



# **Everyday environmental work**

- for contractors

## High-set environmental objectives

As one of Sweden's leading power companies, Skellefteå Kraft has an extensive operation within the energy sector. A sector closely linked to the environment. The energy industry is facing a common challenge in continuing the development towards a sustainable energy supply while maintaining high-set environmental objectives.

It is therefore important that we all – employees, consultants and contractors alike – contribute to this development, which is of great importance for our future.

We hope that this brochure will contribute to greater environmental consideration in our activities.

Environmental department at Skellefteå Kraft

## Heading towards 100% sustainability

Our vision is to become the best energy company for Sweden..

Our strategy sets the direction and guides us in our efforts to achieve the vision. It states that we are to support UN's sustainable development goals, Sweden's national environmental quality objectives and work towards a 100-per cent renewable energy production, while minimising our negative impact on human health and the environment. In order to succeed in this, we need to take responsibility for the environment in our operations.

The environmental efforts must be naturally integrated to permeate our entire operation. We achieve this together through knowledge of our environmental impact, delegated environmental responsibility and trained employees and contractors.

## Environmental policy

**Skellefteå Kraft wants to be a positive force for the community and shall promote and work for a 100% renewable energy production. We want to develop our business in a long-term and responsible way at the same time as we take the lead in tomorrow's sustainable energy supply.**

We achieve this by focusing on the issues where our environmental impact is most significant and where we have the main possibility and potential to make a difference. Based on our goals and together with our stakeholders, we want to create a drive to constantly improve.

### For us it means that:

- The responsibility for fulfilling laws and other binding requirements is shared by all employees, where co-creation, education and learning ensure development and continuous improvement.
- Our environmental work shall generate both business and environmental benefits and is characterized by efficiency, development, continuous improvement and the prevention of pollution and environmental accidents.
- All management and production and distribution of energy and raw materials shall, in a local, regional and global perspective, be conducted with good environmental consideration.
- We set goals for the environmental work within our business, follow up and transparently reports our results.
- Together with our partners, suppliers, contractors and consultants, we will work for long-term and responsible environmental work.

## Contractor responsibility

The contractor is responsible for ensuring that those working on the assignment have the required environmental expertise. The contractor must adhere to environmental requirements specific to the site, place and the project and work to reduce the environmental risks.

### Skellefteå Kraft expects the contractor to:

- Carry out the contract with consideration to employees, client and the external environment.
- Specify and ensure environmental responsibilities within their operation through delegations and relevant competencies.
- Carry out environmental risk analysis and establish an environmental plan for their work, proposing measures to reduce the environmental impact.
- Be aware of Skellefteå Kraft's environmental policy and general environmental objectives.

# Important routines

## Waste management

- Everyone must sort their waste according to the instructions in the folder Sorting and Recycling of Waste. Meticulous sorting leads to both financial and environmental gains.
- Personnel packaging or transporting hazardous goods or hazardous waste must have completed special training. In case of doubt, contact the client, project manager or Environmental Function.

## Chemicals

Contractors conducting work on behalf of Skellefteå Kraft are responsible for ensuring that the chemical products used have been approved..

### This is done by:

- using products provided by Skellefteå Kraft.
- using products registered in the chemicals register.

## Handling of chemicals

If the product is not been registered, contact the chemicals council, kem@skekraft.se. Use the form “Ansökan om kemisk produkt” and attach a safety data sheet in Swedish for an assessment of whether the product is approved for use.

All management of chemicals must undergo risk assessment and all chemicals must be managed in accordance with the protective measures specified in the safety data sheet.

Chemical products must always be stored in a location which is allocated and approved for this purpose. All vessels containing chemicals must be labelled according to applicable legislation.

Contractors must keep a list of all chemical products used in the assignment. Up-to-date safety sheets, in Swedish, must be available in the workplace.

At the end of the assignment, the contractor must collect and remove any remaining chemicals. If the contractor leaves chemicals behind which Skellefteå Kraft then has to remove, the contractor will be invoiced for the cost.

## Risk management

The contractor must conduct environmental risk assessments, which are to be provided upon request. If necessary, the Environmental Function can participate in the contractor’s environmental risk assessment.

In order to ensure fulfilment of environmental requirements, such as legal requirements, and requirements Self inspection plan, the contractor must perform regular environmental inspections. These are to be documented in writing and provided upon request. Skellefteå Kraft should also have the opportunity to participate in these inspections.

## Deviation management

All complaints, errors and improvement needs identified must be reported as deviations. Deviations must primarily be registered in ENIA. For instructions regarding registration in ENIA, see document General proprietary inspection, Chapter 4.2 Deviation Management, which is found in the supplier portal.



Sorting and recycling waste



**Emissions and operational disturbance**

Anyone who discovers damage, accident, emission or operational disturbance has an obligation to inform the project manager or head of the facility or operation.

In the event of an emission and if it can be done without danger to them or anyone else, the person who discovers it must first:

- Stop the emission.
- Limit damage by preventing spread.
- Inform site engineer or project manager.
- If necessary, alert rescue services via SOS Alarm 112.

The event shall be documented in the deviation management system ENIA.

If you have any questions or need more information

Please contact the Environment department +46 910-77 25 00.