

# General proprietary inspection Skellefteå Kraft



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## 1. Introduction

Skellefteå Kraft is to be one of the most sustainable companies in the energy sector. We support the UN's global sustainability goals and Sweden's national environmental objectives, and we work for a 100 per cent sustainable and renewable energy production. Skellefteå Kraft AB also has environmental certification in accordance with ISO 14001:2004, which means that we set goals for the environmental work in our operations and work to constantly reduce our impact on the external environment. An independent party regularly performs inspections to ensure that we live up to the requirements and obligations concerning the external environment which are imposed on us due to our operations.

The aim of this general proprietary inspection is to ensure that the environmental efforts, both in our daily work and in more specific projects, comply with the requirements set in applicable laws, judgements, established terms and conditions and the requirements imposed via the environmental management system.

## 2. About proprietary inspections

In accordance with the Environmental Code (MB), it is the responsibility of the operator to independently comply with the rules of the code, as well as with judgements and decisions made by government agencies or environmental courts. The responsibility also entails reviewing the results of the environmental and health protection work carried out. This is regulated, for example, in Chapter 26, Section 19 of MB and the "Proprietary Inspection Ordinance" (ordinance 1998:901 concerning proprietary inspections)

For an operator to be allowed to conduct environmentally hazardous activities, they must obtain a permit. Such a permit is associated with terms and conditions set by the agency issuing the permit. The operator is obligated to comply with all such terms and conditions.

In order to ensure that Skellefteå Kraft complies with the applicable provisions, both for the work we carry out ourselves and for the work where we hire contractors, a proprietary inspection programme has been established, which describes how the provisions are checked and followed up. It explains which operations are conducted as well as who is responsible for them and who carries them out

### 2.1. Proprietary inspection procedure within Skellefteå Kraft

Proprietary inspection of Skellefteå Kraft's operations is divided into different levels, which can be outlined as follows:

- **Level 1:** General proprietary inspection (this document) describes compliance with the laws, regulations and requirements that apply to all types of facilities and operations within the group. The general proprietary inspection thereby applies to all operations within Skellefteå Kraft, including our own activities as well as any activities carried out by a contractor on our behalf.
- **Level 2:** Facility-specific or area-specific proprietary inspections cover the specific conditions, safety regulations, etc. which have been issued for each facility or area. These describe requirements that apply in addition to the general proprietary

inspection. This may entail requirements set in an environmental permit or other requirements that are more specific to the particular operation.

- **Level 3:** Environmental plans for specific projects (such as the construction of a power line or a re-investment project in a hydropower plant). For larger projects, specific lists of responsibilities (equivalent to the one describe in chapter 2.3) are produced and presented in the specific environmental plan.

**Level 1** is always applicable to all activities, whereas **level 2** and **level 3** are specific to the different activities involved.

## 2.2. Aim of proprietary inspections

The aim of these documents is to ensure compliance with the requirements set out in legislation and environmental management systems. The documents are to clarify which requirements have been set, how they are complied with and what responsibilities exist. The documents guide our own activities, but also provide the basis for requirements on procured contractors.

## 2.3. Responsibilities and roles

### 2.3.1. Division of responsibility in daily operations

The ultimate responsibility for the operations lies with the respective CEOs of Skellefteå Kraft AB and Skellefteå Kraft Elnäts AB. Environmental responsibility and authority with regard to the respective operations have been delegated to the functions concerned.

Each business area manager/Head of Business Unit is responsible for ensuring that sufficient resources are available in order to comply with the requirements of the Proprietary Inspection Ordinance.

The Head of the Business Unit (or Facility Manager) has the overall responsibility for the facility/unit, where knowledge and awareness of the operations and their environmental impact, as well as resources and procedures, are significant parts. Ensures that enough resources are allocated in the budget process to allow compliance with the proprietary inspection requirements.

Project Managers for larger specific projects have the overall responsibility to ensure compliance with the regulations of the proprietary inspection and the establishment of an environmental plan. In conjunction with developing the environmental plan, an environmental risk analysis is to be made to identify the environmental risks entailed by the specific project.

For smaller projects, it can be beneficial to do the environmental plan and environmental risk analysis in conjunction with producing the environmental plan (see separate instruction).

The Project Manager shall ensure that hired contractors fill in the checklist at the end of this document to show that they have read and understood the governing environmental documents.

The Contractor shall comply with the proprietary inspection protocol, implement the environmental plan and assume responsibility for the work being carried out in accordance with the plan. Contractors shall draw up their own environmental risk analysis and environmental plan for their type of work. These documents are then submitted to the respective project manager and will be included in the environmental plan.

Before a contractor starts working for Skellefteå Kraft, the checklist on the last page of this document must be filled in and submitted to BAS-P or to Skellefteå Kraft's project manager.

The individual employee is responsible for adhering to the proprietary inspection protocol and the set requirements. This is a matter, for example, of following the established procedures and reporting any deviations.

The environmental function at Skellefteå Kraft is responsible for keeping the proprietary inspection documents up to date. The environmental function is also responsible for providing assistance with permit applications, environmental inspections, contacts with government agencies, etc.

## 2.4. Revision

Once per year, the environmental function reviews the general part of the proprietary inspection. The section specific to the facility is revised as required.

## 2.5. Revisions and environmental inspections

In order to ensure that the proprietary inspection requirements are met, revisions and environmental inspections are carried out on a regular basis within Skellefteå Kraft's activities, both in daily operations and in projects. The revisions are made with representatives for the work environment and/or the external environment. Concerned parties, such as employees and contractors, are obligated to participate in these revisions and environmental inspections as required.

# 3. Laws and other requirements

## 3.1. Ordinance on proprietary inspection

### REQUIREMENTS

In accordance with Ordinance (1998:901) on proprietary inspections, the operator must for example:

Section 4 Document how responsibility has been allocated for the matters concerning the operations in accordance with the Environmental Code and its provisions, as well as judgements and decisions which have been pronounced (described in Chapter 2.3)

Section 5 Have documented procedures for regular verification that equipment, etc. for operation and control are kept in good condition, in order to prevent drawbacks to human health and the environment (described in the specific proprietary inspections).

Section 6 Inform the supervisory authority in the event of an accident, operational disturbance or similar which can have a negative impact on health and/or the environment (described in Chapter 4.1)

Section 6 Continuously and systematically investigate and assess the risks associated with operations from a health and environment perspective.

Section 6 Document the results of investigations and assessments (described in Chapter 6.1).

Section 7 Draw up a list of the chemical products handled within the operations and which can entail risks from a health or environmental perspective (described in Chapter

5.4)

**COMPLIANCE**

Compliance with the requirements set out in the Proprietary Inspection Ordinance is achieved by having a proprietary inspection programme.

*Important information brochures are available:*

- Waste sorting and recycling
- Everyday environmental work – contractors
- Chemical handling within Skellefteå Kraft

These can be found on the intranet:

<http://intranat.skekraft.se/vad-vill-du-ha-hj%c3%a4lp-med/kommunikation/marknadsmaterial/broschyrrer/interna-broschyrrer>

or on our external contractor site. These constitute a basis for the dissemination of information on Skellefteå Kraft's environmental efforts to the individual employee/contractor.

**SSG:** All employees and contractors accessing and working in any of Skellefteå Kraft's facilities or on any project linked to Skellefteå Kraft must undergo training via SSG Entre. Both work environment and external environment issues are concerned here.

**RESPONSABILITY**

The business area manager is responsible for ensuring all managers, employees and contractors are informed about the impact of operation, maintenance and development of the facilities on people and the environment, and that procedures, working methods and resources exist so that current legislation, issued terms and conditions and precautionary measures are observed and followed.

### 3.2. Chapter 2 of the Environmental Code, general rules of consideration

**REQUIREMENTS**

The second chapter of the Environmental Code contains the general rules of consideration which are intended to prevent the negative effects of businesses and measures and contribute to greater environmental consideration. These rules state, for example, that the operator must have the requisite knowledge of the operations conducted and the precautionary measures necessary to ensure the operations are conducted in a safe manner for the sake of human health and the environment. The rules also mean that optimal techniques shall always be used to prevent damage and negative impact, and that the party which has caused environmental damage is responsible for ensuring the damage is remedied. Products which can be hazardous for people or the environment shall also be replaced with other, less hazardous products wherever possible.

Raw materials and energy must be used as efficiently as possible, and consumption and waste must be minimised. Anything extracted from nature must be re-used, recycled or disposed of in an environmentally sound manner.

Overall, this means that the operator must ensure that employees and contractors have sufficient knowledge and awareness of the operations' environmental impact, its effects and the working methods and approach which can reduce this impact.

**COMPLIANCE**

Skellefteå Kraft therefore requires employees and contractors to possess the necessary knowledge and take the necessary precautionary measures in order for the work to be carried out in a manner which entails the greatest possible environmental safety. This is achieved by following the requirements in the proprietary inspection and other rules and guidelines which apply to the respective facility.

Contractors and employees shall always endeavour to ensure that raw materials and energy are used as effectively as possible and that consumption and waste are minimised. Idling is for example prohibited unless directly necessary for the functioning of the vehicle. The contractor is also responsible for ensuring waste resulting from the operations is removed and that waste is generally minimised and/or recycled.

Costs associated with any environmental damage which arises as a result of the contractor's negligence shall be borne by the latter.

**RESPONSABILITY**

The business area manager is responsible for ensuring all managers, employees and contractors are informed about the impact of operation, maintenance and development of the facilities on people and the environment, and that procedures, working methods and resources exist so that current legislation, issued terms and conditions and precautionary measures are observed and followed.

### 3.3. Environmental permits, concessions and environment-related notifications

**Legislation:** Chapters 9 and 11 of the Environmental Code, Chapter 12, Section 6 of the Environmental Code, Chapter 2 of the Electricity Act

#### REQUIREMENTS

In accordance with the applicable legislation, certain operations or measures may not be carried out without prior permission or notification. This applies, for example, to environmentally hazardous operations regulated in Chapter 9 of the Environmental Code. The definition of an activity which is deemed environmentally hazardous is an activity which, for example, entails the emission of pollutants into the air, water or ground or which affects the surroundings in terms of claiming land or emitting noise, light or radiation.

Water operations are regulated in Chapter 11 of the Environmental Code. Essentially all operations which take place in or by the water are referred to as water operations. This also applies to areas which are dry at certain times of year (e.g., stream beds). All water operations require a permit from the Land and Environment Court or, for smaller measures, notification to the County Administrative Board. The permit application process for water operations is often very extensive and can take several years. Notification must be issued to the authority no later than 8 weeks before the operations are planned for commencement.

When constructing new powerlines with a voltage exceeding 20 kV, a concession is required in accordance with the Electricity Act. This process is in many ways similar to the process relating to environmentally hazardous activities.

For smaller cases which do not require a permit but may still have an impact on the natural environment, a notice of consultation in accordance with Chapter 12, Section 6 of the Environmental Code (a "12-6 notice") is required. This means that the planned activity shall be reported to the supervisory authority and other parties considerably affected no later than 6 (six) weeks before planned commencement.

Conducting or changing operations which do not fall under environmentally hazardous operations or water operations but which may entail considerable changes to the natural environment require a 12-6 notice. A 12-6 notice closely resembles the requirements imposed for "C operations" and means that the planned activity shall be reported to the supervisory authority and other parties considerably affected no later than 6 (six) weeks before planned commencement.

#### COMPLIANCE

##### Planning

Permit application processes can be very extensive and time-consuming. Nor is there any guarantee that a permit will always be granted. It is therefore important to involve the environmental function in the project at as early a stage as possible. In the event of uncertainty, contact the environmental coordinator for the respective area or another person within the environmental function.

##### Construction period

During the period the work is underway, it is important that the individual employee/contractor is aware of whether or not there is a permit for the planned activity and which terms and conditions are therefore prescribed in connection with this. More information on this can, for example, be found in an environmental plan, where available.

If an operation/activity is planned and there is uncertainty as to whether or not a permit or notice is required, the environmental coordinator should always be consulted.

#### RESPONSIBILITY

The Head of the Business Unit (or Facility Manager) is responsible for initiating the process to produce necessary environmental permits or notices. If needed, an environmental coordinator will be used to produce the documents.

## 4. DEVIATIONS AND OPERATIONAL DISTURBANCES

In the following chapters, we account for the requirements that we have set within Skellefteå Kraft as a result of current legislation. We also report on how the requirements are complied with and which roles are responsible for what.

### 4.1. Notification of pollution and reporting operational disturbances

#### REQUIREMENTS

##### Notification of pollution

Any damage/pollution discovered shall be immediately reported to the project manager or head of the facility/operation, who in turn shall inform the environmental function. If the pollution is deemed to potentially entail harm to or negative impact on health or the environment, the supervisory authority must be informed. The environmental coordinator can provide support in the assessment.

##### Reporting operational disturbances

If an operational disturbance or similar event occurs in the operations which can entail a negative impact on human health and the environment, this must be reported to the project manager or person in charge of the facility/operations without delay. They in turn shall inform the environmental function. The supervisory authority must be informed of the event immediately.

#### COMPLIANCE

Reference: See procedures for soil contamination (PD 670477). The deviation must also be registered in ENIA; see Chapter 3.2 for instructions.

#### RESPONSIBILITY

Anyone who discovers any damage/pollution has an obligation to inform the project manager or head of the facility/operation, who in turn shall inform the environmental function.

The Head of the Business Unit/Facility Manager is responsible for ensuring that any damage/pollution is reported to the supervisory authority. If needed, the environmental function can be consulted.

The Head of the Business Unit has a responsibility to ensure that sufficient resources are made available in order to limit the impact of pollution.

### 4.2. Deviation management

#### REQUIREMENTS

All complaints, faults and improvement needs identified within the company, or which affect assignments for our customer and constitute some part of the deliveries to or from our company, are reported as deviations. Public/customer opinions are handled as soon as possible by discussing any questions with those concerned within our company.

#### COMPLIANCE

Deviations shall primarily be registered in ENIA. There are three ways of registering a deviation in ENIA.

##### *Directly in ENIA (Computer)*

The deviation is registered by the person who discovers it, or at their request. Registration instructions are provided in the manual for the ENIA system.

##### *Directly in ENIA ("the IA app")*

A deviation can also be reported directly in the "IA app", which is installed on all mobile phones provided by Skellefteå Kraft.

Reference: Manuals for ENIA are found on the intranet and on our external contractors' page.

##### *Via a paper form*

Skellefteå Kraft provides printed ENIA forms which are available in the workplace. These are filled in and then sent to the site engineer for registration in ENIA. Forms are acquired from



the work environment function

**RESPONSABILITY**

The deviation is registered by the person who discovers it, or at their request.

## 5. Waste, hazardous waste and hazardous substances

### 5.1. Management of waste, hazardous waste and hazardous substances

**REQUIREMENTS****General**

Contractors and our own personnel must handle waste, hazardous waste and chemical products in such a way that there is no risk of hazardous substances spreading and leading to negative impact on people and the environment. Before work with chemical products commences, necessary precautionary measures must be taken in order to minimise the risk of damage, or to limit damage in the event of an accident. Contractors must be informed of and follow Skellefteå Kraft's waste management procedures.

**Storage**

Chemicals must always be stored in a location which is allocated and approved for this purpose. Safety data sheets provide information on necessary precautionary measures when storing and handling chemical products.

**Spills/accidents**

In the event of a spill/accident, measures must be taken immediately to minimise the risks to the surroundings.

**COMPLIANCE****Chemical products**

All chemicals must be approved and registered in EcoOnline, where the products' safety data sheets must be available in Swedish (see Chapter 5.4 chemicals register)

An annual inventory is taken of the chemical products kept as part of operations. Once the inventory has been taken, the chemicals register is updated by the environmental coordinator via EcoOnline, where necessary.

**Spill/accident**

Equipment for handling spills can be found in every facility. Smaller spills can be cleaned up using Absol or similar and stored/transported in an approved container (see also Chapter 6.3 Measures in the event of chemical emissions).

Applicable rules and procedures for handling waste can be found in the process chart under: *Providing support for the external environment/Waste management* and applies to all personnel handling hazardous waste/goods in the operations and on our external contractor page.

**RESPONSABILITY**

The Facility Manager is responsible for the correct handling of hazardous substances within a facility.

### 5.2. Transportation of waste and hazardous waste

**REQUIREMENTS****Transportation of waste**

The transportation of waste and hazardous waste may only be carried out by operators who have a permit for such transportation. Permits are issued by the County Administrative Board. The transportation of limited or reduced quantities or those with a calculated value must, however, be handled by persons with ADR 1.3 training.

**Transportation document**

In accordance with the Waste Ordinance, the sender of hazardous waste is responsible for

producing a transport document for each transportation. The dispatcher must also have the requisite training for this in accordance with ADR. The document must contain information on the dispatcher, recipient, and type and quantity of waste. The document must be signed by the dispatcher.

**Records of hazardous waste**

Any party conducting operations in which hazardous waste is produced must keep a record of the quantity and type of waste produced annually and to which facilities various types of waste are transported. Hired waste contractors register this information. The information shall be provided to the supervisory authority on request.

**COMPLIANCE**

In conjunction with the procurement of services linked to waste management, necessary permits are checked.

**RESPONSIBILITY**

The Head of the Business Unit/Facility Manager is responsible for ensuring that transport permits from hired contractors are checked and approved and that the quantity and type of waste produced annually is recorded.

The Head of the Business Unit/Facility Manager is responsible for ensuring that Skellefteå Kraft's own transports are only carried out by appropriately trained staff.

Each individual employee is responsible for not transporting any hazardous goods on their own without the proper training.

### 5.3. Waste sorting

**REQUIREMENTS**

Contractors and the company's own personnel have an obligation to sort all waste produced as part of the operations. Containers shall be acquired if necessary. The containers must be marked with the intended content for recycling. The emptying and ordering of containers is managed via hired contractors.

**COMPLIANCE**

Information on various fractions of waste sorted can be found in the brochure "Waste sorting and recycling" or on our external contractors' page.

**RESPONSABILITY**

Each person producing waste is responsible for ensuring that it is correctly managed.

### 5.4. Chemicalhandling

**REQUIREMENTS****General**

Chemical products used in the operations must be registered in Skellefteå Kraft's chemicals register. The properties of the chemicals in terms of work environment and external environment must be known to the employees handling the chemical products, and when they are used, measures must be taken to minimise risks to human health and the environment.

**COMPLIANCE**

References: The chemicals register can be accessed via the intranet in the process chart under: *Providing support for the external environment/Waste management* or on our external contractor page.

**Purchasing/procurement**

When procuring contracts or services, requirements/limitations with regard to chemical products shall be formulated by the respective business area and assigned individual. This procedure must be followed, but handling must adhere to the requirements in the tender documentation and be evaluated in the procurement phase and determined before the signing of the contract.

**Assessment, substitution and approval of chemical products**

Chemical products which are to be used in the operations but which are not registered in the chemicals register must be inspected and assessed before they are brought into the operations.

The assessment is performed by an assessment group used throughout the company consisting of representatives with expertise in work environment, environment, chemistry and the relevant operations.

An assessment form including a decision and safety data sheet is archived by the assessment group and a copy is returned to the concerned coordinator. Sample volumes of chemical products must first be returned via the seller after viewing, demonstration and (where applicable) testing of the product.

References: Form: application, new chemical product (PD: 633086)

#### **Safety data sheets**

Safety data sheets for chemical products handled in our operations must, in accordance with the law, be accessible to the user. This is made possible by having them registered in the chemicals register according to the department and operations in which they are used. If there is a safety data sheet for the product in another department, the environmental function shall be contacted for additional registration of the chemical product in the department in question.

New/updated/revised safety data sheets for registered products must be forwarded to the environmental function or environmental coordinator to be entered into the chemicals register. Information for the relevant employees with regard to new/updated/revised safety data sheets is disseminated via normal channels of communication. If there is no safety data sheet for the product, the environmental function shall be informed.

#### **Management and storage**

A risk assessment shall be carried out for all management of chemicals and all chemicals shall be handled in accordance with the protection measures indicated in the safety data sheet.

Chemicals must always be stored in a location which is allocated and approved for this purpose. All vessels containing chemicals shall be labelled in accordance with current legislation, and this is especially important when using anything other than the original packaging. It must always be possible to understand what substance the packaging contains and what risks it entails. Note that this also applies to waste products (such as waste oil).

#### **Non-registered chemicals**

Products used in the operations which are not recorded in the chemicals register, or other errors in the chemicals register, must be reported to the environmental function for rectification.

#### **Contractors**

Departments that hire contractors are responsible for ensuring that the contractor handles chemical products in an acceptable manner. The client informs and audits the contractor. Contractors that bring chemicals into a facility which are not registered in Skellefteå Kraft's chemicals register must ensure that these are approved by Skellefteå Kraft's Chemicals Council before use. An applicable safety data sheet must also be available.

On completion of work, the contractor must gather 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.

Reference: Applicable rules and procedures for the registration of chemicals, as well as a link to the chemicals register, can be found in the process chart under: *Providing support for the external environment/Waste management* or on our external contractor page.

#### **RESPONSIBILITY**

It is incumbent on the user (the employee or contractor) of a chemical product to check that it is registered in Skellefteå Kraft's chemicals register. If the product in question is not registered in the system, the user shall first check to see if there is a similar product already registered in the system which can be used instead and, secondly, apply to Skellefteå Kraft's Chemicals Council to have the specific product approved for use.

## 6. Risk management

### 6.1. Environment, health and safety inspections, and environmental risk analyses

#### **REQUIREMENTS**

In order to ensure compliance with the requirements set out in this and other proprietary inspections, environment, health and safety inspections are to be carried out at regular intervals. In order to ensure that projects are safe for the environment, environmental risk analyses are to be conducted.

#### **COMPLIANCE**

Investigations/risk analyses for assessing risks associated with the operations from a health and environmental perspective are performed via coordinated environment, health and safety inspections.

Both the person in charge of the facility and the safety representative shall take part in environment, health and safety inspections. Depending on the scope and nature of operations and the theme of the inspection, other resources such as the environmental and work environment functions may also take part.

Documentation from the inspection is then used as a basis for next year's planning of which facilities are to be inspected and which areas will be focused on.

Reference: Procedure: Environment, health and safety inspections (PD: 475193), Template inspection record Environment, health and safety inspections (PD: 475193)

#### **RESPONSIBILITY**

The Head of the Business Unit/Facility Manager is responsible for ensuring environment, health and safety inspections are conducted systematically. The site engineer also ensures that deviations discovered during an inspection are documented and dealt with. The environmental and/or work environment function can be used as a resource and a support in this work.

The Project Manager is responsible for ensuring that an environmental risk analysis is carried out before a specific project is initiated.

#### **The contractor's environmental inspection**

In order to ensure that environment-related requirements, such as legal requirements, and requirements as per the proprietary inspection are met, the contractor must also perform its own regular environmental inspections.

Skellefteå Kraft shall be offered the opportunity to participate during these inspections. The environmental inspections must be documented in writing and made available to Skellefteå Kraft on request. Any deviations from the requirements are reported to Skellefteå Kraft and corrective measures must be taken. Skellefteå Kraft retains the right, however, to perform its own inspections in order to follow up on the environmental work. Such inspections can be announced or unannounced. The contractor shall participate in these inspections.

#### **The contractor's environmental risk analysis**

Before commencing work, the contractor must perform an environmental risk analysis for the planned work. The environmental risk analysis must result in an action plan specifying a person responsible and a schedule for the handling of identified risks. The environmental risk analysis must be shared with Skellefteå Kraft.

## 7. Emergency procedures

### 7.1. Emergency preparedness

#### **REQUIREMENTS**

Each part of Skellefteå Kraft's operation must have emergency preparedness with associated emergency procedures in order to ensure that any damage can be limited as far as possible.

#### **COMPLIANCE**

##### **General**

For each of Skellefteå Kraft's facilities, there are specific guidelines concerning emergency preparedness. They address matters such as assembly points, measures in the event of accidents, emergency exits, etc. Before work commences, it is important that each employee and/or contractor acquires the available information concerning emergencies in each specific location.

**LIABILITY**

Overall responsibility for the respective facility's safety with regard to fire and oil spills, for example, lies with the Head of the Business Unit.

**Operative responsibility**

Each employee and/or contractor is responsible for taking measures to limit and prevent damage in the event of accidents and reporting the event. Contact with the media and authorities is managed via the communications department, where the Head of the Business Unit and the environmental function provide their expertise. When the media and the supervisory authority ask questions about the facility, contractors must refer them to the communications department and the Head of the Business Unit.

The Head of the Business Unit determines the scope of procedures, instructions, aids and emergency equipment. In facility checks/inspections, matters of emergency preparation, the revision of procedures, preventive measures and equipment are discussed.

## 7.2. Measures in the event of chemical emissions

**REQUIREMENTS**

Any emission of a chemical product must be limited. The emission is then to be collected and it may be necessary to sanitise the area.

**COMPLIANCE****Emissions outside the facility**

If an emission is discovered which entails a risk of leakage into the soil, water and sewerage, measures shall be taken immediately to minimise, limit and prevent damage

Anyone discovering emissions must, if possible without jeopardising their own safety and that of others, first:

- Stop the emissions
- Limit damage by preventing spread
- Inform the Facility Manager/project manager
- Alert the emergency services via SOS Alarm, where necessary.

When the emergency services arrive, the rescue coordinator is responsible for the rescue operation. The supervisor for the contractor and other contractor employees provide resources and information, for example access routes or other risks.

**Emission inside the facility**

Anyone discovering emissions must, where possible:

- Stop the emissions
- Limit damage by preventing spread to sewers.
- Inform the Facility Manager/project manager
- Alert the emergency services via SOS Alarm, where necessary.

In the event of emissions which cause or entail a risk of environmental damage, for example via leakage to areas of land, water courses or sewerage, the environmental function at Skellefteå Kraft shall always be notified. The function shall then make contact with the concerned authority.

**RESPONSABILITY**

The Head of the Business Unit/Facility Manager is responsible for always ensuring that there are resources available to handle chemical emissions. The Head of the Business Unit/Facility Manager is also responsible for informing the supervisory authority. In case of major projects, the Project Manager is responsible for the resources being available and for informing the supervisory authority if necessary.

### 7.3. Measures in the event of fire

**REQUIREMENTS**

Skellefteå Kraft shall work to always minimise the risk of fire and if a fire does occur, it shall be limited to the furthest extent possible.

**COMPLIANCE****Basic working methods for preventing fire**

- All persons working in a facility must know where fire and emergency equipment is stored in the facility
- Each person working in a given facility must ensure that the emergency equipment available on site is undamaged and that access is not blocked by any other material.
- Doors which seal off fire compartments must always be kept closed
- When the emergency services arrive, responsibility is transferred to the rescue coordinator for operations in conjunction with extinguishing or rescuing. The supervisor for the contractor and other contractor employees provide advice and instructions, for example on access routes or other risks.

Operating personnel are responsible for any disconnections, necessary earthing, and monitoring electrical safety throughout extinguishing operations.

**RESPONSABILITY**

The Head of the Business Unit/Facility Manager is responsible for always ensuring that there are resources available to prevent fire. The Head of the Business Unit/Facility Manager is also responsible for informing the supervisory authority. In case of major projects, the Project Manager is responsible for the resources being available and for informing the supervisory authority if necessary.

Note: When a fire occurs, the person who discovers it must always notify the rescue services.

**Appendices**

- Environmental policy (PD # 585143)
- Overall environmental objectives (PD #796615)
- Checklist (for environmental inspections, PD #801822)

## Checklist

The checklist verifies that the contractor has received information on Skellefteå Kraft's environmental work. The list is submitted to the main project manager/BAS-P before work commences.

### Disclosed documentation

- General proprietary inspection, Skellefteå Kraft
- Environmental policy
- Overall environmental objectives
- Brochure for:
  - Environmental work in everyday operations – for contractors
  - Waste sorting and recycling
  - Chemical handling within Skellefteå Kraft

### Contractor's contact person for the external environment

Name : \_\_\_\_\_ Tel: \_\_\_\_\_

E-mail: \_\_\_\_\_

### The above has been received and signed for

The person who has received and signed for the material is responsible for further dissemination of the information within their organisation

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Name in block letters: \_\_\_\_\_