

# Traffic safety within the Svartön industrial area

SSAB Luleå




## Traffic safety within the Svartön Industrial Area

SSAB Europe, Luleå, is responsible for traffic-related issues within the fenced-in factory area. Traffic-related issues are dealt with by the Traffic Group, which is a working group that reports to SSAB Luleå's Central Health and Safety Committee. The group's main task is to work with local traffic issues, suggest rules and, through information and training, prevent risks in the traffic environment.

**Swedish traffic legislation must be observed where applicable; exceptions to traffic legislation are regulated within the Svartön Industrial Area** through this Traffic & Vehicles safety regulation.

The letter applies to Linde, SMA Mineral, Luleå Port, ShoreLink AB, LKAB, BDX, LINDAB, DUROC and other actors within the Svartön Industrial Area.

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## 1 TRAFFIC GROUP

The Traffic Group is a group composed of parties that deal with traffic and parking issues at the company. The group, which reports to SSAB Europe Luleå, Luleå's Central Health and Safety Committee, has the following members:

### **Company representatives**

5 representatives appointed by SSAB Luleå.

### **Trade union representatives**

3 representatives each from PTK and IF Metall.

### **Co-opted members**

Representative of specific projects (as required)

### 1.1 Guidelines

The Traffic Group's main tasks are

- to suggest traffic regulations and strive to create a good traffic environment
- to be a referral body regarding traffic planning within the Svartön Industrial Area
- to suggest guidelines for parking/entry permits and parking spaces for private vehicles
- to provide traffic information and carry out traffic safety campaigns
- to monitor and support Security in their duties
- to monitor compliance with current traffic and parking regulations

Ongoing cases are handled by Security within SSAB Luleå.

## 2 GUIDELINES FOR ALLOCATION OF PARKING PERMITS AND PARKING SPACES

The allocation of the number of parking permits must always be assessed with due regard to traffic safety. For specific projects, the respective project management team, in consultation with the Traffic Group, must prepare a suitable number of temporary parking spaces for contractors' vehicles within the area of the construction site.

Within each parking area, there must be a number of parking spaces reserved for temporary visitors.

The parking spaces are intended in the first instance for companies in the Svartön Industrial Area, service vehicles, vehicles not belonging to contractors, and for employees with parking permits.

Unless otherwise specified, the parking facilities comprise 24-hour spaces.

## **2.1 Employees**

Parking permits for the Svartön Industrial Area may only be obtained for work purposes. The allocation of parking permits and parking spaces for work purposes takes place in consultation with Security and the head of the department in question. In medical cases, the need is confirmed by a REHAB coordinator in consultation with Security.

Applications for parking permits and/or parking spaces must be made on a special form and submitted to the department manager/authorized person for a decision.

## **2.2 Contractors**

The allocation of entry permits and parking spaces to hired contractors takes place in consultation with the project manager for each project. Personal entry permits for contractors are issued for special reasons. In the first instance, contractors' vehicles must be fitted with identification equipment for vehicles.

An application for an entry permit must be made on a form that is submitted to the project manager for forwarding to Security.

An application for an entry permit must be submitted in good time before the contractor arrives at SSAB Luleå, Linde, SMA Mineral, Luleå Port, ShoreLink AB, LKAB, BDX, LINDAB and DUROC.

# **3 TRAFFIC AND PARKING REGULATIONS**

## **3.1 Entry permits**

A parking or entry permit is required in order to enter or exit the factory area in a vehicle. The permit is personal and may not be transferred.

When entering with a Steel Office parking permit, the vehicle may only be driven the shortest route between the Western Security Gate and the Steel Office.

When entering with a Coking Plant parking permit, the vehicle may only be driven the shortest route between the Uddebo Security Gate and the Coking Plant's staff car park. Vehicles must not be parked inside the Coking Plant's fence.

You can apply for a parking permit using the form provided.

Passengers in vehicles must always get out of the vehicle when entering and leaving the site. Passengers must walk through the turnstile.

Drivers who drive in with passengers may have their entry permit revoked.

Security staff have the right to search vehicles when entering and leaving the site, and also within the Svartön Industrial Area.

### **3.2 General traffic regulations within the Svartön Industrial Area**

Traffic legislation must be observed where applicable within the factory area.

There is a general parking ban beneath gas and media pipelines.

Rail traffic has right of way at all times.

**Material or other items must not be stored closer than 2.2 meters to the nearest railway line.**

Special consideration must be given to vehicles in operational use. Heavy loads result in, among other things, long braking distances. Many vehicles transport liquid iron or slag, which poses a major risk of fire & personal injury.

Vehicles must be driven with lights on half beam and seat belts must be worn.

**Private motor vehicles must never be parked in premises owned or rented by SSAB.**

Parking is only permitted in designated and signposted areas.

Privately owned vehicles/vehicles without clear corporate logo markings must display a parking permit that is clearly visible in the windscreen.

Electric and hybrid vehicles may only be charged at designated stations. Charging at an engine heater post or a conventional power socket is not permitted.

The driving of "EPA/A" tractors, moped/EU mopeds is not permitted in the area for minors.

This ban does not apply when driving with a moped is included the work tasks and the driver has been given special information/training in this.

It is not permitted to use mopeds for personal transport.

When transporting/moving with a work platform, scissor lift or other kind of machine/equipment, it must be ensured that they are clearly visible when in motion. When driving on the road network within the area when it is dark or in poor visibility conditions, some form of warning must be provided by means of permanent or temporary lighting. A fall arrest harness must be used and be attached to the work platform at the designated attachment point.

### 3.3 Miscellaneous

It is the responsibility of Security staff:

- to check compliance with current traffic regulations
- to prevent passage through gates for vehicles that are not being driven with lights on half beam or that may be suspected of having reduced visibility due to ice or snow on car windows
- to take action if traffic regulations are not being observed
- to check vehicles if necessary with regard to road safety and to report any deficiencies in vehicle equipment that may result in reduced road safety to the relevant company's vehicle manager.
- to only allow in vehicles **or drivers** with a valid entry permit

#### 4 MAP OF THE AREA





## 5 VEHICLE MANAGER

Each company operating within the Svartön Industrial Area is responsible for ensuring that all vehicles operating on the Svartön Industrial Area have a designated vehicle manager. The vehicle manager must be registered in the Purchasing/Inventory System or in the access control system.

Company-owned vehicles must be clearly marked with the company's logo and vehicle number.

Vehicles concerned are wheeled vehicles (service vehicles, cars, trucks and vans)

The vehicle manager at each company is responsible for:

- monitoring and deciding on the use of the vehicle
- ensuring that all users of the vehicle hold a driver's license and a specially issued operator's certificate
- ensuring that established procedures for service, maintenance and inspection are followed
- immediately reporting and rectifying any damage that has occurred
- ensuring that vehicles that are deemed to be hazardous to traffic or have been issued with a ban during an inspection are not used

Each company must notify the Head of Security, Luleå, who is the person responsible for company-registered vehicles.

## 6 VEHICLE DRIVERS' RESPONSIBILITIES FOR COMPANY-OWNED VEHICLES

Most of the vehicles are large, heavy and expensive to purchase. This places strict demands on the competence and skills of drivers to avoid personal injury and damage to property. In view of this, the following requirements must be met before a person may be accepted as a driver of company-owned vehicles:

- The person concerned must have the driver's license required for the vehicle in question. Class B as a minimum.
- Completed internal training for the vehicle concerned, including maintenance, traffic and safety regulations.
- Once the training has been successfully completed, an operator's certificate is issued, which gives the right to operate the vehicle for which the training has been received. The manager responsible issues the operator's certificate.
- Vehicle operators must satisfy the local medical requirements and regulations of government agencies and SSAB.

The operator's responsibilities include:

- providing information in the vehicle so that it is clear who has operated the vehicle. The information must always be displayed so that it is visible in the windscreen. See item 8.3
- bringing a valid driver's license and operator's certificate
- performing a road safety check on the vehicle on a daily basis
- ensuring that the vehicle is kept clean, both externally and internally
- ensuring that lighting and reflectors are clearly visible
- ensuring that vehicles are driven with lights on half beam and that seat belts are used when prescribed for the vehicle
- not exceeding the speed limit
- checking that any load is well secured
- reporting accidents and near-accidents to the supervisor promptly and in writing

Vehicle operators must bear in mind that incorrect operation of vehicles can result in personal injury and damage to material, as well as operational disruption resulting in high costs, and may result in the operator's certificate and entry permit being revoked. (See section 9)

## **7 TRAFFIC AND VEHICLES – CONTRACTORS**

For contractors within the factory area, the traffic and vehicle regulations in accordance with this document apply.

### **7.1 Chemical products and chemical containers**

Chemical products may not be brought into the area without the approval of SSAB. Application for approval takes place by means of the contractor making contact with the manager/project manager responsible at SSAB, who in turn makes contact with a chemist to arrange for the product to be tested. Safety data sheets in Swedish must be attached to the application.

Contractors who bring chemical products into SSAB's area after approval must always have safety data sheets available for the chemicals in question.

Fuel tanks and other chemical containers may not be brought into the factory area either without the approval of SSAB. Such containers must be twin-walled and have overfill protection. A permit in accordance with the Swedish Ordinance on flammable and explosive goods may possibly be required. This must be clarified with SSAB's orderer of the work in question and the person responsible for flammable goods in the department in question.

### **7.2 Insurance policies**

All vehicles that fall under the Swedish Traffic Damage Act must be insured. The vehicle owner must check for themselves whether the vehicle is roadworthy. Machine and liability insurance must be in place for motorized work equipment and other machines.

### **7.3 Parking of contractors' vehicles**

When parking company-owned vehicles, the driver must always provide information in the windscreen stating the driver's name and mobile phone number. Vehicles that do not have this information will be considered to be parked incorrectly. Parking of contractors' vehicles is permitted during the performance of tasks that have been ordered. Parking must take place in a marked parking space. When loading and unloading equipment and materials, parking is permitted briefly at places other than marked parking spaces.

At other times, vehicles must be removed from the Industrial Area (applies to SSAB's premises). Contractors' vehicles must not be connected to engine heater outlets/power outlets belonging to SSAB or in site huts.

#### **7.4 Other provisions**

- Contractors' vehicles must be clearly marked with the company name or logotype, and the vehicle should also be marked with the numbering for identification.
- For contractors, de-registered/out-of-service vehicles may not be driven or be present within the factory area.
- A certificate of valid insurance and driver's license must be available in the vehicle for checking by the relevant company's contact person or Security. If there is no valid insurance, the vehicle will be immediately ejected from the factory area. Vehicles that are considered to be clearly dangerous to traffic may be subject to a ban on use by Security staff.

## 8 IMPORTANT PHONE NUMBERS

SSAB Switchboard	+46 (0)920-920 00
Alarm number	+46 (0)920-921 11
Western Security Gate	+46 (0)920-927 27 (NB: No alarm!)
Fault report, railway crossings and track	+46 (0)920-924 18 Lökkuren or +46 (0)920-927 27 Western Security Gate
Fire station (no alarm)	+46 (0)920-924 24