

# Coordination and rules for contractor

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## 1 Purpose

SMA Mineral AB (hereinafter referred to as SMA) is responsible for safety and security issues at the workplace. With many actors and contractors in the factory area, the risks increase and to prevent accidents in a workplace, it is absolutely crucial to work safely and to react to risky behaviour in oneself and others. SMA's safety rules must uphold safety and prevent the risk of ill health for contractors, employees and visitors.

We count on your participation in our joint environmental and work environment management.

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## 2 Definitions

### 2.1 SMA's contact person

The SMA employee who ordered work from a contractor. Informs about the tasks as well as risks and special rules for the workplace in question. Also ensures that the contractor's staff have access to the workplace and are allocated staff rooms and parking spaces.

### 2.2 Coordinator (SAMO)

SMA's coordinator, SAMO, usually the unit manager or their deputy, manages common risks in workplaces where several companies operate at the same time. SAMO's tasks include the following:

- Go through common risks with all those involved in the workplace, for example at the beginning of a shift or before a critical work step.
- Plan which steps can be done in parallel and which must be kept separated in time to ensure the safety of everyone who is working at the workplace at the same time.
- Responsible for general safety devices and appoints persons responsible for other devices that can be used by several companies.
- Informs about general order and safety rules and control of these.

### 2.3 Building working environment coordinator (BAS-P and BAS-U)

For building and civil engineering works, there is a building work environment coordinator for planning and design and one for performance, BAS-P and BAS-U respectively, who coordinate work environment issues regarding building or civil engineering work in collaboration with SAMO.

### 2.4 Hired personnel

Hired personnel are those personnel that an employer other than SMA makes available against payment and where SMA is responsible for work management and the work environment.

### 2.5 Contractor (ENT)

A company that will carry out work in SMA's area and has its own work management and thus has employer responsibility for its employees. Must provide SAMO with information on an ongoing basis about special risks that may arise from its own operations.

### 2.6 Subcontractor (UE)

A company, hired by a contractor who will carry out work in SMA's area, which has its own work management and thus has employer responsibility for its employees. Must provide SAMO with information on an ongoing basis about special risks that may arise from its own operations.

### 3 Rules for coordination in a joint workplace

**SMA**, unless otherwise agreed, has responsibility for coordination according to the Work Environment Act and appoints a coordinator, SAMO, whose name and telephone number appear on the work permit.

**ENT** is required to keep itself informed throughout the planning and execution of the work as to who is the SAMO and/or BAS P/U of the workplace and actively participate in the coordination of the contract's work environment.

#### 3.1. General obligations

- **SMA** ensures that for the contract in question there are notices at the workplace showing who is SAMO, the names of the people who represent SMA and ENT in safety issues and the names of the respective health and safety officers.
- **ENT** must advise SAMO of any UE appointed for the contract. SAMO must be given reasonable time to assess the UE indicated. A UE that is not approved by SAMO may not be engaged.
- **ENT** must inform SAMO before work starts of the names and any telephone numbers of ENT's and UE's personnel who will work at the workplace.
- **SMA** must, unless otherwise agreed, provide spaces for meals, breaks and changing clothes. Any setting up of crew sheds that have been approved by SAMO is based on instructions from the respective plant owners.
- **SMA** is not responsible for ENT's/UE's personal belongings or tools.
- For larger contracts, **ENT** must have work management present in SMA's area who can communicate in Swedish or English. The same requirements apply to UE.

#### 3.2. Entry and traffic in the area

- Permission from SMA is required for access to the workplace, as well as an SSG Access Card that is valid according to the requirements of the workplace.
- For vehicles, a special vehicle pass or temporary parking permit provided via SAMO is also required, which must be attached clearly to the front windscreen. Parking is only permitted in the designated spaces.
- **SMA** assumes no financial responsibility for vehicles brought into the workplace with or without permission, unless liability for damages exists by law.
- Taxis may enter by agreement with SMA's contact person or SAMO.
- The maximum permitted speed in the industrial area is 30 km/h where nothing lower is indicated.
- Speed must be adapted to the circumstances, since work vehicles or obstacles may quickly appear.
- **ENT** is responsible for not hindering other transports in the area.
- **ENT** must, where appropriate, ensure that the gate/barrier to the workplace is locked at the exit after the end of working hours.

#### 3.3 Alcohol and drugs

All of SMA's units shall be alcohol and drug-free workplaces.

- Bringing in or using alcohol, narcotics and anabolic steroids is prohibited.
- Alcohol and drug testing can be done through random checks and the person is obliged to appear immediately.
- Checks will also be carried out in case of suspicion of influence.

### 3.4 Diary and scheduling

- **SMA** will keep a specific diary for the contract regarding decisions, reporting and other circumstances relating to safety work. This diary is kept at SMA.
- Before the work begins, **ENT** will record in the diary the company affiliation and the number of employees carrying out the work. If there is an increase or reduction in the workforce, this will be noted.
- The progress of the contract work must be continuously monitored against the schedules. The schedules must be reconciled, weekly for example.
- When changes or postponements in the schedules occur, these must be revised by ENT without delay and reported to SMA.
- When work is to be carried out outside normal working hours, SMA's contact person must be notified. Normal working hours means working hours Monday- Friday or working hours according to defined and agreed work schedules.
- Working hours rules must be observed.
- Overtime must always be approved in advance by SMA's contact person.
- **ENT/UE** performing work on a current account must always keep a record of the hours worked by their personnel. This must be done according to instructions from SMA's contact person for the assignment.

### 3.5 Order and tidiness

- **ENT** is obliged to keep the workplace tidy and with limited spread as far as possible during the course of the work so that materials, tools and waste do not hinder operations or pose a risk of accidents such as tripping, slipping, falling objects or fire.
- During longer breaks in the work, electronic equipment must be disconnected and things that may pose a danger to others must be removed. Before night break, the workplace is cleaned and any gas cylinders/gas trolleys are placed in the designated place.
- The work is not finished until the workplace is cleaned and materials/equipment are removed. Waste and scrap must be put in a place designated by SMA. If this does not happen, a fee will be charged to cover the costs.

### 3.6. Vehicles, machines and tools

- **ENT** is required to always inform SMA's staff beforehand in the event of borrowing tools etc. Upon return, the tools must be cleaned and whole. If damage, other faults or deficiencies in safety or reliability are observed, these must be reported by ENT to SMA immediately.
- **ENT** may not borrow machines such as forklifts/loaders from SMA without this being specifically agreed. Any agreed loan must then be preceded by the presentation of a valid driving licence and the issuance of a driving permit.

### 3.7. Need for water and/or electricity supply

- If there is a need for water or electricity supply for the work to be performed, this must be stated in the quotation from ENT, or notified to SMA in another way and in good time.
- **ENT** may, following instructions, use existing installations by agreement. SMA is not responsible for costs resulting from interruptions or damage caused by defects, faults etc.
- **SMA** can, by agreement, provide construction power. ENT itself provides the lighting required during the contract period unless otherwise agreed.

### 3.8 Insurance

- **ENT** must have general and accepted liability insurance for the contract and must ensure that any UE has the insurance cover which, in view of the work, is required by the circumstances.

### 3.9 Other

- Smoking is allowed only in designated and marked places.
- There is a general ban on photography in the industrial area. Photography permits are issued only by the site manager.

## 4 Training requirements

### 4.1 SSG Entrance

- **ENT** and consultants who perform work within SMA's production environment will undergo an interactive, web-based safety training, **SSG Entrance basic training**.  
Internet: [www.ssg.se](http://www.ssg.se) Email: [support@ssg.se](mailto:support@ssg.se)  
SAMO informs ENT if there are requirements for local additional courses from SSG.
- **ENT** and consultants may be required by SMA to obtain other training/qualification certificates necessary for the contract or according to applicable laws, ordinances, regulations or local safety rules.

### 4.2 Professional experience, diploma/certificate of formal qualifications

- **ENT** must also ensure that ENT's/UE's employees have the necessary competence and professional skills for the contract, as well as a certificate of training/qualifications where tasks or the use of vehicles/machines require this, and is thus responsible for ensuring that work at SMA is carried out by persons with the right skills, in a safe manner and in accordance with applicable laws and regulations and according to SMA's internal rules.

## 5 Safety work

### 5.1 Laws, ordinances, regulations and local safety rules

- When establishing and then continuously during the contract period, **ENT** must present or submit the documentation required by applicable laws, ordinances and regulations and carry out the contract work in accordance with these.
- **ENT** must organise safety activities in which any UE is included.
- **SMA** reserves the right to check without prior notice that ENT is complying with requirements and regulations and taking the measures deemed necessary in the event of any deviation.
- Minors (under the age of 18) are not allowed to work independently within SMA.

### 5.2. Specific risks

- **SMA** must inform ENT of specific risks and applicable regulations and provide safety data sheets for the products, fuels and chemicals that ENT may come into contact with when working at SMA's facility during the contract.
- **SMA** must inform ENT of any related activities at the workplace that may present risks or otherwise affect ENT's performance of its work.

- **ENT** must provide SAMO with information on specific risks that may arise from its own operations and any UE's activities, so that measures can be taken before the work begins.
- **ENT** must pass on to its employees, as well as any UE, the information given by SMA about risks and the applicable rules of order and safety for the workplace in question and ensure that the information has been read and understood.
- **ENT** must cooperate and communicate with SMA personnel and other ENTs who are at the same workplace so that accidents or other risk of ill health are avoided.

### 5.3. Personal protective equipment (PPE)

- **ENT** must ensure that its own personnel have the PPE necessary for the contract and in accordance with laws, ordinances, regulations and local safety rules.
- **Mandatory PPE** throughout SMA's area, with the exception of certain designated places (for example, offices and operator rooms), is:
  - Helmet
  - Protective eyewear (in designated places and/or for work where there is a risk of exposure to dangerous substances. Visor and/or tight-fitting goggles may be required)
  - Protective footwear
  - Covering clothing (long trousers and long sleeves at designated places)
  - In addition, special equipment must be worn for the task when required, such as flame retardant clothing, welding visor, fall protection, respirator.
- **ENT** is responsible for checking whether work within the contract requires additional protective equipment, such as fall protection, and providing that equipment to its employees and any UE.

### 5.4 First aid

- **SMA** is responsible for displaying first aid equipment such as fixed installations of eye/emergency showers and informing if they are alarmed.
- **ENT** is responsible for the medical material and dressings required for the contract at the workplace unless otherwise agreed.

### 5.5. Vehicles, machines and other equipment

- **ENT** must guarantee that ENT's/UE's vehicles, machines and other equipment are regularly inspected and approved for use in the activities.
- **ENT** is responsible for ensuring that ENT's/UE's machines/work equipment used during the contract have the necessary protection or safety devices to minimise the risk of accidents in contact with moving or otherwise dangerous parts.
- Equipment that causes noise must be avoided as far as possible.

### 5.6. Risk inventory

- **ENT** must draw up and be able to present written, documented risk assessments of its own work.
- The need for ENT to carry out special risk assessment under its own auspices or together with SMA may arise in connection with the work environment plan developed or revised by SMA.
- **ENT** must participate in safety work, for example by an employer representative or health and safety officer from ENT participating with SMA in jointly performed risk assessments/safety inspections or at coordination meetings for the contract in question. ENT is responsible for the participation of any UE.

- If the parties do not agree on a measure or decision after the risk assessment/safety inspection, comments can be obtained from the relevant authority.

## 6 Accidents, incidents and risk observations

### 6.1 In the event of an accident

- In the event of serious personal injury requiring urgent care, 112 is alerted, unless otherwise agreed. After this, SAMO is contacted immediately and arranges the direction of ambulance, emergency services and police so that they can quickly find the right place inside the area.
- In the event of an occupational accident or serious incident (risk of personal injury), the work must be immediately suspended and SAMO and ENT's own work management are immediately contacted for investigation before work resumes.
- In the event of an occupational accident and serious incidents where there is suspicion, ENT must ensure that the personnel concerned are alcohol and/or drug tested. ENT or UE who test positive for alcohol or drugs will have their access permit withdrawn. Information goes to the individual's immediate manager and the contact person at SMA.

### 6.2. Reporting of accidents, incidents and risk observations

- **ENT** is responsible for the occupational injury report/incident report to authorities and the Swedish Social Insurance Agency (Försäkringskassan) for its employees or UE's employees. Investigations and occupational injury reports must be sent to SAMO immediately. Investigation may, where appropriate, be carried out together with SAMO.
- Notification to SAMO of work environment events such as occupational accidents, incidents and risk observations must be made in writing. Diary entry does not constitute such notification.
- SMA records and manages work environment events in the IA system.

## 7 Work permits and special permits

### 7.1 Work permits

In general, work permits/risk assessments are required for all types of work at SMA's units, although exceptions may occur. Work permits act as a simpler risk assessment so as to create safe workplaces.

- **ENT** obtains a work permit via a work management or contact person at SMA, where the area/workplace is inspected and an assessment is made of what safety measures need to be taken for the work to be carried out.
- **ENT** is responsible for providing the permit issuer with sufficient information regarding the work, in order for the permit to be consistent with the work.
- The work permits are reviewed by SMA and ENT together and signed by both parties.
- If any change occurs during the course of the work so that other risks arise, the work must be immediately suspended and the permit issuer contacted.

### 7.2 Driving permits

- A written driving permit and in some cases approved training courses are required in order to drive work vehicles or use hazardous machines at SMA's operations.
- SAMO may issue driving permits to ENT/UE upon presentation of valid training/authorisation certificates.

### 7.3 Disconnect & Lock

Safety procedures used when working inside the risk area of work equipment are often referred to as "Disconnect and Lock". The purpose of a Disconnect and Lock system is to prevent energy/movement from being accidentally released while maintenance is being performed on a machine, equipment or a system. All energy sources must be disconnected and locks in place before any maintenance is carried out.

- Disconnect and lock must always be carried out before working with equipment that could cause injury through, for example, movement, electricity or pressure.
- **ENT** must check that disconnect and lock has been performed before starting work.
- Locks on safety devices must not be removed until the work is completed.
- It is forbidden to remove anyone else's lock. Removal of someone else's lock must be preceded by investigation/checks and may only be carried out after approval by SAMO.
- If work, such as setting/programming work or troubleshooting, must be carried out with deactivated protective devices, this work must be preceded by a risk assessment so that other measures are taken to prevent the risk of ill health and accidents.

### 7.4 Hot work

Hot work must always be carried out in accordance with current regulations after obtaining a permit according to the Swedish Fire Protection Association.

- Hot work includes anything that can generate heat, sparks or an open flame.
- Hot work permits are issued by the permit supervisor of the unit.
- **SMA** may, by agreement, appoint a permit supervisor at ENT in writing. The same regulations apply regardless.
- **ENT** is responsible for being a fire guard for the contract's hot work unless otherwise agreed.
- Acetylene, LPG or other gas cylinders must be stored in a place designated by SAMO after the end of work.

### 7.5 Work in enclosed spaces

Work in enclosed spaces such as tanks, wells, silos or similar may present special risks.

- **SMA** and **ENT** together risk assess a job in an enclosed space before the work can begin. The following measures as a minimum must be taken into account in the risk assessment:
  - Measurement of oxygen content and hazardous gas (e.g. hydrogen sulphide, carbon monoxide) before entry.
  - Measurement of explosive gas before entry if the space may contain residues or vapours of flammable or explosive substances.
  - Working alone must not occur.
  - A designated entrance guard with the possibility to raise an alarm must be in place throughout the work.
  - There must be a method or device for getting an unconscious person out.
  - Protection separation of electrical equipment if the enclosed space has conductive walls. Otherwise, the electrical equipment must be connected via a residual current device (maximum 30 mA). Only one tool per withdrawal!
  - For lighting, 24-volt equipment must be used.

### 7.6. Work in/near ATEX rated areas

- ATEX-rated areas are marked and have warning signs.
- In these areas, no electronic equipment (tools, mobile phones etc.) may be carried without special permission.
- Before starting work in a classified area or on safety equipment, work permits containing

conditions and instructions required for safe handling shall be obtained from a specially designated person at SMA.

- Hot work in ATEX-classified areas may not be carried out without special permission and must then be preceded by a special risk assessment regarding combustible materials, chemicals or other things that can be ignited as well as gas measurement and free-of-gas clearance.

## 7.7 Electrical work

- It is not permitted for ENT to make connections, reconnections, switches or other electrical work without permission from the electrical supervisor at SMA for the contract. At the end of the work, the plant must be secured before disconnect and lock is lifted. Any dismantled enclosures must be restored. For work in switchgear, electrical rooms or operating rooms, special instructions apply, contact SAMO.

## 7.8 Digging in the ground

- Before digging, **ENT** must ensure that pipes, electrical cables etc., which may be in the ground where excavation work is to be carried out, are not damaged. SAMO arranges cable instructions if necessary.
- **ENT** immediately contacts SAMO if there is a suspicion of contaminated soil, such as oil contamination.

## 7.9 Blasting work

- Blasting work is not allowed on SMA's site without permission.
- Only blasters with a license have the right to carry out blasting and handle materials.
- Blasting jobs are risk assessed generally/specifically according to the unit's current routines and supplemented with the document "Safety regulations for blasting", where evacuation and closure of roads/footpaths is described.

## 8 Work environment plan

A person who has building or construction work carried out must ensure that a work environment plan is drawn up and available before the building site is established.

### 8.1. BASE-P/BAS-U

- BAS-P and BAS-U are the building work environment coordinator for planning and design and for performance respectively for building and construction work.
- BAS-P/BAS-U coordinate work environment issues regarding building and construction work in collaboration with SAMO.

### 8.2 Work environment plan

The work environment plan must include:

- The rules to be applied at the building site.
- A description of how work environment management is to be organised.
- A description of the special measures that must be taken during the building phase in order for the work environment to be able to meet the requirements of the Work Environment Act, the Work Environment Regulations and the Work Environment Ordinance applicable to the work.
- If work is to be performed at a place where other activities will occur at the same time, this shall be taken into account in the plan.

## 9 Fire safety

- **SMA** is obliged to inform ENT/UE of the fire safety rules that apply.
- **ENT/UE** is obliged to comply with applicable fire safety rules.
- **ENT** shall provide and be responsible for fire safety equipment for its own operations unless otherwise agreed.
- **ENT** immediately contacts SAMO if SMA's fire extinguishing equipment has been used.
- **ENT** contacts SAMO before starting work in spaces that are protected with an automatic fire alarm and extinguishing system. Switching on and off may only be performed by SMA personnel.

## 10 The environment

SMA works and is certified according to the environmental management system ISO 14001:2015, which means, among other things, that SMA continuously follows up and checks that both SMA and all engaged ENTs/UEs comply with current environmental legislation and SMA's internal environmental requirements.

### 10.1 Environmental permits and legislation

- As required of **SMA** in accordance with current environmental permits, SMA must continuously ensure that ENT obtains the applicable environmental permits, changed conditions for environmental permits within the facility.
- **ENT** is responsible for continuously keeping itself updated and following requirements according to current environmental legislation on the work that ENT performs within SMA's facility/operational area.
- **SMA** informs ENT of the current operating policy as well as other documents prepared by SMA that are relevant to the facility.
- **ENT** must take note of and follow SMA's business policy and carry out work within SMA's facilities/operational area in such a way that the risk of environmental damage is minimised.
- **ENT** must take note of and follow emergency preparedness action programmes established for its activities.

### 10.2 Waste management

- **ENT** must take note of and follow SMA's waste management system within the facility/operational area, including both ordinary waste management and handling of hazardous waste.
- If **ENT** finds hazardous substances in the course of dismantling and demolition work, ENT must immediately inform SMA and arrange appropriate safeguards.
- **ENT** must handle chemicals and hazardous waste, including fuel for vehicles and machines, waste oil etc. in accordance with the permits for the operation and the instructions given from time to time by SMA.
- Unless it has been agreed that ENT/UE takes care of its own waste, waste and/or decontaminated waste must be left at the location designated by SMA contact person/SAMO.

### 10.3 Reporting environmental non-conformances

- **ENT** must immediately inform SMA in the event of environmental non-conformances, its own or otherwise observed, within SMA's facility/area of operation.
- In the event of a spill to soil/water, decontamination/damage limitation must begin immediately, after which it is reported to SMA/SAMO as soon as possible.
- Notification to SAMO of environmental non-conformances must be made in writing. Diary entry does not constitute such notification.
- **SMA** records and manages environmental non-conformances in the IA system.

## 11 Chemical products

### 11.1 Chemical products

All chemical products must be approved in advance in order to be brought into SMA's area. Chemicals also include detergents, paints, spray cans etc.

- **ENT** must provide safety data sheets for the products to SMA's contact person.
- **SMA** performs an environmental/safety assessment of the chemical product. Products that are not approved must not be used.
- **ENT/UE** must, upon request, be able to provide a list of all chemical products that have been introduced into SMA's area and ensure that safety data sheets in Swedish are available electronically or in paper form.

## 12 Signatures

- Signed documents are valid until further notice or until SMA/ENT deems it necessary to terminate the contract or renew the document.
- A signed document confirms that ENT has read and understood the current rules/requirements that SMA sets for its ENT/UE and undertakes to comply with these.

## **COORDINATION AGREEMENT AND RULES FOR CONTRACTORS AT SMA MINERAL'S UNITS**

Unless otherwise specifically agreed, SMA Mineral AB is responsible for coordination in accordance with the Work Environment Act at its facilities and operation areas and appoints a contact person for coordination issues. SMA is represented by the operations manager and/or their deputy.

The commitments above also relate to subcontractors who may have been hired by the contractor. The contractor must therefore ensure that hired subcontractors also comply with environmental and work environment requirements and other rules as stated above.

This document, Coordination Agreement and Rules for Contractors, has been drawn up in two identical copies, of which each party has taken one.

We as a contractor hereby confirm through an authorised person that we have read, understood, and have full knowledge of SMA Mineral's requirements for contractors and subcontractors working on behalf of SMA Mineral and undertake to comply with these rules.

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Place and date

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Place and date

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Signature

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Signature

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Name printed

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Name printed

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Company

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Company