



Welcome to NG Nordic Sweden AB

General rules for the area

NG Nordic Sweden AB, 692 85 Kumla
Telephone: +46 19 30 51 00

Important telephone numbers

Control Room, incineration, WTE: +46 19 57 71 19
Storage facility: +46 70 375 78 27
SOS: 112

NG
Nordic

A photograph of two workers, a man and a woman, standing in an industrial setting. They are both wearing high-visibility blue and yellow work jackets with reflective silver stripes, blue trousers, and white hard hats. The man on the left is wearing safety glasses and has a communication device on his helmet. The woman on the right is also wearing safety glasses and has a communication device on her helmet. They are both looking towards the right. The background shows industrial structures and pipes.

Safety first!

At NG Nordic, we focus on safety, work environment, environment and quality. It is particularly important to us, since our business receives and processes various types of hazardous waste and contaminated soil. Every year, we handle more than 500,000 tonnes of hazardous waste from both Swedish and foreign customers.

At NG Nordic, we work to be safe. Not because of rules and reporting, but because we care about each other. When you work with us, it is important that you do what you can to contribute to a safe workplace.

Our management system is certified according to international standards on work environment, environment and quality (ISO 45001, ISO 14001 and ISO 9001). Compliance with all procedures is important to enable the high standards required from our business to be maintained.

NG Nordic Sweden AB has requirements for valid SSG training with SSG Entre-pass when working in our facilities. We also use SSG on site.



In this brochure, you will find out more about our safety work at NG Nordic and the rules applying within our facilities. We require you to read and comply with the instructions in this folder – to enable us to maintain a safe working environment for

everyone working in our facilities. In addition to these general regulations, there are often specific instructions linked to various tasks. You will be provided with information on these by your contact person or the supervisor of the activity.

Registration and access

Everyone working at our premises must have passed SSG Entre, both the basic training and the local component. You must have a personal access card. You must swipe your card every time you pass in or out of our gates. It is important from the point of view of security that your visits to the area are recorded. That way, we always know who is here in the event of a possible alarm situation. Each person only has a right to access the areas and workplaces associated with his or her work. The WTE control room (incineration) should be contacted when working at times other than weekdays 06.00–18.00, telephone no. +46 19 57 71 19.

Other visitors to our main facility in Norrtorp, Kumla register on the visitors' computer at the entrance and are then given a visitor's badge. These visitors must always have a contact person present to ensure that the visit is secure.

Minors (persons under the age of 18) are not allowed within the factory area without specific permission from a security manager.

Accompanying persons on waste deliveries are not allowed to enter the area.

The above rules also apply to contractors' visitors and subcontractors. Contractors must have permission from NG Nordic to bring in visitors or suppliers.

Protective equipment

There are requirements for personal protective equipment throughout the facility (exceptions: see the area map on the last page.)

- **Protective helmet:** A chin strap must be used at all times when wearing a helmet.
- **Protective goggles:** According to the EN166 standard, selected according to the risk.
- **Protective footwear with nail penetration protection:** Footwear must conform to class S1P or S3 as a minimum.
- **Flame-proof working clothes:** Long sleeves and trouser legs according to the EN ISO 11612 (A1, B1, C1) standard.
- **Working clothes in a safety colour:** EN 20471 class 2. That means: fluorescent surface of at least 0.50 m², reflector surface of at least 0.13 m².

- **Gloves:** Model and level of protection depending on the risks associated with the planned work, e.g. cut-resistant gloves are worn when using knives or other sharp tools and when handling sharp parts.

- **Hearing protection:**

If the noise level exceeds 85 dB.

- **Fall protection:**

When working at a height of more than two metres where there is a risk of falling, use a harness with an adjustable support rope and dampening of jerks or a harness with a safety block.

- **Respiratory**

- protection:**

See more information on page 4.



According to the risks involved, you may also need to use other protective equipment such as respiratory protection.

If you are going to work at NG Nordic's production facility, you must also have access to hearing protection and respiratory protection, a half-face mask with a P3 particle filter and an ABE1 gas filter. Check with your contact person to verify if other requirements apply.

Contractors and carriers themselves provide their employees with the right clothing and the personal protective equipment that the business requires.

This applies throughout the facility, with the exception of persons in vehicles that need not wear a protective helmet and protective goggles in the vehicle. Some areas may be exempt from the use of safety equipment. This is specified on the area map on the back of this brochure.

Safety

NG Nordic's goal is to achieve a safe workplace for everyone. Before you begin your work, you must carry out your own risk assessment on the work. You are welcome to use the "Stanna upp och tänk till" [Stop and Think] booklet as support. You can get a personal risk assessment form from your contact person. Your personal risk assess-

ment must be documented and it must be possible for it to be shown.

React and act when you see behaviour or situations that involve risk. Report any unsafe conditions, incidents or accidents to your manager or contact person so they can be entered in the NG Nordic's management system (Canea). Our own staff report in Canea themselves. This is important to enable us to improve safety. Be sure to report damage to property e.g. if you hit a tent or similar.



Vehicles

There are pedestrians, cyclists and vehicles in all parts of the NG Nordic area. A speed limit of 20 km/hour applies in all parts of the facility. Speed checks are carried out. All vehicles must be driven at a low speed that ensures that there is no risk to pedestrians, other vehicles, stored waste or the facility. Unnecessary idling is not permitted. Cars must be parked in our parking spaces outside the area. Only vehicles that are necessary for the work may be taken into the area and a specific permit must then have been issued. You will receive the permit from your contact person. The permit is linked to your access card.

Work vehicles must be parked in the park-

NG Nordic prioritises the following in its operations:

- No-one must be injured or suffer by working with us.
- We comply with laws and permit requirements.
- We keep our promises to our customers.

ing spaces designated by NG Nordic. If you choose to cycle, your bicycle must be equipped with reflectors and front and rear lights.

When driving a vehicle, machine or bicycle, mobile phone calls may only be made or taken if hands-free is used. Any other use of a phone is prohibited when driving vehicles or machinery or when riding a bicycle.

Heavy traffic, trucks, other vehicles and pedestrians and cyclists move around our areas each day. Please bear this in mind and take care!

Permits for work

A permit for work is used to ensure that the person carrying out the work is in possession of information about risks in their environment before they start work. And also to ensure that the operating personnel are aware that persons are in the facility. A permit for work is required for all work on machinery or in the facility. You can obtain such a permit from the WTE control room or from your contact person. For particularly hazardous work, additional permits from specially designated permit providers are required. These include:

- Hot work.
- Work in confined spaces.
- Work at height.
- Electrical work.
- Chemical work.
- Work in an explosive environment (marked "Ex" in a yellow triangle) – specific rated equipment is required for work in these zones.
- Excavation work.
- Work involving a risk of drowning or choking.
- Working involving heavy lifts and personnel platforms.
- Work involving a risk of exposure to radiation.



Electrical work

All electrical work at the facility must comply with applicable power regulations and must be carried out in accordance with electrical safety instructions. All persons working on or adjacent to electrical installation components must have access to, must be trained in and must be able to show a certificate of having undergone adequate training. Contractors must show who is an authorised electrician and who is an electrical safety supervisor. Contractors must not carry out connections, reconnections or cut-offs without permission from NG Nordic. The electrical contractor must be responsible for ensuring that the state of its own equipment, machinery, hand tools or measuring instruments complies with applicable regulations.

Safe decommissioning (Cut-off and Lock)

A permit for "Safe decommissioning (Cut-off and Lock)" is required to work at NG Nordic. This means safely preventing accidental or unexpected start-up of automated work equipment while work is being carried out in a risk area.

Safe decommissioning means cutting off the machine's power supply and blocking and locking the work equipment against accidental start-up. This means locking the equipment with a personal key lock with a name tag (or other identification) mounted on the padlock. This key lock with a name tag must be provided by contractors themselves.



Hot work

Hot work is normally prohibited in many places in our area. In addition to a permit for hot work, a specific permit is also then required after consultation between the permit issuer and the party carrying out the work. Work on an installation component that is powered, pressurised, remotely operated or may otherwise cause injury may only begin when the installation component has been secured by a break and a lock.

The contractor is responsible for ensuring that the state of its own equipment, machinery, hand tools or measuring instruments complies with applicable regulations.

Everyone working work at NG Nordic's facility is expected to stop doing a job if there is a risk of personal injury, property damage or damage to the external environment. The NG Nordic management supports this.

1. Check the safety of the workplace.
2. Check that you have a valid permit for work.
3. Break and lock and fit your own padlock.
4. Carry out the work.
5. After completing the work – return the permit for work and lock up.

Scaffolding work

Before scaffolding may be used, the construction must be approved by the client in accordance with a quality plan for scaffolding control. Approved scaffolding is marked with a green sign. Only scaffolding with a green sign may be used. Scaffolding may be loaded up to the load stated on the green sign.

Ladders and work trestles used must be type-checked or certified and marked accordingly. This also applies to contractors who use their own ladders and work trestles.

Driving licences

A driving licence and a driving permit are required in order to drive vehicles such as trucks, mobile platforms, excavators and lifting device arms in the area. Apply to your contact person to obtain a driving permit.

Deliveries to the site

Waste deliveries

All waste deliveries must be reported to the Weighing Station. Accompanying persons are not permitted to enter the area.

Waste recipient

Waste is transported to a place designated by the Weighing Station staff.

Unloading

Unloading may not begin without instructions from a responsible receiver at NG Nordic. A waste contract must always exist prior to arrival at the facility. In the case of unloading outside the Weighing Station's opening times, the WTE control room must be contacted prior to entry, telephone no. +46 19 57 71 19.

General rules

Specific rules on what you may and may not do during your work with us apply in certain areas.

Smoking and fires

There is a complete ban on lighting fires or bringing fire into the NG Nordic area. It also applies in vehicles and machinery. Smoking may only take place outdoors in a specifically designated place: in smoking sheds beside the car park and south of the maintenance building, see the map of the area on the back page.



Food and drink

Mealtimes

Food and drink may only be consumed in the lunch restaurant, rest room, huts or administrative offices where there is no contamination by waste. Exceptions may be made for the intake of water in resealable packaging if the work situation so requires. Overalls and dirty clothing must first be removed. This is for your own sake and for the sake of others around you. Always wash your hands before eating or using snuff and after using the toilet.

Lunch restaurant

A lunch restaurant located in the office building is normally open on weekdays. Clothing and shoes must be clean when visiting the lunch restaurant. Contractors access the canteen through a turnstile.

Alcohol and drugs

Work under the influence of alcohol or drugs is strictly prohibited, as is taking alcohol or drugs into the workplace. Drug tests and sobriety checks are carried out on a regular basis. If anyone appears to be under the influence of alcohol or drugs in the workplace, they will be ordered to leave the workplace and the person's manager and/or contact person will be contacted.



Information management

A ban on photography and filming applies throughout the NG Nordic area. Contact your contact person or manager if you need to take photographs to facilitate your work. Images may be used only for work purposes and may not be published on social media or sent to the media. All materials such as drawings, system descriptions, customer information and similar is confidential unless otherwise agreed in writing.



Many parts of the NG Nordic facility are subject to camera surveillance. This is done for safety reasons. The material may only be used internally and by a public authority.

Only the NG Nordic press officer may speak to the media about the company and events at the company.

Theft

We receive waste for processing. All waste at the facility is the property of NG Nordic. Lock your locker to reduce the risk of theft of work clothes. As a contractor, you need to bring your own padlock for your locker. Your contact person must be notified immediately of any break-in or theft of equipment, waste or other property. All theft will be reported to the police by the manager in charge.

Other rules

Chemicals and products

Before the work begins, a contractor must inform and supply a safety data sheet for chemical products to a contact person at NG Nordic for approval for use of chemicals. A Safety Data Sheet (SDS) must exist in the workplace and personnel must be trained in the use of chemicals. All receptacles containing chemicals must be labelled.

Waste

Waste generated by a contractor's work must be sorted and disposed of according to the client's/workplace manager' must be sorted and disposed of according to the client's/workplace manager's instructions.

Internal audit

Internal audits are conducted in order to monitor compliance with current requirements in the areas of external environment, protection and safety, work environment and quality. Contractors may also be subject to an audit during ongoing work.

Goods deliveries

Goods deliveries to the area take place via the Weighing Station (west gate). Contact your contact person or work supervisor prior to entry. Only vehicles that are necessary for the work may be taken into the area. The person who enters via the vehicle gate receives a "car pass" from his or her contact person at NG Nordic.



Protective devices and barriers

In situations where there is a risk that anyone or anything may fall from a height of over two metres, barriers must be immediately set up around the danger area. Do not overload floors, metallic grated floors or scaffolding. Do not walk under suspended loads.

Keep your workplace tidy. Ensure that there is no risk of tripping or slipping. The workplace must be cleaned after the work has been completed. Never place objects on or within areas shaded in yellow. Remember not to place tools, materials or machinery where they could fall and injure someone. When working on metallic grated floors, a full protective covering must be laid out to prevent objects from falling down.

Electrically-powered equipment must not be used in working environments where there is a risk of moisture. Air-powered equipment, for example, is used instead in order to reduce the risk of injury. Tools, lifting gear, lifting devices, forklifts and other technical work equipment belonging to NG Nordic may only be used by the contractor's personnel after a permit has been obtained from NG Nordic's contact person. The equipment must be returned in good condition after the work has been completed.

NG Nordic conducts regular safety talks (collaboration on safety). Safety talks relate to different safety areas. They are carried out primarily by managers at NG Nordic.

NÖDUTRUSTNING



UTTAG ENKAST VÄG
MÖGLIGAST



Emergency equipment

It is important that you know what emergency equipment we have and where to find it in the event of an accident.

Safety and fire protection equipment

Many buildings are equipped with fire alarms. Blocking fire doors or otherwise preventing fire doors from working is prohibited. Portable fire extinguishers and equipment stored in a hose cabinet may only be used for fire protection. Used portable fire extinguishers must be returned to the storage area as soon as possible after use. Never place objects on or within areas shaded in yellow. Always check where the nearest fire extinguishing equipment and escape routes are located before starting work.

Emergency equipment

There is a blue container in the facility labelled Nödutrustning [Emergency Equipment] which contains equipment intended for use in emergency situations. Its contents include fire extinguishing and medical equipment.

Defibrillator

Defibrillators are located at the office entrance/reception, in the emergency container, at the Weighing Station, beside the Material Recycling Center (on the other side of the road) and in the WTE control room.

Medical equipment

Emergency and eye showers are available in many places in the area. Check where the nearest are before you start your work. It is a good idea to have a bottle of eyewash in your pocket for emergencies. Access to specific antidotes is required for certain types of waste such as hydrogen fluoride. First aid equipment such as plasters and dressings is located in many places. A stretcher that can be used in a rescue from a confined space or from a height is stored

in the emergency container. Ordinary stretchers are also available in several places at the facility.

In the event of contact with SOS via 112, always state:

- Your name and the name of the company.
- Address
NG Nordic, Norrtrorp 112, Kumla.
- Type of accident.
- Number of persons injured.
- Type of injury.

Emergencies

It is important to be prepared for a possible emergency.

In case of personal injury, acute illness or accident

- Ask colleagues to help.
- Call 112 (including for advice).
- Call the control room WTE, telephone no. +46 19 57 71 19 for coordination. If necessary ask them to bring a defibrillator (in the case of a cardiac arrest). The control room is always prepared for an internal emergency.
- Help the victim.
- Designate someone to meet the ambulance at the eastern gate and show it to the right place.

All personal injuries must be reported to the injured person's manager or supervisor and contact person.

Always report to your contact person or the WTE control room if you have been in direct contact with hazardous substances. In case of contact with hazardous substances in the eyes or on the body, always seek medical treatment.



In case of fire

- Save and warn any persons in distress.
- Use a protective mask (if necessary).
- Contact the control room WTE immediately, telephone no. +46 19 57 71 19 and 112.
- If possible, try to extinguish the fire.
Only persons responsible for remedying damage may be at the site of the damage.
- Always use an air parcel if you are working in a smoky environment.
- Always change clothes that have become contaminated by smoke. Showering, particularly important in the case of fire in batteries, due to the risk of hydrogen fluoride from lithium batteries.
- Always contact the health care provider if you are affected by the smoke from a fire.
- In case of fire in a building, close the doors to limit and prevent the spread of fire and smoke, and evacuate the building.

- Evacuate the area – see green signs for reference.
- Ensure that someone is there to meet the emergency services.

In the case of evacuation

If the fire alarm sounds or if a fire starts and cannot be put out using portable extinguishers, the building in question must be evacuated. Action is thereafter taken as required. A siren sounds if the industrial area needs to be evacuated.

- Immediately stop your work in a safe manner.
- Take your respiratory mask with you.
- Evacuate buildings by following the green signs for evacuation routes. Proceed to the assembly point, which is situated outside the gate at the eastern entrance (visitor/goods entrance) or beside the road at the western entrance (waste entrance).



- N.B.! Do not use elevators.
- On the way out, check whether there are any colleagues who have not noticed the alarm and make them aware of the danger.
- You receive information on further actions at the assembly point.
- Inform the person responsible if you have left gas cylinders behind or anything else that may aggravate an emergency situation.
- Do not go back into the premises or into the facility before you get the go-ahead from management personnel and/or the emergency services.



Återsamlingsplats
Assembly point

In the case of hazardous emissions or spillages

Many chemicals and waste contain environmentally hazardous and/or flammable substances. All spillages, whether in solid, liquid or gaseous form, must be minimised and dealt with immediately if possible. This is to avoid damage to persons and the environment (reaching stormwater wells or spreading by air) or to prevent them posing a fire risk. In the case of a spillage, you must clean up immediately and contact your manager or contact person, or the WTE control room, telephone no. +46 19 57 71 19. You can obtain information on designated locations for cleaning and washing of parts from a manager or contact person, or control room. Be sure to use personal protective equipment.

Reporting of accidents, injury or incidents

All accidents and situations that could have led to injury and/or damage to equipment or property must be reported immediately to the immediate supervisor, who will then report the incident to the contact person. The report on the incident must be documented in the company's management system (Canea) no later than within 24 hours. NG Nordic personnel report directly in Canea. When a serious incident or accident has occurred, the safety officer and the work environment and safety coordinator must be informed as soon as possible. The responsible manager at NG Nordic or a work environment and safety coordinator adopt decisions with regard to reporting to the Work Environment Authority, investigation and cordoning off.



Safe work

It is important for those who work in our facilities to work safely and have approved SSG training. However, rules don't save lives. It's how we act that makes a difference:

1. Respect and follow procedures and instructions.
2. React and report when you see a hazard.
3. Be aware of risks and dangerous situations.
4. Wear personal protective equipment – it's your last layer of protection.
5. Keep your workplace clean and tidy.
6. Stop and think before you start your work.

Level	Type of infringement	Example
Extremely serious Banned from the area "Red card"	• Life-threatening. • Intentional repeated failure to comply with safety rules and requirements.	• Working without a valid certificate/training. • Working under the influence of alcohol/drugs. • Repeated infringement after receipt of a written notice.
Serious Written warning "Yellow card"	• Infringement that jeopardises safety. • Failure to comply with the safety rules. N.B.! The person may be immediately prohibited from being in the area.	• In breach of rules for high-risk work. • Working without a valid permit for work. • Defective use of essential protective equipment in view of the risks. • Lying. • Repeated (2-3) minor infringements.
Less severe Verbal warning	• Accidental or otherwise minor infringement in connection with hazards.	• Minor faults in the use of personal protective equipment.

Alcohol and drugs

If there is a suspicion of alcohol or other drug use, the employee's immediate superior should contact the employee and ensure that tests are carried out. Alcohol and drug testing may be required if there is the slightest suspicion of abuse or of a person being under the influence.

Penalties

Persons who fail to comply with our rules and regulations will receive a warning from a responsible manager or contact person.

If, as a contractor or a contractor company, you are in breach of legislation or NG Nordic's internal rules, your contract may be terminated. The work can be halted without compensation. The contractor also risks being removed from the list of NG Nordic's approved suppliers.

And finally...

We hope you will help to create a safe workplace and a good working environment at NG Nordic.

We look forward to our collaboration!



Defibrillator



Assembly point



Smoking permitted



Emergency container

No requirement for personal protective equipment



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