

# Safety Regulations and Guidance

For contractors and their employees.

All personnel who carry out work in The Port of Oxelösund, must be aware of the contents of this folder and acknowledge by signature receipt of the folder.  
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Oxelösunds Hamn AB

## WHAT YOU AS CONTRACTORS MUST KNOW FOR YOUR OWN SAFETY

With both large and small companies it is necessary for the organisation to be controlled by certain regulations. This also applies to the Port of Oxelösund.

To enable us to inform our contractors of these regulations we have produced this folder.

We would like to stress the importance of following these regulations.

It is important our contractors make themselves aware of the special regulations which apply in the different operational areas and inform the affected personnel accordingly.

These regulations are to create safer working conditions and prevent accidents.

CONTENTS	Side
Safety equipment, personal safety equipment	3
Entry card	3
Hot working	3
Electrical safety, General	3
Speed Limit	3
Ordering of goods	4
Working environment, co-ordination	4
Disconnect & lock safety circuit breakers regulations and reporting	5
Chemical and Oil Establishments	5
Working environment responsibilities	6
Alcohol, drugs and Anabolic steroids	6
Theft	6
Smoking	6
In case of accidents	7
In case of fire	7
Receipt	8

## **SAFETY EQUIPMENT**

All contractors are responsible for their own employees safety and equipment, personal safety equipment and that they follow the Port of Oxelösund's routines and regulations.

Hard hats must be worn in all the port's working areas.

### Exceptions

The demand for hard hats does not apply in drivers cabs, cars or similar vehicles. Nor in personnel- workshops- stores and office premises.

Breathing masks (min P3 protection) must be used with work on conveyor belts when the transport of iron ore pellets is in progress. Notices are displayed on the premises.

## **ENTRY CARD**

Can be collected from the port office.

## **HOT WORKING**

The insurance companies regulations regarding Hot working apply in all the port's establishments. The Port of Oxelösund shall check authorisation and issue permission slips.

Co-ordinator Jonny Andersson tel. 0155-(2)58146.

## **ELECTRICAL SAFETY**

All requests for electrical work in the port must be done via the electricians foreman or his appointed, qualified installer. In certain cases work can be carried out by the Port of Oxelösund's electricians.

## **SPEED LIMITS**

The speed limit for all traffic within the port area is 30km / hr.  
Prohibited, warning and information signs must be unconditionally respected.

## **ORDERING OF GOODS**

When an contractor orders goods to the Port of Oxelösund it is important that the incoming goods department and the recipient are clearly marked on the order. This is to ensure that goods are delivered to the correct place.

### **EXAMPLE**

THE PORT OF OXELÖSUND LTD  
Dept UM (receiving department)  
Attn. Christer Sundberg (recipient)  
Box 1200  
613 24 OXELÖSUND

## **ALWAYS DISCONNECT AND LOCK THE SAFETY CIRCUIT BREAKER WHEN WORKING ON OR CLOSE TO MOVING MACHINERY**

(Excerpt from: SAFETY INSTRUCTION "DISCONNECT AND LOCK" 12007)

To avoid the specific risks involved in remote controlled conveyor belt drive units it is demanded that the system "DISCONNECT AND LOCK" is applied during all work in conveyor belt areas. A security lock must always be used, these are available from the maintenance departments stores (UM tel. 0155-(2)58068 and D Production Foreman, tel. 0155-(2)58127.

All disconnections and re-connections of safety circuit breakers for conveyor drive belt units are logged as part of the system and must always be reported to the Control tower, tel. 58129/58020.

### **NOTE!**

Safety circuit breakers do not disconnect the power to the transporters brake servos.

When work is necessary on parts without safety circuit breakers, (eg. Power conductors, crane engines, brake servos etc) the electricians section must be contacted to disconnect the specific machine or part. The electricians section will leave a NOTICE OF DISCONNECTION on the part disconnected, BLOCKED, and if necessary earthed. When work is completed, the section of the form REQUEST FOR RE-CONNECTION must be filled in, signed and returned to the electricians section, tel. (2)58072 or (2)58070.

The emergency stop must only be used in cases of EMERGENCY to stop the drive unit or plant. An engaged emergency stop provides no protection during work on or close to remote controlled machinery.

The instructions for DISCONNECT AND LOCK are supplied when required in their entirety by the department head and also can be found in the service stores UM and the Operations office, D Production foreman.

## **CHEMICAL AND OIL ESTABLISHMENTS**

Specific systems and instructions are in place and must be followed when working in the chemical and oil establishments. All necessary information can be obtained from the port.

During the loading/ unloading of vessels no unauthorised personnel are permitted in the restricted area without protective equipment and special permission. Contact DO, tel. 0155-(2)58114 or DB tel. 0155-(2)58066.

## **RESPONSIBILITY FOR THE WORKING ENVIRONMENT**

Responsibility for the co-ordination of the working environment within the Port of Oxelösund is delegated to the respective department heads. They ensure that information about the working environment is co-ordinated when there are several operators within the department head's area of responsibility.

Work on and responsibility for the working environment undertaken by contractors shall be described during the negotiations for the services.

## **ALCOHOL, DRUGS AND ANABOLIC STEROIDS**

The Port of Oxelösund has a drugs policy which also covers contractors and their employees.

In the Port of Oxelösund it is not allowed to be under the influence of alcohol or drugs.

The dealing in and smuggling of drugs, including alcohol in the workplace is strictly forbidden.

## **THEFT**

Any theft/unlawfully taking any property belonging to the company, or goods being handled by the company will be investigated and reported to the police.

## **SMOKING**

Smoking is only permitted out of doors.

Smoking is also forbidden in conveyor belt housings and driver cabins.

## WHAT DO I DO IN AN ACCIDENT?

### Rescue

Administer first aid and secure the accident area.

### Raise the alarm

Control tower, alarm number      Internal telephone 58 299  
External telephone 0155 258299

State:

- your name
- where the accident occurred (place)
- what has happened (type of accident)
- number of injured
- inform the control tower where the rescue container must be driven to. (in accidents in cargo holds) Give directions.

### Note!!!

Within Swedish Steel Ltd's working area special regulations apply.

## ACCIDENT AND INCIDENT REPORTING

All accidents and incidents and even near accidents must be reported immediately to the port representative who will assist in/or the drawing up the report/notification. The Port of Oxelösund has a special routine for incidents and near accidents and this also applies to contractors in the organisation.

## WHAT DO I DO IN CASE OF FIRE?

Rescue personnel who are in danger!

### Raise the alarm

Control tower, alarm number      Internal telephone 58 299  
External telephone 0155 258299

If the control tower cannot be contacted telephone 112 and follow instructions from the SOS personnel.

Warn others who are at risk from the fire.  
If possible extinguish the fire.

Valid from:    1 September 2007  
Valid to:        Until further notice

