

# *To our contractors*

At Pågen we bake with love. This means that we want to act ethically throughout the entire value chain, and we take care of your and our safety. Your purchaser/contact person at Pågen will go through this document with you before work begins. Of course you are welcome to ask any questions you may have. We hope you find this document useful.



Visitor levels

Level 1 – visitor

Level 2 – temporary contractors

Level 3 – regular contractors

This document is aimed at Level 2, temporary contractors.

1 – Rules and routines for Pågen's contractors

# Contents

- Product safety
- Hygiene
- Working environment
- Safety
- Is a permit required in order for some work to be carried out?



# Product safety

The Swedish Food Act requires all companies that manufacture foodstuffs to check and manage the dangers that can occur in production.

- The working method to identify and put in place remedial measures to manufacture safe products is known as HACCP (Hazard Analysis and Critical Control Points).
- The dangers we have in our production are divided into four groups.
  - Foreign objects
  - Allergens
  - Chemicals
  - Bacteria

***This is how we work to manage the risks and always bake safe products***

Risk type	How should I work to prevent/manage risks?
Foreign objects	<ul style="list-style-type: none"> <li>• When working near open products, screening should always be set up before work begins, to eliminate the risk of contamination</li> <li>• Avoid cutting/grinding with rotating tools, to avoid the risk of chippings and small pieces being spread around</li> <li>• Dismantle and process in the workshop wherever possible</li> <li>• Always ensure that the workspace is clean and tidy Never leave tools or loose objects lying around when you leave the area</li> <li>• Respect the glass ban at Pågen</li> </ul>
Allergens	<ul style="list-style-type: none"> <li>• Keep yourself informed about which allergens are present on the line where you are working</li> <li>• Never spread substances from one line to another</li> <li>• Respect the nut ban in place at Pågen</li> </ul>
Chemicals	<ul style="list-style-type: none"> <li>• When using lubricating oils and chemicals, they must be of a food-grade type approved by Pågen</li> <li>• If chemicals other than the food-grade type approved by Pågen are needed, this must be approved by your purchaser.</li> </ul>
Bacteria	<ul style="list-style-type: none"> <li>• Bacteria can be spread by air and through direct contact with our products. Therefore, you must not touch or move products or surfaces with any unpackaged product.</li> <li>• Always ensure that the hygiene rules presented in Självklart! are followed.</li> </ul>

# Hygiene rules

- No glass, china or hard plastic may be present in production areas.
- No medications may be present in production areas.
- No nuts or any product containing nuts may be present on the Pågen site.
- A shoe brush must be used before entering any production area.
- Protective clothing, hats, beard guards, shoe protectors and water bottles (if required) are provided by Pågen.
- No jewellery may be worn.
- No items may be placed in pockets above waist height.
- Hands must be washed often and thoroughly.
- Food, drink, chewing tobacco and chewing gum are only permitted in the break room.
- If you have a work phone with you in a production area, it must have a splinter guard fitted.
- The quarantine toilet must be used for acute stomach illness and is located in Distribution.
- Windows and doors must be kept closed.
- Clean up as you work. If you are here for several days, clean regularly during the day and always last thing before you go home (cleaning tools are in the storeroom).
- If you cut yourself, you must use blue plasters, provided by Pågen.
- You may only smoke in designated areas and with a smoking jacket on.
- Let someone know if you see any animal, such as a bird, mouse, rat or beetle.
- When using scaffolding indoors, Pågen will supply this.
- No wooden pallets or tools may be used. However, they are acceptable for temporary moving of equipment.



# Working environment



- Follow the safety signs
- Use personal protective equipment (PPE)
  - Shoe protectors are a must in the production area
  - Pågen's hearing protection is used in production areas
  - Other protective equipment is used following a risk assessment
- Understand the risk assessment before beginning your work
- Cordon off the area before beginning your work if the risk assessment requires it
- If you need to leave the project area, make sure it is secure during your absence
- Follow the walkways so you do not walk in trafficked areas
- Disconnect, lock and secure machinery so that there can be no unauthorised use during the ongoing work
- Secure your load before setting off. If your line of sight/visibility is bad, you must have an escort.
- Driving a truck and using a mobile phone at the same time is forbidden. Pull to the side, stop and then use the device. Listening to music and driving a truck is also forbidden.
- Report near-misses and accidents to your employer and Pågen's project manager
- Threats and violence, victimisation/bullying, plus alcohol and drugs are not permitted at Pågen

# Safety

- Always leave evacuation routes clear!
- There are three First Aid boards in the bakery, also including alarm addresses.
- Cars and cycles may only be parked in designated spaces
- It is not permitted to bring visitors into Pågen's premises. Do not let in unknown individuals.
- Photography is not permitted. Authorisation can be given by the site manager or communications director
- A speed limit of max 20km/h applies throughout the area
- Visitor's passes must be visible and returned to the purchaser after the job is complete
- It is important that you read Pågen's evacuation instructions
- Ensure that you know where the evacuation routes and assembly points are



# Evacuation instructions

## EVACUATION INSTRUCTIONS

### WHAT SHOULD I DO IF...

I detect acute danger:

I hear the emergency alarm:



#### RESCUE

Save the one whose life is in danger.



#### ALERT

Alert others to the danger.



#### ALARM

Press the alarm button and call SOS Alarm phone: 112




#### EXTINGUISH

Extinguish the fire if you consider it possible. Close doors and windows.



#### EVACUATE

Evacuate through nearest available escape route and head to your assembly point.


Signal:  (Siren with pulsating tone)

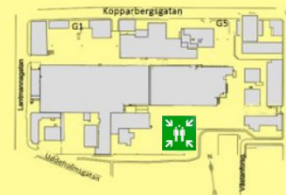
The evacuation alarm is a signal that will alert you to fire or anything else that requires evacuation has occurred. The evacuation alarm is heard throughout the property at the same time.

**Cancel work** immediately.

**Alert others.**

**Vacate the premises.**

**Go immediately to the assembly point.** 



**Stay** at the assembly point until you get new orders.



***Is a permit required in order for some work to be carried out?***

	Description	ID number	Yes	No
Health declaration	All visitors in the production premises at the start of each work period or 1 x/month	ID 67	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment – work that may affect personal safety	If a risk of personal injury is suspected, a risk assessment must be carried out with the safety representative	ID 2863	<input type="checkbox"/>	<input type="checkbox"/>
Hot work	A certificate must be displayed and a permit authorised	ID 2071	<input type="checkbox"/>	<input type="checkbox"/>
Truck driving	A driving licence must be able to be shown, as well as a “driving permit for Pågen trucks” authorised (Working Environment Handbook, chapter 11 Templates and Permits).		<input type="checkbox"/>	<input type="checkbox"/>
Lifting work	A certificate must be able to be shown, as well as a “driving permit for lifting at Pågen” authorised (Working Environment Handbook, chapter 11 Templates and Permits).		<input type="checkbox"/>	<input type="checkbox"/>
Crane work	A certificate must be able to be shown, as well as a “driving permit for crane work at Pågen” authorised (Working Environment Handbook, chapter 11 Templates and Permits).		<input type="checkbox"/>	<input type="checkbox"/>
Working in zone-classed areas as per ATEX	A work permit must be obtained.	ID 2084	<input type="checkbox"/>	<input type="checkbox"/>
Electrical installation work	Companies intending to carry out electrical installation work at the Pågen AB site must be on the Swedish National Electrical Safety Board’s corporate register before beginning work.		<input type="checkbox"/>	<input type="checkbox"/>
Work at heights (fall protection)	A certificate of training must be able to be shown		<input type="checkbox"/>	<input type="checkbox"/>
Smoke, steam or dust	An evaluation must be made together with Pågen if the fire alarm needs to temporarily be switched off.		<input type="checkbox"/>	<input type="checkbox"/>
Work which can affect product safety	Review “Checklist for technical project map, product safety” together with the Purchaser and Quality.	ID 281	<input type="checkbox"/>	<input type="checkbox"/>





***I have read and understood Pågen's rules and routines for contractors.***

Place, date

Name, company

Signature