

Entreprenörsföreskrifter gällande för Perstorp Oxo AB, Stenungsund och Nol_eng**Contents**

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1. General

Each contractor is obliged to ensure that its employees are notified about these regulations in good time prior to work commencing at Perstorp Oxo AB. Amendments to these regulations, and other procedures referred to in these regulations, are introduced with a transitional period of 30 days from the date that the amendment takes effect. The field contractor administrator at Perstorp Oxo AB shall notify the contractor's responsible manager of amendments to these regulations.

If a contractor engages a subcontractor for work, the contractor must ensure that the subcontractor is notified about the terms of this document in good time and in the same way as its own personnel.

2. Laws and regulations

The work shall be conducted in accordance with applicable national laws and regulations, fire legislation, the applicable general insurance terms and conditions of insurance providers, as well as Perstorp Oxo AB's specific fire and safety regulations.

In order to be able to carry out work at the facility, the contractor and, when necessary, any subcontractors, shall be approved by the trade union organisations active at Perstorp Oxo AB. This is handled as part of an MBL (Employment (Co-determination in the Workplace) Act) review locally on site.

3. Field contractor administrator

Perstorp Oxo AB has a named field contractor administrator for each specific contract, whose details are provided to the contractor on order.

In good time prior to work commencing, the contractor shall provide Perstorp Oxo AB with pass card details signed by the employer to be passed on to the field contractor administrator.

4. List of employees

The contractor shall, prior to work commencing and then at regular intervals, provide details of its employees, including name, date of birth, company field contractor administrator, together with up-to-date e-mail addresses and telephone numbers.

This information is to be supplied to Perstorp Oxo AB's field contractor administrator in the form of a list.

All of the contractor's employees shall have valid identification, which shall be presented on request.

5. Principal's clause

In the event that the contracting company, its employees or any subcontractor it engages, fail to fulfil its obligations as an employer or fail to fulfil the requirements stated in these contractor regulations and Perstorp Oxo AB's safety regulations, Perstorp Oxo AB's field contractor administrator is always entitled to instruct the contracting company or the contractor (and its employees) to immediately cease work on the assignment and leave Perstorp Oxo AB's site, without right to remuneration for ordered but not yet completed elements of ongoing assignments.

Remuneration for completed elements carried out in accordance with agreements and approved by Perstorp Oxo AB remain unaffected for the contracting company or the contractor.

Perstorp Oxo AB's aforementioned right to instruct the contracting company or the contractor to immediately cease work on the assignment and leave Perstorp Oxo AB's site applies irrespective of the section below on Reprimand (Caution) in the case in question, if Perstorp Oxo deems the transgression to be of such a serious and fundamental nature that a reprimand is insufficient in the case.

6. Reprimand (reminder)

We want everyone to learn how to act in a proper manner, which is why we introduce a form of reprimand which is aimed to support and guide everyone when it comes to our rules and regulations.

This means that for a first serious infraction, a verbal warning will be issued and the incident will be recorded and documented together with name and company.

For a second serious infraction, there will be a documented reminder with name and company recorded in the presence of the relevant field contractor administrator and a supervisor from the company in question, at which time the consequences of any further infraction will be clearly explained.

For a third serious infraction, there will be a documented caution in the presence of the relevant manager at the contractor, Perstorp's field contractor administrator and the responsible department manager. Thereafter, the management team for the function, e.g. Maintenance management team, will decide whether the individual in question shall be dismissed and for how long in accordance with [point 5 Principal's clause](#).

In the event of a second serious infraction by one and the same contractor, including its subcontractors, a documented reminder will be issued in the presence of the relevant supervisor and manager at the contractor, Perstorp's field contractor administrator and the responsible department manager, at which time the consequences of any further transgression will be clearly explained.

In the event of a third serious infraction by one and the same contractor, including its subcontractors, a documented reminder will be issued in the presence of the relevant supervisor and manager at the company, Perstorp's field contractor administrator and the responsible department manager and function manager, after which the site management will decide on the consequences, e.g. whether the company will be dismissed from the work in question, all ongoing work, and for how long in accordance with [point 5 Principal's clause](#).

Project leader/buyer is responsible for performing and documenting reminders.

7. Drugs

LSR Site Ste – No alcohol or other drugs ID 75479

The contracting company shall have a drug policy in place and shall provide Perstorp Oxo AB's field contractor administrator with this on request.

Intoxicants

Individuals who are under the influence of alcohol or drugs are not permitted to remain in the industrial area. It is everyone's responsibility to ensure that intoxicated persons are persuaded to leave the industrial area.

Random drug and alcohol tests may be conducted. A person who does not wish to be tested or otherwise refuses a test, will be dealt with as if he/she has returned a positive result.

Any contractor found to be under the influence of alcohol or drugs will be removed from the industrial area immediately and his/her employer will be informed in order to be able to make arrangements for the individual to return home safely.

In the event of a person being proven to be under the influence of alcohol or drugs, the contractor will be refused entry to Perstorp Oxo AB's industrial area for three months. In the event of repeated offences involving alcohol or drugs, a lifetime ban from the industrial area will be imposed.

Alcoholic drinks may not be brought into the industrial area.

In the event of a person taking medicines classed as narcotics, e.g. tranquillisers, strong painkillers or soporifics prescribed by a doctor, his/her immediate supervisor must be informed in case of a drugtest being performed.

8. Smoking

LSR Site Ste – Correct protective equipment 73839

Smoking is prohibited within the industrial area except in areas where there are "**Smoking permitted**" signs.

9. Time tracking

The contractor's employees shall, if agreed, report their hours in Perstorp Oxo AB's maintenance system. Timesheets shall be signed digitally by Perstorp Oxo AB's field contractor administrator and invoicing data is to be sent to the supplier at the end of each month. The field contractor administrator is responsible for hours being recorded in the system.

10. Working hours

The contractor shall, unless otherwise agreed, observe Perstorp Oxo AB's working hours (07:00-16:00) and break times.

11. Safety representatives

Perstorp Oxo has safety representatives who represent permanent employees and contracted personnel.

If the contractor's workforce numbers 5 or more, the contractor shall ensure that safety representatives are appointed within its organisation and can be contacted. The issue of whether safety representatives are required on site shall be clarified prior to each procurement.

All personnel is to be trained in fire extinguishing.

12. Training requirement

All contractors who are to work at Perstorp Oxo AB's industrial area shall have completed interactive training provided by SSG (SSG Entré and SSG Kemi (Chemicals)).

By arrival at the site, Väst kustens safety education for chemical industry and refinery is to be completed as well as training in the site's Safety training center (including approved knowledge test).

Having passed the safety trainings as described above, a pass card will be issued, together with a leaflet on the site's local rules for the industrial area. The person must bring these with him/her at all times during the stay at the site.

13. Certificate of employment

Personnel who is to work in area 24 and area 28 (Nol) shall have a valid certificate of employment and up-to-date thermosetting plastics training. Copies of these must be provided to Perstorp Oxo's field contractor administrator before work can begin.

14. Emergency alarm

In the event of emergency alarm, the contractor's employees shall register their presence using a pass card issued by Perstorp Oxo AB in order to ensure compliance with the requirement for an attendance record.

15. Working environment regulations

LSR Site Ste – Correct protective equipment 73839, Site Ste – Safe work permit ID 70476, Reporting incidents ID 1499)

Perstorp Oxo AB's work environment engineer is responsible for interpretation of safety and security issues at the workplace.

Perstorp Oxo AB conducts regular rounds to ensure that necessary safety and housekeeping work is being performed. Instructions issued to personnel must be followed.

Repeated breaches of Perstorp Oxo AB's safety regulations can result in eviction from the site as per [point 5 Principal's clause](#).

Incidents and accidents are investigated jointly with Perstorp Oxo AB's field contractor administrator in accordance with Perstorp Oxo AB's internal safety procedures, see Reporting incidents ID 1499. A **copy** of the contracting company's accident report shall be provided to Perstorp Oxo AB's work environment engineer.

Personal protective equipment, and other equipment required to carry out work safely, is to be supplied by the contractor. Exceptions are equipment for which a need could not have been foreseen, e.g. gas masks, fresh air breathing apparatus etc. See LSR Site Ste – Correct protective equipment 73839

Fire control equipment can be borrowed from Perstorp Oxo AB.

Work that involves entering confined spaces requires special protective equipment as per LSR Site Ste – Safe work permit ID 70476. Contractors who carry out such work shall be trained and be familiar with this type of equipment. The contractor is responsible for its personnel having the necessary training and shall, on request, show documentation confirming completed training. LSR Site Ste – Work in confined spaces ID 78915.

16. Work permits

Special work permits are required for work inside the manufacturing plant, with the exception of the workshop building. For applicable rules on work permits, see Site Ste – Safe work permit ID 70476.

17. Digging permits

In the event of excavator work or similar, a special digging permit is required in order to ensure that there are no buried cables or pipes within the digging area. Digging permit is to be requested as far in advance as possible, in order to allow time for investigation and possible staking and to prevent any delay in the digging work.

18. Risk assessment

Site Ste – Safe work permit ID 70476.

A risk assessment of the work to be carried out must always be performed prior to any work. If possible, the contractor's risk assessment shall be enclosed to the confirmation of the work, no later than one week before the work begins.

Subsequently, a risk assessment is conducted as per RA (Risk Assessment procedure), which is a risk analysis process to ensure that all elements of the work can be performed in a safe manner at Perstorp Site Stenungsund.

The RA is performed alongside the contractor's risk assessment, as well as any other disciplines that may affect or be affected by the work. The RA shall be documented as per procedure.

My job analysis (RA 5)

Prior to commencing work, a simplified risk analysis My job analysis is to be performed by the person who is to carry out the work. The analysis shall be done on the work site prior to the work commencing.

The My job analysis form is to be shown during e.g. a safety round or observation. Once the work is complete, the completed risk analysis shall be attached to permits and handed in to the permit issuer.

My job analysis booklets are available from stores at Stenungsund and Nol, from the front desk at the main entrance to Stenungsund and from control rooms.

19. Take Care observations

In order to create the safest possible workplace from an HTO perspective, all employees perform observations designed to improve knowledge and awareness of safety.

Observations may be planned or unannounced in compliance with Perstorp Oxo's routines.

20. Delivery of materials

In case of material deliveries, the contractor shall, unless otherwise agreed at the time of ordering, contact Perstorp Oxo AB's field contractor administrator to determine a suitable time for delivery and agree a storage area for the goods.

The contractor is responsible for covering and otherwise protecting the goods.

21. Equipment and tools

LSR Site Ste – Lifting work ID 76643, LSR Site Ste – Working at height ID 70114

The contractor is obliged to provide and be responsible for the equipment and the tools required to carry out the work, unless otherwise agreed in writing.

Remember that equipment used in areas 24 & 28 must be decontaminated before leaving the workplace, confirm the procedure for this with your field contractor administrator.

Any equipment requiring inspection shall, through the agency of the contractor, be surrendered for regular checks and inspections. This process shall be documented and provided to Perstorp Oxo AB's field contractor administrator prior to work commencing. Exception is made for ladders/trestles, for which documentation must be shown on request. See the section on ladders.

22. Lifting devices

In order for a contractor to be allowed to use lifting devices and lifting accessories within Perstorp Oxo AB's facilities, evidence of documented practical and theoretical knowledge regarding safe use of the equipment is to be presented. This documentation shall be provided to Perstorp Oxo AB's field contractor administrator prior to work commencing.

Work equipment

In order for a contractor to be able to use work equipment that is likely to involve a specific risk of unhealth or accidents at Perstorp Oxo AB's facilities, evidence of documented practical and theoretical knowledge regarding safe use of the equipment must be presented. This documentation shall be provided to Perstorp Oxo AB's field contractor administrator prior to work commencing.

23. Working at height

LSR Site Ste – Working at height ID 70114

Each contractor is to provide their workers with safety equipment and ensure that the workplace is safe/sealed off as per Perstorp Oxo's instructions for working at heights.

When working at height, hand tools must be secured.

Scaffolding

LSR Site Ste – Working at height ID 70114

At Perstorp Oxo, the welding manager is responsible for scaffolding.

Anyone using the scaffolds is responsible for the device being used safely. Defective scaffolds are to be reported to Perstorp Oxo's scaffolding responsible manager.

Once the scaffolding has been approved and inspected by the relevant scaffolder, sign is to be supplemented with a green tag, complete with number, inspection date and signature. The scaffolding is now ready for use.

Scaffolding may not be used as an anchor for lifting tools. Exceptions apply if the scaffolding material has been approved by the scaffolding contractor for lifts or a lifting device as per a defined weight. This is to be documented in the scaffolder's risk assessment and indicated on site by a yellow sign.

Ladders and trestles

LSR Site Ste – Working at height ID 70114

Ladders and trestles which the contractor brings into Perstorp Oxo's facility shall be marked with the company's name. Proof of an inspection programme shall be presented on request. Ladders and trestles shall comply with applicable legal requirements.

24. Chemicals

Perstorp has a chemicals audit process for the intake of chemicals for two reasons:

- In order to be able to assess and reduce the risk of exposure for people and environment.
- In order to ensure that surfactants do not appear in the chemical process, as these can contaminate our end products.

A contractor who brings a chemical into Perstorp Oxo's facilities must do the following:

1. Inform the field contractor coordinator, who will contact the EHSQ department in order to get an approval for bringing the chemical into the site.
2. Check that the chemical product does not contain silicone. This can be done by asking the supplier of the chemical for a statement that the product does not contain silicone or PTFE oils. The field contractor administrator is to report this statement to Perstorp Oxo's quality department.

Once steps 1 and 2 above are fulfilled, the chemicals' manager provides notification that the chemical is approved for bringing into the site.

25. Borrowed equipment

When work is completed the contractor's employees shall return borrowed equipment prior to leaving Perstorp Oxo AB's facilities. The contracting company will be charged for any equipment not returned.

26. Vehicles

General traffic rules apply at the site. If these are not respected, the person in question will be asked to leave the industrial area.

Parking is only permitted in designated areas. It is important to respect this rule, as a great many vehicles move around the site.

Vehicles belonging to a contractor, supplier or haulage company are permitted entry to deliver or collect goods once a temporary vehicle pass has been issued at the main entrance. The vehicle pass shall be returned at the end of each visit.

If the driver lacks valid safety information, Perstorp Oxo AB's field contractor administrator shall accompany the vehicle on entry and be responsible for the vehicle exiting the industrial area as soon as possible. Exceptions are made for direct transport to maintenance's supplies store.

Contractors on a long-term contract can apply for a permanent vehicle pass. This is approved by field contractor coordinator and front desk. The vehicle pass is valid until the end of the contract period or until it is revoked.

Vehicles equipped with a mobile phone or communication radio must have these switched off within Perstorp Oxo AB's facilities.

Forklift trucks

LSR Site Ste – Travelling and driving safely (within the site) ID 76027

In order for a contractor to be allowed to use forklift trucks or wheel loaders within Perstorp Oxo's facilities, a service certificate for the machine must be provided to Perstorp Oxo AB's truck manager (Mechanical Maintenance Manager).

In order for a contractor to be able to operate forklift trucks or wheel loaders within Perstorp Oxo AB's site, a valid forklift licence (from industry-approved training, e.g. TPL 2) or a professional licence is required, together with written permission (a permit) from the contractor's employer. This must be provided to Perstorp Oxo AB's truck manager, who then signs and issues a driver's permit that is valid within Perstorp Oxo AB's facilities.

The permit is personal and valid for five (5) years, after which time it must be renewed. The truck manager is entitled to revoke the driver's permit with immediate effect.

High lift devices

LSR Site Ste – Working at height ID 70114

A contractor that uses high lift devices within Perstorp Oxo AB's facilities shall have the requisite training, as well as a valid operator's licence. In order to be able to receive an operator's licence at Perstorp Oxo AB's facility, a certificate of training from an industry-approved course must be presented. This must be provided to Perstorp Oxo AB's truck manager who signs and issues an operator's licence.

The operator's licence is personal and valid for five (5) years, after which time it must be renewed. The truck manager is entitled to revoke the operator's licence with immediate effect.

Diesel and motor-driven units

In order to bring diesel and motor-driven units into the facility, these must be equipped with an emergency stop device for switching off the motors.

Bicycles

LSR Site Ste – Travelling and driving safely (within the site) ID 76027

Bicycles used within Perstorp Oxo AB's site must be marked with a name and company name. Bicycles must be properly maintained. Bicycles may not be brought into process areas, there are bike stores next to process areas.

27. Photography

Photography, filming and any other recording of any kind is not permitted without written permission (Photography permit ID 18403).

28. Contractor's responsibility for the workplace

All contractors are obliged to keep the workplace tidy in order to ensure a good working environment.

The contractor is responsible for workplace housekeeping and for leaving the workplace clean and tidy and in a condition approved by Perstorp Oxo's operating personnel once the contractor's work has been completed.

All contractors are responsible for their own safety and that of others, and for ensuring that we all follow our rules and procedures.

29. Electrical safety

Cabins etc.

In containers, cabins etc. with metal floors or walls that are intended for mains connection, electrical installations must be protected by residual current devices with a rated tripping current of max 30 mA.

Electrical equipment belonging to contracting companies

When the contractor intends to use its own equipment, such as electric distribution boxes, power outlets, welding sets, electrical tools, extension cables, lighting etc., the contractor is responsible for the equipment being inspected prior to use and for the equipment complying with the manufacturer's instructions and all applicable official requirements, such as the Swedish National Electrical Safety Board's (Elsäkerhetsverket) regulations, standards, etc. Random checks to ensure compliance will be carried out by Perstorp Oxo AB's electrical department, which may request proof that the equipment has been inspected and fulfils applicable requirements. Outlets in electric distribution boxes and power outlets, etc. with a rated current of ≤ 16 A must be protected by residual current devices with a rated tripping current of max. 30 mA.

Temporary electricity

Whenever the workplace is left unattended, e.g. during breaks and/or trips to stores, etc., all electrical equipment must be switched off and, where appropriate, protected against moisture.

Work on electrical equipment

Repairs of or work on electrical equipment may only be performed by an authorised installation engineer or Perstorp Oxo AB's electrical department.

Miscellaneous

Cable ladders and electrical/instrument equipment at the facility must **NOT** be used for hanging equipment upon, as storage surface or for climbing.

In the event of welding, the earth lead must be connected as close to the welding spot as possible.

Local procedures that you as a contractor must be familiar with, can be found on our website, see link:

https://www.perstorp.com/sv-se/about/locations/site_stenungsund/contractors

Perstorp Oxo AB

If you have any questions or suggestions for improvements, please contact:

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