



Road point map

Important telephone numbers

Alarm number	01046-651 00
Company health service	01046-650 26
Switchboard	01046-650 00

Safety Manager Anders Häggqvist	01046-654 96
Working environment & safety, S-B Söderberg	01046-650 49
Fire & safety, Michael Grundén	01046-650 94

Acting Environmental Manager Anders Jons	01046-653 98
Borlänge Taxi	0243-131 00

Policy for management systems (KLAS) at Stora Enso Kvarnsveden

Business concept: Stora Enso Kvarnsveden will be a leading manufacturer of wood-containing printing paper in the top quality range for the European market.

Our work will be carried out with openness and an overall view that agrees with our basic values.

Customer in focus: We will always supply the *right* product with the *right* properties at the *right* time in the *right* packaging and with the *right* service, i.e. creating additional value for the customer.

Results orientation: We will achieve results to guarantee our future and create value for our interested parties through functional goal management.

Responsibilities: We will live up to the principles of sustainable development in all our activities. By prioritising health and safety, we create conditions for an excellent working environment, with each employee taking individual responsibility. We comply with or exceed laws and requirements. We are working to minimise our environmental impact, above all by preventing pollution and optimising consumption of raw materials and energy in our processes and during product development.

People at the centre: We promote those factors that create committed, motivated and competent employees, as our employees are our most important resource.

Future focus: We focus on the future and know that constant improvement will take us there. We will integrate development with our daily work.

Stora Enso Kvarnsveden AB

Heikki Tarvonen
MD

Within the gates

In order to gain access to our factory area, contractors must have a personal pass issued by the customer or contact person. You must also have completed SSG's ENTRE training with approved results. The pass can be obtained from and returned to the porter following completion of the contract. The minimum age for access to the factory area is 12 years.

Safety and order regulations

The customer/contact person is responsible for advising the contractor of those safety and order regulations of importance for completion of the work not included in the ENTRE training before work commences. The contractor's works management is responsible for informing all their employees of the relevant regulations. All employees must sign confirmation to this effect.

Coordination responsibility

The contractor must be informed of the guidelines for coordination, safety work, etc. during the establishment meeting.

Switch & Lock – safe shutdown

Before intervention in any machine, mechanical devices or process systems or any working within a dangerous distance of these, contractors must always make sure, via our contact person, that the necessary measures against unintentional start-up are taken in accordance with our safety procedures for Switch & Lock. **Any person working on equipment is responsible for their own safety and for following the relevant procedures for Switch & Lock.**

Fire and gas alarm

Alarm tests are carried out each Monday at 09.00, with fire alarms during even-numbered weeks and gas alarms on odd-numbered weeks. Sulphur dioxide is handled at the pulp centre during the bleach manufacturing process. Sulphur dioxide is strongly irritating to the eyes, mucous membranes and damp skin. High concentrations can be lethal.

Fire safety – hot work

Most of our premises are equipped with an automatic fire alarm and/or sprinkler. Fire alarms are triggered by fumes from motor vehicles, steam, welding, cutting and smoking, in addition to fire. In addition to a valid certificate for hot work, a written welding permit must be issued by the person appointed for this purpose at the establishment meeting.

Telephone

Please provide our switchboard and the porter with contact numbers for contractors.

Data system

Contractors are not entitled to commence data work without the permission of the manager of Uh System.

Alarm – ambulance/rescue service

The alarm can be raised via the porter. Telephone 01046-651 00, outlining your reason. You must specify the nearest road point and arrange to put up signs for the road point. You will be given information on the relevant road point map at the establishment meeting. There is also a copy in this folder.

Accidents and incidents

As a contractor, you are obliged to report all incidents and accidents to your contact person and/or the Safety Service, tel. 01046-650 49. The company health service, with a doctor and nurse, is available within the factory area and is normally open during the day from 07.30 to 12.00 and from 13.00 to 16.30, tel. 01046-651 26.

Lifting devices, trucks, tractors, mobile cranes, sky lifts, etc.

Contractors must be able to guarantee their contact person that their personnel meet our training requirements before contractors are issued with a special driving licence to operate such equipment. If contractors have their own equipment, valid inspection documentation must be available at the request of the contact person.

Traffic

Contractors who need a car/bus within the factory area to complete work must apply for a driving licence via their contact person. The issue of a pass means that a random inspection may be carried out when the vehicle passes through. Instructions regarding parking spaces are available from contact persons.

The relevant parts of the road traffic regulations apply to traffic within the factory area. The maximum permitted speed is 30 kph. Engine idling, giving moped lifts and overnight stays in caravans or other vehicles parked in adjacent parking areas are not permitted. Vehicles may not be parked in our process premises.

Reporting thefts

In the event of a break-in or theft of equipment or material, a report must be made to the Safety Service via your contact person.

Post/goods arrival

Our goods reception or office service must be informed of incoming goods and post for contractors via contact persons.

Reception of contractors

On arrival at Stora Enso Kvarnsveden, contractors must contact the contact person named in the order. Our contact person is responsible for ensuring that establishment information is reviewed before work commences.

Contractors with own works management must monitor the observance of the applicable safety regulations.

Contractors without their own works management – the customer is responsible, along with the contractor's personnel, for information on the relevant safety regulations and monitoring observance. NB! Signed confirmation must be kept by the customer until the contract has ended. Contractors who do not follow our safety regulations, orders and directions will be refused entry to the factory.