



HANDBOOK FOR CONTRACTORS AND HIRED STAFF



WELCOME TO ORWAK

At Orwak, it is common for contractors and hired staff to work side by side with our own staff. Safety is our top priority and comes first, always. Therefore, it is important to follow the stipulated rules in order to promote our high level of safety and a good working environment. Please pay close attention and read this manual carefully!

Examples of work environment risks at Orwak:

- Forklift traffic
- Noise
- Dust from laser cutting/welding
- Welding glare
- Restricted areas (e.g. robot cell)
- Lifting traverses & lifting devices



WORK ENVIRONMENT RISKS

As a contractor, you have the right to be informed about the risks we have identified and about the safety rules in this company. As a contractor or hired staff, you must by your actions contribute to a good working environment and follow the stipulated rules and, if necessary, point out risks and propose measures to reduce the risk of accidents. As a contractor, you have an obligation to obtain information about rules and procedures and to ensure that your employees follow them.

ARRIVAL AND REGISTRATION

Always access the building through the main entrance, where you check in and out in our visitor system and your contact person will meet up with you.



EMERGENCIES

As a contractor, you must familiarize yourself with emergency exits and the location of fire extinguishers. If an emergency occurs, follow Orwak's evacuation procedures and be prepared to assist colleagues if necessary.

The meeting point is in the car park across the street from the main entrance.

COORDINATION RESPONSIBILITY

The coordinator is a person appointed by Orwak. Coordination is required when work is conducted by several contractors on our premises or at our request to eliminate risks and prevent accidents. The coordinator ensures that the rules are complied with according to the Work Environment Act. On occasions where coordination responsibility is not required, a responsible contact person from Orwak is always available.

The contractor/hired staff must follow the rules of order and safety stipulated by the coordinator.

Contractors/hired staff must also provide information on whether their own work can create special risks, inform their own employees about risks and rules and cooperate with other contractors.



PERSONAL PROTECTIVE EQUIPMENT

Contractors/hired staff must always wear warning clothing and safety shoes with steel caps on Orwak's premises except in the office area. If a visitor badge has been assigned, this must always be worn if the work can be performed without any risk. Hearing protection must always be used in the metal workshop.

GENERAL RULES

- Orwak requires that all work must be carried out in accordance with laws, regulations and the company's internal rules.
- The workplace is smoke-, alcohol- and drug-free. At the slightest suspicion of deviation from this rule, the person in question will be suspended from the workplace. The contractor is responsible for alcohol and drug testing of its own staff.
- The workplace must be kept orderly. Emergency showers, power stations, emergency exits, fire extinguishers and defibrillators must not be blocked.
- Ladders and scaffolding must be of an approved type.
- If work with equipment, which can be started involuntarily, is carried out, the protective switch must be switched off. Equipment that can be started involuntarily must be provided with protection switch.
- To drive a forklift at Orwak, it is required to have a valid driving permit issued by Orwak's Site Manager.



- Lifting devices may only be used after permission and instructions from Orwak's Site Manager.
- Gas tanks must not be stored indoors without special agreement on location and quantity.
- It is prohibited to conduct explosive work on Orwak's premises without special permission.
- Before any chemicals enters the workplace, a Notification of Chemicals must be handed in to the Quality Manager.

SPECIAL RISKS

To perform work in areas where we have identified special risks, which may have major consequences for both people and operations, requires a written permit issued by Orwak's Site Manager, before the work can begin.

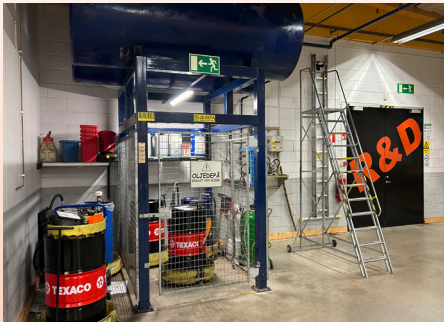
This type of work includes:

- Hot work
- Work at high altitude
- Electrical work
- Work in confined spaces



To get a permit granted, it is required that the contractor is approved to perform this type of work and that its representative has valid and relevant training and the required equipment. For all types of work that require a permit, a thorough risk analysis must be conducted. If planned work is frequently conducted at Orwak and is to be carried out in the same area, a SSOW (Safe System Of Work) can be effectively used or developed.

Two tanks containing hydraulic oil are located outside the R&D workshop. In the event of a leak, 3 m³ of oil can flow out. Take special precautions when driving by with a forklift or when working in the vicinity.



FIRST AID KITS AND A DEFIBRILLATOR

Contractors are responsible for providing first aid supplies for its own staff even if first aid kits are deployed on the premises. There is a defibrillator in Orwak's factory.

REPORTING OF ACCIDENTS AND INCIDENTS

Accidents and incidents must always be reported to the own work management and to Orwak's Coordination Manager and/or Orwak's appointed contact person. A copy of the claim must be sent to the HSE Manager at Orwak. The report must be entered in Orwak's system and reported as an incident or accident. This also applies to incidents and accidents in the environmental area.



HOUSEKEEPING AND WASTE MANAGEMENT

The contractor is obliged to clean the workplace while conducting work there. The contractor must keep the place orderly so that materials, tools and waste do not hinder operations or pose a risk of accidents and fire.

All waste must be sorted and discarded in the place designated by Orwak's contact person. Environmentally hazardous waste and landfill waste must be taken care of by the contractor unless otherwise agreed.

INSURANCE

As a minimum requirement, the contractor must have liability insurance that covers general liability and product liability for its business and where the insurance amount is at least 5 million SEK.

HEALTH - SAFETY - ENVIRONMENT

EACH AND EVERYONE'S COMMITMENT TO ONE OTHER

**OUR GOAL – ZERO TARGET: ACCIDENT, PROFESSIONAL ILLNESS,
ENVIRONMENTAL INCIDENT!**

WELCOME TO ORWAK!

COMPACTION SOLUTIONS FOR MOST TYPES OF WASTE

ORWAK develops solutions for sorting and recycling waste materials that improve business efficiency, contribute to a cleaner working and natural environment to provide the best total waste handling economy.

We offer an innovative range of products that promotes sorting at source and make waste management more profitable.

ORWAK AB

Svetsaregatan 4
S-576 33 Sävsjö
SWEDEN
Tel: +46-(0)382-15700
info@orwak.com

ORWAK.COM

