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Document updated with the content from doc. no. 1038676 and which expires.

These safety regulations were determined by company management in consultation with the union representatives concerned. The regulations apply to everyone present in the area.

In case of changes to the document, it is sent for referral to all union organizations before any changes in this document are submitted to SGO and CAK for approval. The documents concerned, apart from this document, are: 1038678, 6094629, 1038773, 1038774, 6104780

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1 Safety at SSAB Europe, Borlänge

Risks are the likelihood of unwanted events occurring. At SSAB, safety efforts consist of preventing and minimizing risks. By consistently maintaining predetermined routines, risks can be eliminated and any damage that occurs limited. Safety efforts play an important role in providing safety and security for the company, its employees, customers and suppliers with regard to the work environment, fire, vandalism, burglary, theft and unauthorized entry.

Safety is also a competitive tool. Safety efforts make up an important part in allowing us to secure the quality of our products and to be the best supplier as well as enabling us to a great job in providing our customers with a consistent level of service. Safety regulations are also a requirement for working outside the company boundaries in a rational manner.

There are laws, agreements, rules and practice which safety is based on in purely formal terms. Work environment and rescue services legislation are laws involving safety which the company, employees, suppliers and visitors **must** follow. Our safety efforts are upheld mainly in routines which the company, employees and visitors have accepted. Suppliers and contractors also have regulations written into their agreements with us regarding our safety regulations. Other simple but practical agreements for safety include visiting and driving permits. Visitors may also be notified of the regulations through, for example, signage or notifications from the work management or representatives for the Security Services.

Safety efforts are only as good as all of us make them. The safety approach must thus run through the entire company and all employees must contribute to keeping the level of safety high. Company and work management, together with other employees, share the responsibility for maintaining the safety routines.

While being present at SSAB's industrial area, it is your responsibility to be informed about and follow general safety regulations, as well as those specific to the workplace. Those who do not follow these safety regulations will be subject to fines and penalties pursuant to applicable laws and agreements. Visitors, on the other hand, may also forfeit their right to visit the area.

Contractors' and subcontractors' employees who do not follow this regulation risk being barred from SSAB's area and the subcontractor risks concluded agreements being terminated with immediate effect and any orders placed cancelled.

Employees of SSAB who breach protection and safety regulations may be subject to labor-related penalties.

Apart from regulations stated in this document, detailed guidelines and regulations concerning protection and safety can be found in SSAB's Workplace Manual (Arbetsplatshandbok, APH).

2 Safety – Perimeter security system

2.1 Rules for visiting the SSAB industrial area

For entry and visits to SSAB's industrial area, you must be able to prove your authorization by showing some form of authorization documentation.

- A company card issued by SSAB with photo, name, employee number or personal ID number and company logo.
- Entry card together with an approved ID-document (driver's license, the Swedish Postal Service's ID card) or, if a foreign citizen without personal ID number, a passport or inclusion on a separate visitors' list.
- When entering by vehicle, only the driver may pass through the gates with the vehicle. All passengers must get out of the vehicle and pass through the pedestrian gate and register in the entry system.

Those wishing to enter or are found in the area without such documentation will be checked against the register by security personnel. In case of doubt, the work management concerned or the Head of Security will decide if authorization is in place.

Explosives must not be introduced to the industrial area without a special permit by the Head of Security.

See also the guideline "Visiting rules in Borlänge", doc. no. 6094629.

2.1.1 Categories of persons allowed to visit SSAB's industrial area

a) Permanent employees SSAB staff:

- based in Borlänge

When visiting departments outside of your field of work, you should have a reason for the visit. Inquiries regarding any uncertainties are directed to the Head of Security. Permanent employees must be able to produce a company card, which is an authorization card with the person's name and employee number and the company's logo.

- based elsewhere who want a permanent entry permit shall either attend Borlänge's safety briefing or complete the SSG test for Borlänge and show the training certificate to the Security Service.

b) Those employed on a trial basis or for the duration of a project who have not received SSAB's special company card must be able to present an approved ID document or a valid entry card.

c) The contractors' staff who carry out work within SSAB's industrial area must be able to show an entry card together with an approved ID document or passport. If the contractors' staff is found in the area without the aforementioned documents, the Head of Security shall be contacted who then contacts the contractor for further measures.

The formalities regarding **foreign workers** and the right to visit SSAB's industrial area are processed according to special routines between the purchasing department, project manager, union organizations and the Security Service.

d) Temporary visitors are persons who have reason to visit SSAB's industrial area for up to three days. A temporary visitor must have a sponsor who is permanently employed at SSAB in Borlänge, with a contractor or with another company working in the area.

The person meeting the visitor/the sponsor is responsible for the visitor's entry and visit to the area. Those expecting temporary visitors shall notify reception at the West gate of this which is where the entry cards are issued.

The temporary visitor is picked up by the person meeting the visitor/sponsor at the reception at the West gate.

e) SSAB retired staff and family members

SSAB retired staff have the right to admittance at the East gate and North gate, provided they can show a valid "retired staff card".

Family members have the right to admittance at the East gate, provided they can show a valid family card.

f) Guided visits

All group visits of study visit nature shall be reported to a guide appointed by SSAB. These visits shall be guided by guides appointed by SSAB in Borlänge. For special visits, organized by e.g., company management or the information department, other employees in the company may also be appointed as temporary guides.

Study visits by **school classes** can take place with student from grade three and up. A group with student below 12 years of age must not consist of more than 10 pupils. For those 12 years and up, it can be more. In addition to the guide, each group shall be accompanied by another adult.

With regard to general guided tours, no tours may take place where there are no visitor pathways.

For visits by the media and/or official visitors, the communication/information officer shall also be contacted, in addition to customary notification of the visit, for consultation and possible planning of the visit.

Visits which may involve special safety aspects must always be reported to the Head of Security Services.

g) Minors. The lowest age limit for individual visits is the calendar year in which the child becomes 12 years of age. The visit shall be reported to reception in the West gate and registered in presence of the parent/guardian. The parent/guardian shall be responsible for the child's visit to the area. The relevant foreman (or employee of comparable status) shall authorize the visit.

h) Police, customs, ambulance and other authorities in non-urgent business matters shall always be registered at reception, West gate, where they are signed in as visitors.

2.1.2 Keys, entry cards, locks, etc.

Handing out and returning keys and entry cards takes place at Security Services. Ordering of keys and activation of entry cards for special areas/locations requires approval by an authorized person.

2.1.2.1 Keys

All handing out of and returning of keys shall be signed for. By signing for being issued a key, the recipient agrees to:

- keeping the key in a safe manner
- not lending out the key
- not altering the key, either by marking or cutting it
- only using the key for the intended purpose
- showing or returning the key on request
- promptly reporting any loss of the key

Keys to cabinets in car-washes are managed by the reception at the West gate. Keys and entry cards which are not returned after going off-duty result in costs to be deducted from the final pay.

Locks and locking systems are ordered through the safety coordinator. All fitting and repairs of the company's locks are taken care of Safety department. When moving to another workplace where the key issued is not required, the key shall be promptly returned.

2.1.2.2 Entry cards

To access to certain spaces/areas, an entry card is needed. These are activated by the Security Services. The entry card is a personal authorization document and must not be lent out under any circumstances. The card shall always be carried to work and shown on request. It shall be stored to prevent unauthorized access and be returned when employment ends. Any loss of the card shall be immediately reported to the Monitoring Center, West gate.

Changes to authorization on the entry card shall be reported immediately to the Security Service.

For the East gate, there are also so-called family cards and retired staff cards which authorize those listed on the card, the relatives, to enter the facility. A form to apply for a family card is available at the East gate and from Security Services. It can also be found on our Intranet.

See also the guideline "General locking systems, security keys and authorization cards", doc. no. 1038678.

2.1.3 Alcohol and drugs

Consuming alcoholic beverages, stronger than beer Class 1, at SSAB's industrial area (Domnarvsgården excepted) is prohibited.

The limit for entry or visits to our areas is an alcohol intake of below 0.2 per mil.

Persons under the influence of alcohol or drugs must not enter SSAB's industrial area. For safety reasons, being under the influence of alcohol or drugs is regarded as a very serious offense.

If a guard or other concerned person's work management assesses the person in question as being under the influence of alcohol or drugs, the person will be prohibited from entering the area. If a person is under the influence of alcohol, this may also become clear from a breathalyzer test, which is voluntary. (Refusal to participate in a breathalyzer test is equated with a positive response.) The need for breathalyzer test is reported to Security Services for further action.

Contractors who test positive are removed from service and handed over to the company's immediate superior at a suitable place.

All employees in the company, as well as contractors, shall be informed of SSAB's policy on alcohol- and drug-related matters (see SSAB policy/directive/instruction/guideline concerning alcohol and drugs on the company's intranet eWorx).

2.1.4 Traffic rules

SSAB's Borlänge industrial area is classed as private property. Here, internal traffic regulations apply (see APH document 1038773), which in applicable parts correspond to the regulations for traffic on public roads pursuant to the Swedish Road Traffic Regulation.

The internal traffic regulations are drawn up by the Traffic Committee, which is a body with decision-making powers and part of the Central Working Environment Committee (Centrala Arbetsmiljökommittén, CAK).

Driving permits are processed by Security Services.

Road traffic matters are handled in the section Internal Transports.

Violations of the internal traffic regulations may result in forfeiting the right to operate vehicles within the work area and may result in both labor-related and civil penalties.

Those who move about on foot, by bicycle, operate specialist ride-on vehicles or motor vehicles on SSAB's industrial area shall observe the due care and caution required to avoid any incidents in traffic. Road-users shall show consideration for those who are at or within the area and must not unnecessarily obstruct or disrupt other traffic.

Existing information, traffic and regulatory signs must be respected without fail.

Furthermore, the following applies:

- a special driving permit is required to enter and exit the area by car. Road-users who enter or exit through a gate or move around the area shall stop immediately when given a stop-sign by security personnel or at red traffic lights.
- cyclists and moped riders must pass through gates at the same speed as pedestrians.
- the maximum permitted speed in the area is 40 km/h. In some locations, lower speeds apply, which is indicated by special signs.
- idling is permitted for 1 minute only.
- all rail traffic has right of way. Crossings are not monitored and are usually not marked with warning signs.
- hazardous obstacles may appear suddenly. Exits and narrow passages require special attention. Observe a high level of caution regarding internal heavy cargo transports.
- motor vehicles must not be parked in our production facilities.

- parking is only permitted in marked parking spaces. Vehicles must never be stopped in a way that obstructs production or other road-users.
- bicycles should be equipped/maintained in such a way as to be roadworthy. They must be equipped with reflectors front and back, and at least one wheel reflector. They shall also have front and rear lights turned at night. The Traffic Committee recommends everyone to wear a bicycle helmet.
- mopeds must be roadworthy. At night, both the vehicle's front and rear lights must be turned on. Riders must not ride a moped without wearing an approved moped helmet.
- bicycles and mopeds must be parked/placed in designated stands. Mopeds also include scooters.

See also the guideline "Internal traffic regulations", doc. no. 1038773 and "Penalties for breaches of SSAB Borlänge's traffic regulations", doc. no. 1038774.

2.1.4.1 Driving under the influence

Persons under the influence who are seen to operate vehicles at SSAB in Borlänge's site shall be prevented from driving the vehicle. This applies to all motorized vehicles, including rail-bound. The incident shall be reported immediately to the person's work management and Security Services. The police will be contacted. This procedure applies regardless of where on the site the vehicle is operated. The same applies to those under the influence who stop driving by themselves after they have been spotted.

2.1.4.2 Driving permits

A special driving permit is required to enter and exit the SSAB site in Borlänge by car through the West or North gate. The permit is personal and only valid together with other forms of ID. You may apply for a driving permit by using the form on the Security Services web-page in eWorx.

Decisions on issuing driving permits are made by a decision team appointed by the Traffic Committee.

Drivers who drive their cars in the area do so at their own risk. SSAB will not pay compensation for damage to cars brought into the area. Any damage to vehicles will be handled in accordance with the motor vehicle insurance.

a) Applying for a driving permit for SSAB's staff

In order to obtain a driving permit for a private car, the following criteria must be met:

- There is a regular need for using a private car on-duty. (Using a car just to get to and from work does not qualify for a driving permit.)
- The car's vehicle tax, inspection certificate and insurance must be up-to-date.
- A parking space is available.
- Departmental managers must confirm that these criteria are met.

The application form is completed by the person applying for the permit. On the form, the reason for applying, the car's insurance coverage, whether a parking space is available, must be stated. Applications are approved by the departmental head. Applications are forwarded to the decision team for decision. If the decision is to grant a driving permit, the driving permit shall be signed for in person at reception, West gate. The driving permit with the contact person's phone number must always be displayed in the windscreen of the vehicle. The driving permit will be assessed every 12 months.

b) Applying for temporary driving permits (short-term, max. one month)

Temporary driving permits may be issued in exceptional cases. The permit is applied for at reception and approved by the receptionist/alarm operator. The permit shall be signed for in person together with the Internal Traffic Regulations for Borlänge.

Temporary visitors, e.g., pre-arranged visits by our customers, suppliers, etc., with whom the company cooperates in technological and commercial matters and whose visit is for 1-5 days may only enter through the West gate. A copy of the permit is sent to the departmental manager/person meeting the visitors and to the Traffic Committee for information.

c) Applying for driving permit by contractors

Driving permits for contractors who frequently and regularly visit the site should be applied for when the staff list is submitted. Driving permits which are temporary are applied for by whoever has hired the contractor, the hirer is responsible for assessing the need. Permits issued are signed for at the West Gate together with the Traffic Laws that the contractor is expected to comply with. After the assignment has finished, the driving permit must be returned to the West gate.

Application forms for driving permits can be obtained on the Safety section web-page or at the reception at the West gate.

- The driving permit with the contact person's phone number must always be displayed in the windscreen of the vehicle.
- The driving permit will be reassessed every 12 months.

d) Special driving permit at the East gate

To get a driving permit that allows you to enter through this gate, the following applies:

- A valid driving permit.
- Frequent use (not travelling to and from work).
- The application is submitted to the Traffic Committee, which decides if a permit is issued or not.

e) Medical driving permit

A medical driving permit may be issued for staff with a medical certificate or for whom work management believes this is required for the person to be able to perform their work. Contact the occupational health service for support in making a decision.

f) Charging electric vehicles

Charging electric vehicles is only allowed using specially designated outlets. It is prohibited to connect charging devices and charge the vehicle in all other outlets. This includes engine warmers/electric outlets.

2.1.5 Weighing routines

Truck transports (trucks and carriers with a total weight of more than 3.5 tons) shall be checked for weight and always pass through the vehicle weighing station at the South gate, regardless of whether they are delivering or picking up goods. No exiting by bypassing the scale is permitted for tare weight (unloaded goods and exiting empty). For all loading from all companies within the operations area, the driver shall always produce a packing slip when weighing goods. This for the weighing staff to be able to check the weight, order number and that the packing slip has been properly filled in and correctly torn off.

Any alcoholic beverages or drugs in the vehicle/truck must be surrendered before entering, or the car must leave SSAB EMEA, Borlänge, without a load.

Haulage contractors are to be informed of the weighing routines.

2.1.6 Inspection of bags, vehicles, spaces and such

Personnel from Security Service or a hired contractor carry out the inspections.

Through MBL-negotiations (the law concerning the right of participation in decision-making) F-035-18 between union organizations and the company, an agreement has been reached regarding the inspection of bags, vehicles, objects or documents which employees take with them when leaving. Such inspections are considered as being of a preventive nature and have nothing to do with any specific suspicion of crimes being committed. The inspections of employees are on a voluntary basis, but in case of refusal the security personnel will report this to the immediate superior.

For persons who do not have an employment relationship with SSAB in Borlänge - but who need to enter or visit the area, e.g., contractors' employees, SSAB in Borlänge will conclude an agreement regarding inspection when exiting. Contractor companies shall inform their staff of what applies when exiting.

Personnel from Security Services or a hired contractor carry out the inspections, which are only aimed at objects or documents which may be assumed to belong to SSAB in Borlänge or a contractor hired by SSAB in Borlänge. The person the inspection is aimed at shall be asked to assist in opening bags and show any objects that may be subject to inspection.

This applies to all workplaces within SSAB in Borlänge's security area.

2.1.6.1 Inspection of vehicles

When entering and exiting as well as driving inside the area, the vehicle operator is obligated to stop and let security personnel ask for proof of authorization. When searching vehicles, the driver will be asked to open any trunks, cargo hatches, containers and cabs.

Inspection of incoming cargo may always be carried out without special agreement or signage.

2.1.6.2 Inspection of spaces

If there is a need to open lockers and such, the Head of Security shall be notified immediately. He/she will then decide on further measures. In certain cases, such spaces may be opened by the Head of Security together with a representative of the relevant union organization. The person who is assigned the locker shall then, if possible, be present. Otherwise, he/she or in some cases his/her relatives shall be informed that it has been opened.

2.1.7 Exiting with goods, purchases, etc.

All exiting with goods from SSAB's facilities and outside of fenced in areas, shall take place mainly between 7:00 a.m and 4:00 p.m. Goods requiring exit transport by vehicle shall always be "weighed out" and pass over the vehicle scale, South gate. Goods taken out by other means pass through the West gate. In exceptional cases, goods may be taken out at other times following agreement with the Head of Security Services.

Form 319 shall be used as documentation and invoicing basis when exiting with goods. The form must be completed with name, invoicing address and invoice amount. It shall be certified by the person in charge of the respective area. The form shall be shown to security personnel when exiting. Exiting will not be allowed if the form is not correctly filled in.

2.1.7.1 Reusing and selling surplus material and decommissioned production equipment

The surplus material which may become subject to reuse and sale relates to:

- decommissioned products and production equipment

- vehicles/vehicle details
- spare parts and material in stock
- electric motors, electric material
- office supplies and office machines

The authorization rules that apply to exiting with goods shall be observed. If any defects are discovered during inspection, these are reported to Security Services (who has shown the defect and what it consists of). If there isn't the correct documentation for exiting with goods, the person shall be refused taking out the goods.

2.1.7.2 Donations

Decommissioned material below the value of, for the company, SEK 100 may be given away if it cannot be sold, e.g. waste and scrap wood.

2.1.7.3 Temporary lending of SSAB owned equipment

Temporary lending out of SSAB owned equipment (e.g. machines, tools, computers) is possible to personnel employed at SSAB in Borlänge.
Lending out of standard tools to contractors should be avoided.

2.1.7.4 Authorization rights for donations, lending and selling

The rules for authorization rights for donating material and lending out tools are set out in a separate APH document doc. no. XXXXXXXX.

2.1.8 Thefts

Any theft of merchandise, goods and other values handled by the company is regarded as a crime to be investigated and possibly reported to the police. Actions which may be considered as possibly causing damage with regard to competition, e.g., taking company secrets, are regarded in the same way.
Incidents of this kind can lead to notice of termination or dismissal.

For similar incidents of theft carried out by suppliers and contractors, the incident shall be reported to the respective company management. The latter is also notified that the person in question may no longer be hired for work at SSAB.

All thefts and acts of vandalism or other similar crimes shall always be reported to Security Services who will take care of any reporting to the police and forward the information to the insurance case worker.

The form for reporting thefts may be ordered from Security Services. The form is also available on our Intranet.

Confirmation of the police report is delivered to the person who filed the report.

2.1.8.1 Theft protection

PC-equipment, both portable and stationary, shall be security marked without exception. The same applies to certain stationary telephones. Other equipment can also be marked. The IT department is in charge of the equipment being marked.

In case of suspected theft of SSAB-owned equipment, Security Services shall be contacted immediately.

2.1.9 Emergencies

In case of incidents which require emergency vehicles (ambulance, rescue services or police) being called, the following applies.

Call emergency number 72112 from an internal phone. From external mobile phones, call 0243 - 72 112.

Tell:

- what has happened (accident, fire, gas leak, etc.)
- where it happened
- to which way-point the emergency vehicles must drive
- who you are
- where you are

NB! Someone must meet the emergency vehicles at the way-point stated.

It is important that all alarms go through the Monitoring Center, West gate. This is to be able to activate the company's own resources and to allow the emergency vehicles to be quickly directed to the correct location.

Signs with waypoint numbers, white numbers on green background, are put up in strategic locations in our areas. A waypoint map with the current waypoints/alarm addresses indicated shall be available at every internal phone. The map can be ordered from Security Services.

2.1.9.1 Recalling emergency vehicles

Recalling of emergency vehicles, i.e., cancellation order, may only be done by an Alarm mechanic.

2.1.9.2 Switching off alarms to the Monitoring Center, West gate

Switching off alarms to the Monitoring Center may only take place following order by an alarm mechanic, fire prevention manager or Head of Security or their substitutes for the area in question.

This applies to:

- Automatic fire alarms
- Automatic LPG alarms
- Burglar alarms

2.1.10 Information security and company secrets

Visit eWorx, Support and Services > IT > Information Security for more details.

2.1.11 Confidentiality – Professional secrecy

Employees are obligated, both during their term of employment and after, to observe full professional secrecy with regard to confidential information related to the Company and its operations. "Confidential information" in this provision refers to all information - be it of a technical, commercial or other nature - regardless of whether the information has been documented or not, except for information that is publicly known or which has become or will become public knowledge in a manner other than through the Employee's breach of this provision. Those dealing with company secrets, or in any other way communicating (e.g.,

verbally) information, are responsible for the dissemination of that information. A specific non-disclosure agreement may be required.

Information which SSAB in Borlänge in some way has marked as confidential must not be disclosed to third parties without the company's **written** consent. A contractor thus may not - to a further extent than what is required to carry out its contract - disclose information belonging to SSAB in Borlänge to any third parties. This, of course, also applies to verbal information. The confidentiality obligation shall also apply after the agreement has been terminated, regardless of the reason for the agreement having been terminated.

In some cases, information may be disseminated outside the company, but is still considered as confidential under the law. This may be in case of e.g., cooperation between several companies or subcontracting.

2.1.12 Duty to work and be loyal

Apart from the obligation to follow the employer's decisions, the employee also has other obligations vis-a-vis the employer when entering into an employment agreement. The obligations apply even if they are not stated in the written employment agreement.

The most basic obligation is to perform work, i.e., the duty to work. In addition to this, there are some other obligations required by law, collective agreements or practice.

The employee's obligations in employment are linked to the employer's right to direct and assign work, and that the employee has a duty to be loyal to his/her employer. The employee's obligations are in essence to:

- perform work
- follow work instructions and regulations
- be responsible for and look after entrusted property
- follow safety regulations
- use safety equipment and protective devices
- not act outside work in a way that may cause damage to the employer
- observe confidentiality
- respect that your right to criticize the employer is conditional
- ask the employer about the possibility of taking a secondary job
- not operate any business that competes with the employer
- inform the employer of such circumstances that are of significance to the work
- not commit crimes that affect the work, employer or coworkers

It is important to remember what you as an employee write about the company on social media. Any criticism should be addressed to the employer.

The obligations apply during the entire employment period, i.e., also during the notice period regardless of whether the employee is exempted from work or not.

2.1.12 Other safety regulations

2.1.12.1 General photography ban

It is prohibited to take photos, film or in any other way record images at SSAB in Borlänge. This to protect us and our constructions as well as to prevent information from being leaked that may cause damage to us and our customers or inappropriate images being published on social media.

Cameras and other equipment may be handed in, against receipt, for safekeeping at the West gate for the duration of the visit.

Signs announcing the photography ban are put up at the gateways.

Taking photos without a special permit is also prohibited for officials from authorities and only allowed in cases where it may be of significance for an investigation, for example.

Photography permits are issued on occasions when it is crucial for carrying out the task and does not disclose production secrets. The permit is granted by the site manager, information officer and by the head of security.

2.1.12.2 Political propaganda and Demonstrations

Political propaganda or demonstrations, of whichever kind they may be, must not occur on SSAB in Borlänge's site if they are not authorized by means of an agreement between company management and the union organizations. The same applies to the areas outside the gates and gateways and parking spaces.

For all forms of demonstrations, the Head of Security shall be contacted immediately and the head of the information department notified.

2.1.12.3 Sales

In our security areas, sales may only take place outside the West gate and following permission from the Head of Security.

2.1.12.4 Putting up posters (billing)

Putting up posters of sports and other nonprofit associations is only allowed in the West and North gate and following permission from the Head of Security. Putting up posters in the East gate is handled by the staff assigned there.

2.1.12.5 Pets

Dogs and other pets may not be brought inside fenced-in areas.

2.1.12.6 Money-box collections

Money-box collections may take place only by nonprofit associations in the North and West gate and following permission from the Head of Security.

2.1.12.7 Fishing, anchoring and mooring ban

A ban on fishing is in effect between the Islingby bridge and up to 200 m north of the Damm bridge. In case of violation of the ban, the fishing authority is contacted and a police report filed.

Boating, anchoring and mooring are prohibited from 200 m south of the Islingby bridge along the west beach. From the Mjälga bridge and up to 200 m north of the Damm bridge, the ban applies to the entire river channel.

2.1.12.8 Hunting ban

All hunting is prohibited within our fenced-in industrial area. However, nuisance wildlife management may take place following a risk and impact analysis completed by specially licensed personnel.

2.1.12.9 Lost and found

So-called lost property and other found items shall be promptly handed in to the Monitoring Center, West gate. They will take care of further handling.

2.2 Safety during business trips

Information about safety **in hotels and while travelling** is available on eWorx, Travel Safety and Security.

3 Work environment & Health – Personal protection

3.1 Personal protection efforts

Below are the general personal protection and safety regulations that apply to work at SSAB's industrial area in Borlänge. The regulation applies to all employees at SSAB EMEA in Borlänge and contractors and any subcontractors hired by the company.

3.2 General rules

The following rules apply to SSAB-employees as well as visitors and contractors who walk outside of marked walkways in production areas and on construction sites.

- Everyone shall be equipped with personal safety equipment according to current rules at the workplace. The person meeting the visitor is responsible for the visitor as well as him/herself to have the proper protective clothing and for it to be returned after the visit ends. SSAB provides protective clothing for its employees and for temporary visitors.
Contractors are responsible for obtaining protective clothing and safety equipment themselves and that it is used by the contractor's employees and any subcontractors. Contractors shall be equipped with personal safety equipment according to applicable rules for the workplace and featuring their own logo.
- Safety vests shall be used at all types of construction sites (applies to both employees and contractors). When using safety vests, it should be kept in mind that even a flameproof vest will melt during hot work and shall thus not be used for such type of work.
See rules for visitors and employees on the PSU internal page:

(see eWorx: [Facility](#)> [Borlänge](#)> [Information about Borlänge](#)> [Are you expecting visitors?](#)> [Protective clothing for visitors](#))
- Everyone must know how to call an ambulance, rescue services and the police at SSAB.
- All contractors and their employees must know about safety regulations in effect before starting work.
- All contractors' and their subcontractors' employees who are to carry out work at SSAB's industrial area must have completed the general Contractor Training and have received a Contractor Pass In addition, approved local Contractor Training is required.
- Everyone must be aware of evacuation routes, assembly points, emergency showers, locations and handling of fire extinguishers and how automatic fire and gas protection systems work.
- Everyone must follow the instructions given with regard to protective devices, rules and regulations.
- Smoking is only allowed at designated places, this also applies to e-cigarettes.
- Everyone must follow the instructions given by the welding and fire guard or crane guard.

- Everyone must ensure that walkways and evacuation routes as well as transportation routes are not blocked.
- It is prohibited to connect respiratory safety equipment to the compressed air network due to the risk of mix-ups with nitrogen gas or nitrogen gas leaking into the compressed air network. When compressed air-propelled equipment is to be used, this shall take place with equipment provided by the Safety department. Contractors shall bring their own equipment.
- Guarding temporarily removed in connection with work shall always be reinstalled when the work is done or if the work area is left unsupervised.
- Holes made in floors, the ground or roofs shall always be covered or fenced in with stable barriers to prevent bodily injury.
- It is prohibited to stay overnight in office or site sheds or in vehicles in the operation area.
- If accidents or incidents occur, these shall be reported immediately according to company routines. The contractor company shall always provide SSAB with a copy of the report.

3.3 Rules for work involving electric hazards

ELSA – Electric safety instructions - apply to all maintenance and all work on or near electric facilities, as well as to non-electric work, such as construction work near overhead wires or underground cables, where there are electric hazards.

Temporary electric facilities/equipment must only be connected after consultation with SSAB's electric officer.

All handheld tools must be fitted with residual-current circuit breakers or connected to outlets with residual-current circuit breakers.

3.4 Rules for groundwork

Cable avoidance and directions following wiring underground must always be done before groundwork such as drilling, piling, digging or excavation. Cables are laid underground for both power (0.4 - 145 kV) and tele/data as well as wiring for municipal water. Any damage to these cables or wires, apart from danger to life, can lead to major disruptions to our production. Contact the coordination manager from SSAB for cable avoidance and directions of cables and wires.

3.5 Disconnection and locking routines

Stop & Lock applies according to SSAB's rules and local regulations for the respective facility. Everyone who carries out maintenance work where Stop & Lock applies, must carry a personal lock with a name badge. This applies to both employees and contractors.

3.6 Rules for work with utility systems

Before work on utility equipment, SSAB's coordination manager or a contact person appointed by the same must always give their approval.

To be able to create safe conditions for work on utility systems for flammable goods, liquid - gas, chemicals (e.g. LPG, hydrogen gas, solvents, ammonia), "hot water", steam, oxygen, nitrogen, argon and certain types of water pipes, SSAB EMEA in Borlänge has procedures in place to perform the work safely, see Section 3 Coordination responsibility.

3.7 Rules for work with sources of radiation, ionizing radiation

SSAB has safety procedures which must be followed before work on measuring equipment that emits ionizing radiation. The procedures also apply to repair and maintenance work within applicable safety distances. The work shall be carried out according to applicable radiation protection regulations for the respective equipment. The radiation protection regulations are available from the contact person named on the warning sign put up next to all measuring equipment and in the list of X-ray and radiation source equipment.

3.8 Rules for work with chemicals

In SSAB EMEA there are procedures for handling chemicals, where all chemicals to be purchased for different departments first require approval by the company's chemicals group.

The chemicals group shall also be notified regarding the chemicals used by contractors in the plant area. For these chemicals, a safety data sheet and a description of how the product will be used at SSAB shall be submitted to the chemicals group before use, restrictions may apply.

In case a contractor company intends to use a chemical product, this shall always be subject to consultation with the ordering party.

The contractor shall announce that they intend to bring a chemical product on site during local coordination meetings or similar. The product's safety data sheet shall be sent in due time before the scheduled use to the administrator in SSAB's chemicals group for review and possible restrictions.

A risk assessment shall be performed for all new chemicals. For chemicals with hazard symbols or risk phrase, a detailed risk assessment shall be performed. The risk assessment shall be performed by the contractor, using information from the coordinating manager. All chemicals must be properly stored and used. This also applies to contractors.

After work is completed, the contractor shall retrieve any packaging and remaining quantities, unless otherwise agreed with SSAB.

3.9 Routines for sorting and handling residual products

In SSAB EMEA there are routines for how waste management is to proceed. Required vessels may be ordered from the Transport department and there are six permanent disposal sites outdoors where hazardous waste may be dropped off.

All contractors shall handle, sort and label residual products and waste in accordance with the rules in effect at SSAB's industrial area.

Waste management is part of all safety inspection rounds. If any deviations are observed, the contractor shall rectify this as soon as possible. If required, contact the coordination manager or environmental department.

3.10 Rules for work with lifting devices, lifting equipment and telfer lines

Overhead cranes and telfers may only be driven by staff who have completed SSAB's crane operator training or have similar qualifications in accordance with the Swedish Work Environment Authority's regulation, permission from SSAB is also required.

Access to and from cranes is only allowed if the crane operator has been notified and the crane is at a standstill.

Cranes and crane tracks may only be accessed by persons with a crane operating license or who are authorized to be there. Authorization refers to persons who have completed SSAB's training on Cranes and Crane tracks.

When external workers lack training and authorization, and there is no opportunity for training, the work may be carried out if an attendant with proper qualification can be present while the work is being carried out.

It is not permitted for contractors to use the company's lifting devices and lifting equipment, e.g., straps, wires, chains, tongs or magnets without special permission/instructions from SSAB.

Work on cranes or on lengthwise crane tracks may only take place if suitable safety measures have been taken. These include Stop & Lock, mounting brake blocks, barriers, work platforms, crane guards, safety harnesses etc., and information to persons concerned, including the crane operator.

In case scaffolding is installed, it must be inspected by an accredited inspection body before it is used.

Work on cranes and crane tracks may only take place without a crane guard on the floor/ground if the area below the workplace is fenced off in a clear and safe manner. In other cases, a crane guard (safety guard) must be in place.

Brake blocks set up on the rails must be marked with long, hanging plastic strips. Everyone concerned must be notified of barriers having been put up.

3.11 Rules for work above floor or ground level

3.11.1 General remarks

It is of the utmost importance that work high above the ground is done as safely as possible, as falling from heights often leads to serious bodily injury.

Work at different heights in the same area simultaneously is, strictly speaking, prohibited. If such work cannot be avoided despite this, coordination between concerned crews must take place. The coordination shall include risk assessment and necessary measures for risk elimination as well as responsibility issues.

If work is performed at more than 2 meters above ground, a safety harness must be used if guardrails are not in place. For work high above the ground, tools and other loose items shall be handled and stored in a way that prevents them from falling.

For work above walkways or above other places where there is pedestrian or vehicle traffic, a specially instructed and equipped crane guard shall be present.

3.11.2 Scaffolding

Scaffolding shall be primarily used for work high above ground. Rules for this can be found in the Work Environment Authority's regulations.

The company putting up the scaffolding must prepare a scaffolding plan before erecting the scaffolding begins, which also includes the use and dismantling of the scaffolding. Before scaffolding is assembled, a startup meeting shall be held. The meeting is to be documented via the local coordination plan, see Section 3 Coordination responsibility.

Since scaffolding is often assembled by one company and used by one or more companies, representatives from these companies shall also attend the startup meeting.

Scaffolding, stairs and such shall be put up in locations where there is no risk of collisions. Also note the cranes' work areas!

3.11.3 Mobile cranes (Skylift, scissor lift, etc.)

These shall only be used when no scaffolding can be put up, e.g., due to lack of sufficient space. Contractors must always be able to show an approved inspection certificate for equipment that requires inspection. The contractor is responsible for its own staff having relevant training and being able to present a driving permit.

For work carried out from Skylifts, scissor lifts or such, a safety harness must always be used with the harness attached to the basket or a fixed structural component if more suitable.

It is not permitted to climb into and out of the basket of the mobile crane once it is no longer parked on the ground.

3.11.4 Ladders

Work from ladders is only allowed if there is absolutely no other option. Ladders over 5 m tall resting against the work object must be anchored and/or strutted. Ladders must also be fitted with slide protection suitable for the surface, and also be intact and undamaged.

Ladders must not be used if:

- you will be handling something with both hands (large drills, bolt pistol or such).
- you will be doing something requiring you to exert strength.
- you have work that takes longer than planned.
- the ground is such that you cannot put up the ladder safely, e.g., wet floors, level differences or surface irregularities.

There should always be two of you when working from a ladder that has not been anchored.

So-called "flexible ladders" may not be used as ladders.

3.11.5 General considerations when working above floor or ground level

a) Collisions

There shall be sufficient measurement of structural clearances between all components of the scaffolding and to adjacent work/operations as well as to the work areas of cranes in question. The same applies to mobile cranes. Note that there may be more than one overhead crane on the telfer line. Keep in mind any pedestrian and vehicle traffic in the vicinity. The area and/or crane runway must be blocked off if required. Consider whether a crane guard is needed.

b) Electricity

Check if there is any risk of reaching the crane's electric feeding (in case of naked wires). Note that there may be different systems on the same crane runway which means that stop & lock may occur in different locations.

c) Information

Notify crane, truck drivers and other personnel of work being carried out! Remember to communicate the information about work underway during e.g., change of shifts.

3.12 Coordination responsibilities

In order to safely carry out work at SSAB's facilities, either RIA (Risker Innan Arbete [Risks Before Work])-communication shall be completed before the work is carried out or a local coordination plan shall be held.

3.12.1 RIA – Communication on Risks Before Work

When small-scale maintenance work is carried out, RIA-communication must always be used. RIA aims to establish a mutual exchange of information between those carrying out the work and the client before work begins.

The RIA-form shall be used as a rule when a Local Coordination plan is not required, see Section 3.3. The RIA-form is available on eWorx.

3.12.2 Work permits

For some work linked to e.g., chemicals, utility wires and pressurized devices, the Safe shutdown and RIA-form are SSAB's work permits for the work.

Safe shutdown can take place in three ways:

- a) With an established procedure in place (work instruction)
- b) With Stop and Lock in place for the individual object in question
- c) With a temporary instruction for safe shutdown being created (written example)

3.12.3 Coordination with contractors

When multiple companies/occupational categories are working simultaneously at a single worksite, SSAB has the coordination responsibility in accordance with the Work Environment Act. SSAB appoints a coordination officer and contact person who is responsible for coordination and for the establishment of a "Local Coordination Plan".

Contractors and their subcontractors are always responsible for the work environment for their own employees, and must evaluate the risks posed by their respective operations. Coordination responsibility and the obligations of individual companies are defined in the Work Environment Act.

Coordination must secure the working conditions at the worksite, and every company/occupational group is responsible for ensuring that their operations or devices at the worksite do not expose any occupational group or employee, in any other company, working at the worksite, to health hazards or accidents. At the coordination meeting, each company/occupational group must present risk assessments on how their own operations may impact other operations at the operations site.

Coordination meetings must always be held prior to work commencing so that coordinating activity can be carried out for the work duties that the various companies/occupational categories are planning to perform. Each company/occupational group must evaluate whether their activity involves risks for others at the worksite, and provide this information at the meeting, as well as inform its personnel of the results of the coordination and other

general risks. The individual contractors are responsible for the safety efforts for their personnel and for any subcontractors and SSAB is responsible for its personnel.

The coordination meetings are recorded via the Local coordination plan, which includes responsibility issues and risk analysis as well as any need for crane guards. The coordination plan is available on eWorx.