



# External companies operating at Scania



**SCANIA**

If you represent an external company and are working at Scania for a limited period but are not employed by us, this brochure will provide you with a summary of our regulations and a map of the industrial complex with gates and building numbers marked.

Safety is given top priority at Scania. **Work that cannot be carried out safely must not be carried out at all!**

Together we have a shared responsibility for safety activities so that everyone can get home unharmed every day.



A handwritten signature in black ink, which appears to be 'Christian Levin'.

Christian Levin  
CEO

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## General rules

### Access

A visitor's badge is required for any work lasting up to one week. Company cards with a photo are required for any work lasting more than one week. Badges and cards are issued at the request of the employer's representative or the coordination manager and must be worn and be clearly visible at all times.

The name of the company employing the contractor must also be clearly visible.

### Entry and exit

For entry, written notification is required from the employer's representative or coordinator.

To enter the site in a vehicle, the customer's coordination manager must have ordered a temporary traffic permit, which is issued at the gate or at reception.

Spot checks may be performed on bags and vehicles when entering or exiting the site.

### SSG Entré pass

All employees of companies carrying out work on the premises must complete a safety training course before arriving at the site to start work. An SSG Entré pass will be issued once the employee has completed and passed this training. This is a requirement for obtaining an entry permit/company card.

An SSG Entré pass is required for work at production premises, R&D premises and on the industrial complex. Anyone without a valid SSG Entré pass is not permitted to enter the site unless escorted by someone employed by Scania CV AB or Scania Industrial Maintenance AB.

## **Alcohol and drugs**

The possession, consumption, sale and storage of alcoholic beverages and/or drugs is prohibited on Scania's premises.

Random alcohol and drug tests are carried out at Scania. Anyone found to be under the influence of alcohol or drugs will be removed from the premises immediately.

Breath tests for alcohol are also carried out on all drivers who are going to enter Scania Oskarshamn's factory area.

## **Smoking**

Scania is a smoke-free company and smoking is only permitted in designated outdoor locations.

## **Traffic rules – Parking**

The Swedish Road Traffic Ordinance is applied within Scania's premises.

Work vehicles and goods traffic have priority within the industrial complex.

Parking is only permitted in designated parking spaces. Those meeting visitors are responsible.

The maximum speed limit on site is 30 km/h. For some operations, the maximum speed limit is 20 km/h. Idling is permitted for a maximum of 1 minute.



## **Use of IT**

Computers, software, communication networks and other IT equipment procured by Scania are intended solely for the company's use. Non-Scania equipment must not be connected to the network. Anyone who is authorised to use IT systems at Scania must abide by the applicable rules and those stipulated by the responsible manager.

Equipment may only be connected to the network if provision is made for this in the contractor's agreement.

## **Confidentiality – non-disclosure agreement**

Information regarding Scania, its operations and other conditions must never be disclosed to unauthorised parties while work is ongoing or after its completion. The non-disclosure agreement is to be signed at the gate/reception in connection with the issuing of an entry permit/company card.

## **Criminal acts**

All acts of a criminal nature must be reported to the contact person for the assignment. This also applies to thefts involving the contractor's equipment.

## Photography

There is a general ban on photography and filming at Scania. A photography permit can be obtained from the operations manager. Scania reserves the right to inspect all devices capable of recording or capturing images brought on to Scania's premises in order to reduce the risk of dissemination of images/recordings. Information is available at the gate/from reception.



## Shared workplace – Coordination

### Responsibility plan

For each building there is a responsibility plan identifying the person in charge of each workplace. The visitor receiver is responsible for provide a responsibility plan, if the contractor so wishes.

### Coordination responsibility

Unless otherwise agreed, Scania is responsible for the coordination of work environment matters.



An exception to this is building and construction work, where the designated building work environment coordinator (BAS P/U) performs the task.

It is the contractor's obligation when working on Scania's sites to inform Scania's coordinator about any risks that the contractor may generate for other employees in the area.



## Zone Security Card

When entering, being present in or working in an automated cell, the operator or other personnel shall visualise their presence by placing the zone security card ("yellow card") in a designated place.

The zone security card method applies from when Scania has taken over the equipment and a production certificate has been issued by the machine owner (workshop manager).

## Lockout/tagout protection

Prior to electrical, mechanical or plumbing and pipe work on machinery and supply systems, or when working in dangerous proximity to such equipment, the contractor must ensure that the necessary measures have been taken to prevent accidental operation, with assistance from the coordination manager.



## Electrical connection work

All modifications to electrical installations must be checked before the power is turned on to ensure electrical safety. These checks must be carried out by the electrical operations manager or a person appointed by the electrical operations manager.

Work on connections, switches and other electrical systems **is only permitted with a permit** from Scania's electrical systems manager.

The contractor must produce a record of any self-inspections performed in accordance with the latest applicable version of SS-EN 4364000.

## Plumbing and pipe work

Work on connections and other activities involving pipework is only permitted with a permit issued by the responsible person.

## ATEX – Hazardous environment

All work in and around an explosive atmosphere must be coordinated with the operation and a work permit issued. The areas in question are indicated by an EX sign.



## Working in enclosed spaces

All work in enclosed spaces must be coordinated with the operation and a work permit issued. Enclosed spaces have warning signs that read “Enclosed space. Work permit required.”

## Work in production-critical environments

A special work permit may be required for work in data centres and culverts. This must be checked with the employer.

OTHER IMPORTANT  
TELEPHONE NUMBERS

Switchboard/Reception  
+46 491 765 000

Permits for hot work  
+46 491 765 300

Occupational health service  
+46 491 765 400

Fire protection

**Hot work** requires written permission from Scania and a valid certificate for the person performing the work and the fire-watcher, as well as a continuous fire watch for at least one hour after the work has been completed. A fire watch is also required during any breaks and additional measures may be specified in the written permission.

A fire watch is vital because fire alarms may be switched off during the work.

**Fire-Gas-Evacuation alarms.** Find out what instructions apply for the area in which you are working and how the alarm should be raised in the event of an accident. De-activation of alarm devices must be ordered when the work to be performed involves smoke, heat, dust, steam, vibrations etc.

**Flammable goods – Gas cylinders** must be stored in designated locations.

**Through-penetrations** in fire-resistant structural elements must be fire-sealed immediately and always before leaving the workplace. Permanent fire seals must be installed of the same fire-resistance class as the surrounding elements.

**Unnecessary automatic fire alarms** – an invoice will be issued to any person who caused an alarm to be set off because rules were not followed.

**Fire-extinguishing equipment** – If you have used Scania’s fire-extinguishing equipment, this must be reported immediately to the employer.

Barriers

The choice of barrier must be based on the level of risk involved and must always be checked with the employer or coordination manager.

Order and tidiness

The contractor must ensure good housekeeping and remove any surplus materials and waste from the workplace each day. Particular care must be taken to ensure that tools, materials and waste are not left on roofs or in other areas where they can pose a hazard if they fall.

Work equipment and materials must not be left behind once work has been completed.

Establishment areas and the areas around them must be kept neat and tidy. Scania must always be granted access.

Handling waste and hazardous waste

Waste and hazardous waste must be handled in accordance with local rules and regulations, unless otherwise agreed. The employer provides information on the relevant rules and regulations.

ALARM NUMBER  
SCANIA OSKARSHAMN

External telephone  
+46 491 765 112



## Chemical products

It must be ensured when using chemicals that this does not have a negative effect on Scania's personnel, processes or the environment in the form of emissions or waste. The coordination manager will agree with the contractor whether the work can be performed and how.

The contractor is responsible for ensuring that safety data sheets are available for the chemical products which the contractor will use at Scania. The contractor is required to have specially trained personnel to carry out certain tasks, for example, working with epoxy floor coverings.

When contractors carry out work at Scania sites, purchasing requirements in accordance with STD4230en "Environmental and Quality Assurance Demands – Supplement to General Purchasing Contract" must be followed.



The erection of special suspended scaffolding or scaffolding on a slope, that is more than 9 metres high, that must bear heavy loads or that is used on irregular surfaces requires special training in accordance with the provisions of the Swedish Work Environment Authority.

### **Lifting devices**

Approved and up-to-date training and a personal driving permit issued by the employer are required.

### **Mobile work platforms – Skylifts**

It must be possible to provide an up-to-date certificate for completed regular inspections of mobile work platforms.

Approved and up-to-date training for mobile work platforms and a personal operator's permit issued by the employer are required.

### **Forklift truck driving**

Approved training for the relevant forklift truck type and a personal operator's permit issued by the employer are required.

## **Transport routes and indoor pedestrian walkways**

Transport routes and pedestrian walkways must be kept clear of materials and equipment. People moving around the premises must use the indicated pedestrian walkways and enter and exit buildings through doors.

Watch out for traffic and give way to vehicles.



## **Accidents and near accidents**

### **Accidents, near accidents, risky situations and environmental accidents**

In the event of an accident, near accident, risky situation or environmental accident, work must cease immediately and the coordination manager must be contacted to investigate the matter before work can resume.

The contractor is responsible for reporting any employee work injuries to the authorities.

### **First aid – Raising the alarm**

At Scania there are a number of stations with emergency equipment and instructions on procedures in the event of an accident and/or fire.

In order to provide quick and correct route guidance, Scania's emergency number must be used. Please see the central fold.

Attendant's/Coordinator's name

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Has provided information about

[illegible]

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[illegible]

Own notes

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