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| Created            | 2015-09-11 | S. Nilsson |
| Revised / Approved | 2024-10-28 | QHSE / CEO |
| Revised / Approved | 2026-03-23 | QHSE / CEO |

# Safety & Environmental Instructions

**Safety, security and environmental instructions  
for persons working and operating within any of  
the facilities of Vänerhamn AB**



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## ***Welcome to Vänerhamn AB***

This Safety, Security & Environmental Instructions shall be thoroughly read through by contractor before start of any work, to ensure the safety for staff of both Vänerhamn and contractor.

Contractor is to ensure that staff and subcontractors have read and understood this instruction.

Contractor is asked to confirm above by signing and returning the form "Acknowledgement, Safety & Environment Instructions" (page 12) as specified.

Violation of rules specified in this instruction will lead to a warning. If no correction is made, the contractor will immediately be dismissed from the facility and the contract will be terminated.

Vänerhamn will follow up on the observance of these instructions with planned and random inspections, safety- and fire inspections and speed controls. Identity checks may be carried out within the port facilities.

Magnus Eriksson  
CEO, Vänerhamn AB

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## GENERAL RULES

### Laws and regulations

Any work performed within the facilities of Vänerhamn AB shall be conducted in accordance with applicable laws and regulations.

### Restricted area – Port Security

The ISPS Code (International Ship and Port Facility Security Code) for maritime security, as well as the regulations for enhanced port protection, apply to all Vänerhamn ports. Port and maritime security aim to prevent intentional unlawful acts and protect shipping against external threats. The regulations include, among other things, controlling access to ports and vessels, the cargo being handled, and the individuals present in the ports.



#### Note that:

When a vessel is in port, the area is under video surveillance, and unauthorized persons are not allowed in the quay area marked with a yellow barrier line (approx. 10–15 meters from the quay edge) and signs indicating the ISPS area.

### Access control to restricted area

Contractors, visitors and other partners must register their visit in advance. Employees and others with a permanent workplace in the port are granted access. External partners who visit frequently (several times per week) may, if necessary, be assigned with personal access.

Once the reason for being approved to enter the port area—such as loading/unloading, performing work, or similar—has been completed, the area must be vacated. Remaining in the port area without a valid reason is considered unauthorized presence, which is not permitted.

### ID checks, searches & vehicle inspections

ID checks and searches may occur when staying in the port. Car and truck drivers are required, upon request by security personnel, to allow their vehicle to be inspected when inside the port area as well as upon entry and exit to/from the port.

### Photo prohibition

A general ban on photography and filming applies within all Vänerhamn AB facilities. Photo permits are issued by the Operations Manager at each facility in consultation with the Security Manager, CEO or the Marketing Manager.

### Food & refreshments

Vänerhamn requires maintaining good environmental standards and hygiene in our warehouses. Therefore, it is strictly prohibited to consume food, fruit, etc., in our warehouses. Food waste and food packaging must not be disposed of in the warehouses, not even in bins or waste containers.

### Smoking

Smoking is prohibited in all Vänerhamn AB facilities, except in designated areas.

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## Alcohol & drugs

The alcohol and drug policies of Vänerhamn apply to all employees, external partners and their employees. Activities within the facilities of Vänerhamn are entirely incompatible with the use of alcohol and drugs. Random testing may occur. Random testing is carried out, and individuals found under the influence will be removed and reported to the police

## Theft

Theft or misappropriation of Vänerhamn property or handled goods will be investigated and reported to the police

## COORDINATION OF WORK ENVIRONMENT ISSUES

**Vänerhamn AB is responsible for coordinating work environment matters, which means ensuring that work environment efforts are aligned for its own staff as well as external parties working in the port. Employers and individuals working on site must follow given safety instructions.**

To ensure safe working conditions within Vänerhamn's facilities, the work of external parties must be coordinated with other operations carried out within the port area. This is achieved through coordination meetings between the relevant parties before and during the work.

Each employer is responsible for the work environment of their own employees. The coordination responsibility applies specifically to the coordination of work environment risks and does not constitute overall responsibility for the involved companies' work environment efforts. Self-employed individuals also have work environment responsibilities.

### Safety Coordination meetings

As the party responsible for coordination, Vänerhamn arranges coordination meetings and, when necessary, joint safety inspections with relevant external partners, such as contractors and any subcontractors.

The coordination should ensure a safe working environment for everyone working within the port area. During coordination meetings, for example, high-risk work tasks can be scheduled, responsibilities for specific safety measures can be clarified, and checks can be made to ensure that partner personnel have the necessary information, training, and permits to, for instance, work within the port area and operate cranes, forklifts, aerial lifts, or similar equipment.

It is mandatory for the person responsible for work environment from the relevant companies to participate on these occasions.

### Working hours

Vänerhamn's normal working hours, Monday–Friday, 7:00 AM to 4:00 PM, must be observed unless otherwise agreed.

### Insurance

External partners must have valid insurance covering:

- Liability insurance for their operations.
- Employment and security-related insurance for their personnel.
- Standard insurance for completed work, as well as insurance for vehicles, machinery, and other property.

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## TRAFFIC WITHIN PORT AREAS

The National Traffic Regulations apply within the facilities of Vänerhamn, with some local exceptions and additions shown in these instructions. Particular traffic risks in the port facilities are also addressed.

### In general

Pedestrian, bicycle, and vehicle traffic in loading areas and material storage areas, that is not necessary for carrying out the work, is prohibited. Road users must contribute to a safe work environment through communication—such as making eye contact with one another—and by practicing a defensive driving style to avoid accidents. Given the specific conditions within the port area, with busy and heavy traffic, it is important that all road users moving within the area remain alert and exercise the utmost caution.

Risk observations, near misses, and traffic-related injuries must be reported to the respective operations manager. Traffic violations may result in removal from the area.

### Speed limits & traffic lights

Signs indicate the maximum permitted speed for road traffic within the port area. For current information on maximum speed for railway traffic, refer to the applicable TRI.

Traffic lights showing red or green light, or that are unlit, must be respected. They are located, for example, at vehicle gates and railway crossings.

### Information about railway traffic

Please note that trains may be operated using a camera during shunting. The camera may be mounted on the locomotive or on the last wagon of a train set.

### Vehicle lighting

Vehicles in the port area must use at least low beam lights. When driving outside regular roads, hazard lights or rotating warning lights must be used to attract attention.

### Parking

Vehicles may only park in designated parking spaces, otherwise parking bans apply. Vehicles must never stop or park in such a way that they could become an obstacle or danger to other road users or other activities.

It is not permitted to park to spend the night or sleep within the port area.

### Liability

Vänerhamn AB takes no financial responsibility for any damage caused through negligence or disregard of applicable regulations and instructions.

Anyone driving vehicles into one of the ports of Vänerhamn must be aware of the significantly increased risk of damage to the vehicle – due to falling materials, glass on the ground, dropped objects etc.

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## TRAINING / LICENCES

### Forklift/loader

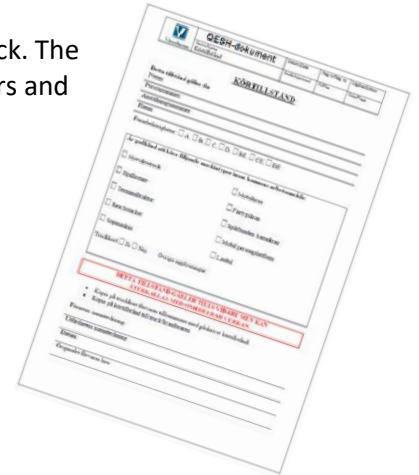
Truck driving is only permitted for those who can show a valid training certificate according to the current truck curriculum for the vehicle class to be used, as well as the employer's written permission to use the type of truck.

A loading machine that is used with other than forks is not defined as a truck. The driver must then be able to show a professional certificate for wheel loaders and the employer's written permission.

Education certificates, vocational certificates and the employer's written permission are presented to the Operations Manager or other person who ordered the work.

### Use of machinery belonging to Vänerhamn AB

Use of machinery belonging to Vänerhamn is permitted only if written permission has been given by Vänerhamn's management. When borrowing, the contractor must make sure that the machine is safe and suitable for the task, for example through the maximum permissible load.



### Working at heights

Work at height must be carried out from a safe platform, scaffolding or mobile work platform.

Mobile work platforms may only be used by persons with valid training according to the applicable lift curriculum, the validity period is 5 years from the date of issue. Platform users must have received written permission from the employer. Rented platforms must be inspected and approved.

When working at heights above 2 metres, with passing vehicle traffic, the work area must be cordoned off to prevent collisions.

Approved personal fall protection equipment must be used.

### Lifting devices/equipment

Lifting devices over 250 kg may only be used by a person who holds a valid training certificate.

### Hazardous hot work at a temporary work site – Heta Arbeten®

Heta Arbeten® - Hot work - refers to welding, cutting, roofing, soldering or other work that gives rise to an open flame, hot surface or sparks.

To perform hazardous hot work three persons with explicit responsibilities are required on site. One person, from Vänerhamn AB, who issues permits for the specific hot work, one fire-watcher and one person who carry out the hot work.

Before the hot work begins, the three persons must plan the safe performance of the hot work. The hot work operative is responsible for having sufficient fire extinguishing equipment at the work site. When fire hazards cannot be eliminated or reliably controlled, hot work must not be carried out. Investigate alternative work methods.

The permit issuer, the hot work operative and the firewatcher must be trained in hot work according to SBF's<sup>1</sup> regulations. This must be proven with a valid certificate Heta Arbeten®..

<sup>1</sup> SBF = Svenska Brandskyddsföreningen = The Swedish Fire Protection Association

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## PERSONAL PROTECTIVE EQUIPMENT

Employers must provide their employees with the personal protective equipment, PPE, that the work requires. The equipment must meet the requirements laid down in laws and other regulations and standards.

The need for additional PPE than that specified below is assessed at each workplace for the work to be performed.

### Mandatory PPE

The following protective equipment is a minimum requirement and must be worn when working/staying outdoors in the port area, in warehouses and when driving loaders, forklifts and other vehicles.

- High-visibility garment on upper body, CE marked according to EN 471 alt. EN ISO 20471, at least class 2
- High-visibility trousers, CE marked according to EN 471 alt. EN ISO 20471, at least class 1
- Safety shoes, CE-marked according to EN 345, class S3

For visitors and truck drivers, who are temporarily/short-term staying in the port, as well as for office staff, the requirement for warning pants does not apply.

### Protective helmet/hard hat

Protective helmet with chinstrap with at least three-point attachment and CE marked according to EN 397, shall be worn when:

- Working or visiting on board vessels
- Working in quay areas alongside vessels
- Inspecting lifting equipment
- Whenever working where there is a risk of falling objects



### Additional PPE

- Ear protection (earmuffs or earplugs) CE marked according to EN 352 must be worn where noise level exceeds allowable limits, see signs on the premises and work instructions.
- Eye protection (safety goggles or visors) CE marked according to the minimum requirements in EN 166, is required at workplaces with particular risk of eye injuries, see signs on the premises and work instructions.
- Protective gloves, CE marked according to the applicable standard based on the risks of the work, shall be worn when there is a risk of hand injuries, e.g. when putting lifting equipment on goods, using chemicals etc.
- Respiratory protection, CE marked according to the applicable standard based on the risks of the work, is required at workplaces with specific risks of inhalation injuries, see signs on the premises and work instructions.
- When working at height, i.e. heights above 2 meters, where other fall protection is not possible to use, the use of CE marked fall protection equipment is always required.
- A life jacket with an integrated harness and sufficient buoyancy, >150 N, should be used for mooring work and similar work where there is a risk of falling into the water. Since work in the dark occurs, it is recommended that the life jacket is equipped with an emergency light.

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## ENVIRONMENTAL ISSUES

Vänerhamn AB works with continuous improvements through target management and preventive measures to minimize pollution and other damage to the environment.

The external partner is obliged to keep the workplace in the port area in good order during operations and after the work has been completed.

Make sure that materials, tools and waste do not hinder existing operations or pose a risk of accidents, fire or discharges to land or water. Preparedness to a sufficient extent must be in place to handle any spills of oil products or chemicals. Immediately report a spill to the Operations Manager or other contact person at Vänerhamn.

### Waste and hazardous waste

Waste generated in conjunction with contractor's work shall be disposed off accordingly outside of the port facility by the contractor, unless otherwise agreed.

Hazardous waste, such as waste oil, chemical waste, oily rags, batteries, etc. must be collected in tight, labelled containers and handled in accordance with the agreement with the respective port.

Contact the Operations Manager or other contact person if uncertainties arise.

### Chemicals

Contractor shall submit a list of chemicals to will be used within the port area. Contractor shall store and handle chemicals in a way that prevents spillage and leakage.

Personnel working with chemicals must have knowledge of:

- How the substance should be handled
- What PPE to be used
- What cleaning measures to be carried out
- How first aid to be given

### Chemical spillage

If any chemical spillage occurs within the facilities of Vänerhamn, decontamination procedures shall be performed as quickly as possible. Spills and possible absorbents are handled as hazardous waste unless the safety data sheet for the product states otherwise. The Operations Manager of the facility must be notified immediately.

### Water protection areas

Lake Vänern and the Göta river are drinking water sources. This means that releases, spills and leaks of substances that risk contaminating the water must be avoided.

If an accident nevertheless occurs that causes a release, spill or leak that is deemed to result in

1. **acute risk of water pollution** – Notify the emergency services immediately via SOS Alarm 112
2. **not acute risk of water pollution** – Notify Vänerhamn as soon as possible, which notifies the supervisory authority. Alternatively, if no representative from Vänerhamn is available, notify the supervisory authority, the environmental and health protection board, in the municipality where the accident occurred, as soon as possible.

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## ACCIDENTS AND INCIDENTS

Before any work begins, a risk assessment must be carried out. Vänerhamn encourages taking a moment for reflection and planning before starting the work task.

Accidents and incidents must be reported immediately to the operations manager in the respective port and to the worker's own supervisor.

### Defibrillator & first aid equipment

Defibrillators and first aid equipment are available in all Vänerhamn ports. They are normally located just inside or just outside the entrance to the port's office building. Make sure you know where the defibrillator and first aid equipment are located before starting work.

### Accidents and fires

In case of accident/fire, NOTE the following:

- 1. Overview**  
Number of injured persons? Additional risks?
- 2. Priority**  
What to do first?
- 3. Warn**  
Warn if there is a risk of additional accident or worsening of the injury.
- 4. Alarm – Call 112**  
At this point important information should have been gathered (number of injured etc.).
- 5. First aid:**  
CPR-instruction, see last page
- 6. Fire**  
Save – Warn – Alarm – Extinguish  
Close doors to avoid spread of fire!

### Important to remember!

Remain at the accident site until emergency personnel and Vänerhamn staff have taken over and all requested information has been provided. Premature departure can be considered as evasion.

### Evacuation and reassembly

Evacuation plans are posted in Vänerhamn's facilities where personnel work permanently. In warehouses and tents, emergency exits are clearly marked.

Before starting work, locate the emergency exits and the nearest assembly point. Always ensure an evacuation strategy and assembly point for each planned task.

Always identify the location of fire extinguishing and first aid equipment before beginning work.

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## IMPORTANT PHONE NUMBERS

### **112 - Emergency number – Fire department, Ambulance, Police, Customs**

To be used in acute emergencies where there is a danger to life, property or the environment.

#### **Operations Manager Port of...**

##### **Karlstad Stuveriet and The Oil Port (Oljehamnen)**

Marie Andersson +46 54 14 48 81

##### **Vänerterminalen, Karlstad**

Gunilla Rinstad +46 54 14 48 94

##### **Kristinehamn**

Marie Andersson +46 54 14 48 81

##### **Otterbäcken**

Klas Garp +46 510 54 50 16

##### **Lidköping, Trollhättan**

Klas Garp +46 510 54 50 16

##### **Swedish Coast Guard**

Operations center, 24 hours a day +46 77 670 60 00

Switchboard, office hours +46 77 670 70 00

##### **Swedish Customs**

Tip-off hotline, 24 hours a day 90 114

Switchboard, office hours 0771-520 520

##### **The Swedish Transport Agency**

Emergency number in the event of a railway accident +46 771 510 920

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## ACKNOWLEDGEMENT

### SAFETY AND ENVIRONMENTAL INSTRUCTIONS

This acknowledgement implies that the above contractor/external collaborator has received, read and understood the Safety & Environmental Instruction for contractors within the facilities of Vänerhamn AB.

It is also the responsibility of contractor to ensure that any subcontractor, transporter and all staff has read and will comply with this regulation.

|  |  |
|--|--|
| <b>Company:</b>                                      |  |
| <b>Name:</b>   |  |
| <b>Phone number:</b>                                 |  |
| <b>Date of birth:</b><br>(Year-Month-Day)            |  |
| <b>Responsible for work environment:</b>             |  |
| <b>Phone number to work environment responsible:</b> |  |
| <b>Place and date:</b>                               |  |
| <b>Signature:</b>                                    |  |

*Personal data processed in accordance with the Data Protection Regulation (EU) 2016/679 (GDPR).*

**Signed acknowledgment is to be sent to Operations Manager for Vänerhamn unit in question or to the person who provided the Safety, Security & Environmental instructions.**