

## **Rules for visiting and working at Sønderborg Varme A.m.b.a. and Sønderborg Kraftvarme A/S**

This folder is especially aimed towards companies visiting and working at Sønderborg Varme and Sønderborg Kraftvarme.

### **Arriving**

Upon arrival to Sønderborg Varme or Sønderborg Kraftvarme, please contact the control room or the duty officer.

### **Departure**

On departure from Sønderborg Varme or Sønderborg Kraftvarme, please contact the control room or the duty officer.

### **Working at a plant**

Only relevant visiting and traffic is allowed.

Visiting companies are obliged to respect plant instructions concerning operation, safety and environment and are always responsible for respecting the general safety rules.

If work must be interrupted, always make sure that the working place is left in fire safe condition.

### **Work permits**

Before work may be initiated, the control room or the duty officer must issue a work permit.

### **Safety precautions**

The plant maintains ambitious goals concerning making the working place as safe as possible.

Consequently, all safety rules must be respected.

### **Personal safety equipment and Dresscode**

Approved safety equipment must be used, where the signs indicate so, such as safety helmet, hearing and respiratory protection. When working in two or more levels, safety helmets must be worn.

In the production clothing must at least consist of stockings, long trousers and short sleeves.

### **Working at heights**

Ladders should only be used for access purpose and work from ladders must be limited as much as possible. For work at heights greater than 2 meters, safety precautions must be applied, for example rails, scaffolding, shielding or fall protection equipment.

### **Housekeeping**

Please keep things in order and make sure that the working place is tidy and always in order.

### **Fire Precautions**

Inform yourself about where to find the fire equipment nearest to your working place.

In case of fire, please contact the control room immediately. After this, start to put out the fire if possible.

### **Smoking policy**

Smoking and use of e-cigarettes take place outdoors in designated areas.

### **Alcohol and Drugs**

Alcohol and Drugs are not allowed at the Workplaces.

### **Tools**

Companies visiting one of the plants for working purposes are to bring their own tools including work light, cables, ladders, etc. Only in special cases, you can borrow tools at the plant.

### **Workshop**

The staff of the plant must approve use of the plant workshop facilities.

### **Changing Rooms and Shower Facilities**

Sønderborg Varme does not offer such facilities. During the yearly revision, we refer to the site hut.

### **Toilettes**

Sønderborg Varme maintains a very high cleaning standard. Thus, please leave the toilet in the same condition, as you wish to find it.

Directions given by the plant staff **must** be followed at all times. All accidents **must** be reported to Sønderborg Varme.

**All violation of the above safety rules may result in dismissal from the plant area.**

## Rules for Visiting and working



### In Case of Accident:

- ✓ Stop the accident
- ✓ Give first aid
- ✓ Contact the control room  
Telephone no. + 45 73 42 42 01

Follow instructions from the staff at the plant.



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