out before work begins.

General organisation

- Everyone must ensure that their own activities and equipment at the workplace do not put anyone working there at risk of ill health or an accident.
- Ensure that the workplace is well-organised. If necessary, deep cleaning must be carried out while work is in progress in order to avoid accidents.
- Do not block escape routes, firefighting equipment, or other safety equipment.
- Once the work is complete, the workplace must be cleaned and any leftover material and tools returned to their rightful place.
- All waste must be sorted at source.


Personal protective equipment

- All personnel must use the appropriate personal protective equipment if required. Please refer to the specific requirements for the different workplaces in the appendix.
- Safety helmet – During work or in areas that require safety helmet, following colour code shall be used:
Employee: red or blue
Manager: white
Safety representative: green

Specific areas

- Scaffolding may be accessed only by authorised personnel.
- In some areas of the facility, risks are posed by flammable and explosive substances. Permits for hot work must be issued before such work commences.
- Work in an Ex-classified area may not start until the procedures for each area have been reviewed.

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- In some premises and some processing, equipment may contain harmful particles or gases given off by chemicals, processes, or raw materials. Special safety rules are in place for these areas. Please also refer to signage and instructions in each location.

Machinery protection

- Machinery protection or safety equipment must not be deactivated.
- Before any intervention is made in machinery or processing equipment, it must always be secured and locked in accordance with the manufacturer's or HMAB's procedures.
- Carry out "break and lock" on machinery and processing equipment in accordance with the applicable procedures.


Protection device

- If protection devices have to be removed or changed while work is in progress, the co-ordinator and facility manager must be informed before this takes place.
- When dismantling railings, floor plates, or floor grates, a fixed barrier must first be put in place using wooden slats, chains, rope, or scaffolding material.
- A warning sign must be fixed to the barrier. Flagline or barrier tape must not be used on its own.
- In lifting operations when there is a risk of people walking under suspended loads, the risk area must be blocked off and labelled with a warning sign.

Use of forklift trucks, etc.

- The use of forklift trucks, loaders, mobile platforms, and cranes without special training is prohibited.
- A valid training certificate must be shown to the operator's immediate superior at the start of employment or once the training has been completed. A copy of the certificate and driving licence will be kept in the digital personnel system.
- A valid driving licence for cars, etc. must be shown to the worker's immediate superior.
- Driving permits for forklift trucks and loading machinery must be signed by both the worker and the site manager before the vehicle may be operated. A copy of the signed driving permits will be kept in the digital personnel system.
- For contractors, driving permits for forklift trucks and/or loading machinery must be signed by both the operator and HMAB's contact person or co-ordinator before the vehicle can be operated, in accordance with the Swedish Work Environment Authority's Statute Book.
- However, work management may issue a driving permit for exercises. Driving permits may be issued when the person receives internal training from experienced personnel with valid training in the operation of the vehicle in question.

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Traffic rules

Swedish road traffic laws apply within the facility. The maximum speed within the facility is signposted.

- Essentially, forklift trucks, loading machinery, and heavy goods vehicles can be found throughout the facility.
- There may also be pedestrians, passenger cars, and slow-moving work machinery such as mobile work platforms.
A high-visibility vest or high-visibility clothing must be worn when working in a traffic environment.

Ladders, stands

- Only approved ladders, stands, or stairs may be used.

Chemicals

- The Chemicals Group must always be contacted when purchasing new chemicals. The chemicals may be purchased once they have been approved.
- All chemicals must be entered in HMAB's chemicals database, i-Chemistry. This is available to everyone for reference only on our intranet. Only members of the Chemicals Group may add new chemicals. All safety data sheets are available in the chemicals database and at the location of each chemical.

Hot work

- Permits may be issued only by personnel who have written authority to do so.
- Hot work may be carried out only by personnel with valid training. A valid training certificate must be shown to the worker's immediate superior.
- Permits/checklists for flammable work must be completed before hot work starts.

Alcohol/drugs

- Persons who are under the influence of alcohol and/or drugs are not allowed in the facility.
- Anyone who is found to be under the influence of alcohol and/or drugs will be sent home at their own expense.
- Alcoholic beverages and other drugs are not permitted in the facility.

Smoking


- HMAB has smoke-free working hours. This means that smoking is permitted only during unpaid breaks.
- Smoking is permitted only in designated areas.

Accidents or fires

In the event of an accident or fire, the following actions must be taken in the following order:

- RESCUE first anyone who is in obvious danger if you can do so without putting yourself at risk.

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- WARN others at risk of obvious danger.
- CALL 112.
- EVACUATE when the evacuation alarm (a fixed audible signal) sounds and go to the muster point.
- The co-ordinator and immediate superior must be notified as soon as possible.
- Give directions to the emergency services within the facility.
The personnel closest to the site must take the emergency preparedness folder and vest and go to the muster point. A roll call must be carried out of all personnel/contractors in the area at risk.

Accidents and incidents

- Accidents and incidents must be reported immediately verbally, and subsequently also in writing using our reporting system, to an immediate superior and co-ordinator.
- Medical attention must always be sought following an electrical accident.
- Serious incidents and accidents must be reported to the Swedish Work Environment Authority within 24 hours using our reporting system.

Appendices:

- A Specific requirements for Hässleholm recycling centre (HKC)
- B Specific requirements for district heating
- C Specific requirements for recycling centre (ÅVC)
- D Specific requirements for Drevet 4
- E Specific requirements for Sewage Treatment Plant
- F Specific requirements for Water Purification Plant
- G Specific requirements for Pumping Stations and Infiltrations

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