

# **Environmental work in everyday life**

- information for contractors

## **Set environmental targets high**

Keeping the environment clean and safe is in our common interest.

As one of the nation's leading energy companies, Skellefteå Kraft conducts extensive operations in the energy sector; a sector with a close link to the environment. It is a challenge shared by all parties involved in the energy sector to set environmental targets high in our ongoing development so that our energy supply is sustainable.

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

Our wish is for this brochure to be an aid to achieving greater consideration for the environment in all of our activities.

Environmental Unit, Skellefteå Kraft

# Heading to 100 % sustainability

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

Our strategy gives us direction and guides us in the work towards this vision. It states that we shall support the UN's global sustainability targets and Sweden's national environmental targets and work towards a 100 per cent sustainable energy production and minimise our negative impact on people and environment. In order to succeed in this, we need to take responsibility for the environment in our operations.

Our environmental work must be a natural and integrated element which permeates our entire operation. We will achieve this together through knowledge of our environmental impact, delegated environmental liability and trained employees and contractors!

Vision and strategy, together with our environmental policy, are the guiding lights in our decisions and actions.

## Environmental policy

The environmental policy describes the company's environmental work and must aid us in our goal to become the best energy company for Sweden.

Our environmental policy says that our environmental work must be of benefit to business and environment alike, through the development and production of renewable energy, sustainable energy solutions, efficient resource management and safe handling of environmentally hazardous products and hazardous waste.

### **For our business, this means that we:**

- ✓ Manage our facilities so that the production and distribution of energy and raw materials is conducted with sound consideration for the environment from a regional and global perspective.
- ✓ Set targets for the environmental work, follow up and report on the results (laws and other requirements should be seen as the minimum)
- ✓ Work with technology and skills development, our main thrust being to increase efficiency and continuously improve, as well as to minimise negative environmental impact.
- ✓ Endeavour to prevent environmental disasters by performing risk analyses, drawing up contingency plans and establishing an effective and safe management of environmentally hazardous products and hazardous waste.



## Contractor's responsibility

The contractor is responsible for ensuring that everyone working on the assignment has the environmental expertise required. The contractor must review all site and project-specific environmental requirements and risks.

### **Skellefteå Kraft requires the contractor to:**

- ✓ Carry out their assignment with consideration for their employees, clients and the environment.
- ✓ Ensure that all decisions and actions are based on environmental responsibility with clear delegation and relevant training.
- ✓ Draw up their own environmental risk analysis and environmental plan for the type of work they will carry out, and provide suggestions for measures to reduce environmental impact.
- ✓ Be familiar with Skellefteå Kraft's environmental policy and overall goals.

# Important routines

## Managing waste

- ✓ Everyone is responsible for sorting waste in accordance with instructions in the folder “Sorting and recycling of waste”. Meticulous sorting results in both economic and environmental gains.
- ✓ Personnel who package or transport hazardous goods or hazardous waste must have undergone special training. Should you have any doubts, contact the client, project manager or the Environmental Unit.



## Chemicals

Systematic work to reduce risks resulting from the handling of chemical products is conducted within the company. Part of the work is devoted to reducing the number of different types of and volume of chemicals. This means:

- ✓ In the first instance, using approved chemicals already registered in our chemicals list.
- ✓ New, non-approved chemicals shall be assessed and approved by Skellefteå Kraft before they are used. Contact the Environmental Unit.
- ✓ The contractor is responsible for ensuring that any remaining chemicals which are not part of the operating equipment are removed from the facility immediately after the end of the contract.
- ✓ Random checks of waste and chemical management can be performed during the current contractual period.

## Fire

Fundamental approaches to preventing fires:

- ✓ All persons working within a facility must be informed of the locations of the fire and rescue equipment in the facility.
- ✓ Each individual working in a given facility must ensure that the safety equipment available on-site is not damaged or blocked by other material.
- ✓ Doors and gates which delimit fire cells must always be kept shut.
- ✓ When the emergency services arrive, responsibility is transferred to the rescue coordinator, who is responsible for initiating measures such as firefighting or rescue operations. The contractor's supervisor or other employees assist by providing advice and instructions with regard to e.g., fire and rescue services access routes or other risks.
- ✓ Operating personnel are responsible for handling any decouplings, necessary earthing/grounding and monitoring electrical safety throughout the firefighting efforts.

## **Risk management**

The contractor performs environmental risks analyses which they must be able to present on request. Where necessary, the Environmental Unit can assist in the contractor's environmental risk analyses. In order to ensure compliance with environmental requirements, such as legal requirements and other requirements stipulated, the contractor shall conduct regular environmental inspections. These must be documented in writing and we must be allowed access to them upon request. Skellefteå Kraft must also be afforded the opportunity to participate in the environmental inspections.

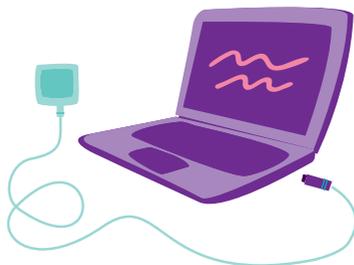
## **Deviation management**

All complaints, errors and areas for improvement identified must be reported as deviations. This also applies to anything which affects assignments carried out for our customers or which constitutes part of deliveries to or from our company. Anyone who discovers any damage, pollution or disruption to operations is responsible for reporting this without delay to the project manager or person in charge of the facility or operations.

In the event of emissions, the person who discovers this must first, provided they are able to do so without jeopardising their safety or that of another:

- ✓ Stop the emissions.
- ✓ Limit damages by preventing their spread.
- ✓ Inform the site engineer or the project manager.
- ✓ Alert the emergency services via SOS Alarm, where necessary.

The incident must be documented in the deviation management system ENIA by the individual who discovered the deviation or their immediate superior or the project manager.



# Environmental Unit at Skellefteå Kraft

If you have any questions or require further information, please contact us at the Environmental Unit.



Rolf Lindgren,  
Head of Section  
rolf.lindgren@skekraft.se  
+46 910-77 29 61



Marlene Munter,  
Energy Coordinator  
marlene.munter@skekraft.se  
+46 910-77 26 84



Johanna Normark,  
Environmental Coordinator  
johanna.normark@skekraft.se  
+46 910-77 25 81



Erik Spinnel,  
Environmental Coordinator  
erik.spinnel@skekraft.se  
+46 910-77 27 65



Mathias Stenberg,  
Environmental Coordinator  
mathias.stenberg@skekraft.se  
+46 910-74 06 48



Sandra Åström  
Environmental Coordinator  
sandra.astrom@skekraft.se  
+46 910-77 26 14



Mikael Solstrid,  
Environmental Coordinator  
mikael.solstrid@skekraft.se  
+46 910-77 26 02

