



Information to contractors
September 2007



Lantmännen
Lantbruk



Welcome to Lantmännen Lantbruk

Lantmännen Lantbruk's vision is "we make the best of our soil and offer all options for a more sound life!". This is an expression of the responsibility we take as a part in the food chain. In order to secure a strong future for food produced in Sweden, we must ensure the safety of animals, people and the environment at every stage.

Lantmännen's operations within plant cultivation, grain and feed stuffs form the first stages in this food chain. This is why product safety has the highest priority, along with the working environment as well as the responsibility for the external environment.

As one of Lantmännen's contractors you will also take an active role in this responsibility, maintaining a high level of safety. This information brochure provides an outline of the general requirements with which the contractors engaged by Lantmännen must comply.

There are additional instructions for several work areas. Your Lantmännen co-ordinator will provide you with more information about these.

Adequate knowledge and good orderliness are necessary requirements to minimise hygiene risks, risks in the working environment and to the external environment.

More information about us can be provided by your Lantmännen co-ordinator.



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As a Lantmännen contractor, it is vital that you are acquainted with the specific requirements that apply within different areas. This brochure will provide you with some general information.

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Lantmännen's quality assurance efforts

Routines in everybody's best interest

Lantmännen's operations are controlled by regulations relating to product safety, the environment and the working environment. The applicable regulations are available directly from relevant authorities.

Arbetsmiljöverket (The Swedish Work Environment Authority)	www.av.se
Statens naturvårdsverk (The National Swedish Environment Protection Board)	www.naturvardsverket.se
Räddningsverket (The Swedish Rescue Services Agency)	www.srv.se
Jordbruksverket (The Swedish Board of Agriculture)	www.sjv.se

These regulations will also govern your work as a Lantmännen's contractor and it is your responsibility to make sure that you are fully acquainted with the regulations in question.

Large parts of Lantmännen's operations are certified in accordance with ISO 9001:2000 and ISO 14001:2004. This means that there are routines governing our work. These routines will also govern the work you carry out as Lantmännen's contractor. Your Lantmännen co-ordinator can provide information about the routines in question.

Audits

In order to evaluate the enforcement of the relevant requirements, internal and external audits will be carried out in the areas of product safety, working environment and external environment, as well as quality - i.e. that the applicable regulations and routines are being observed. As a contractor you and your employees may be subjected to such an inspection while work is in progress.

Confidentiality

Lantmännen's operations are exposed to competition and external inspections. The Lantmännen manager in charge is always responsible for external information. It is vital that individual staff members do not pass on internal information to any unauthorised parties. The same requirement will apply to you as our contractor.

Contract Termination

Violating laws and regulations or neglecting regulations can result in the dismissal of the contractor in question.



Before starting work

Review the risks involved

Co-ordination responsibility

Lantmännen is responsible for the co-ordination of product safety, the working environment and the external environment at all locations where it has operations. This means that as our contractor it is your duty to consult with Lantmännen to minimise risks. All contractors have a duty to follow the rules and directions provided by Lantmännen's co-ordinator.

Together with the co-ordinator you should as a contractor, before work is started and then on an ongoing basis, review the risks the work entails. The review should cover both your safety as a contractor, the safety of the facility's permanent staff and that of other contractors at the factory. The review should deal with product safety, the working environment and the external environment. A report of the review should be put on record.

If you as contractor fail to act upon any of the measures agreed, Lantmännen has the right to suspend the work until the measures have been carried out.

General regulations

Lantmännen's co-ordinator will inform you as contractor of the specific risks, regulations and routines that are in force at the workplace in question. As contractor you are responsible in turn to ensure that the information is passed on to your employees.

All contractors have a duty to report occupational accidents, near-accidents and other incidents that may affect product safety, the working environment or external environment.

Incidents within the working environment area must be reported to the nearest Work Environment Authority Unit (Arbetsmiljöverksenhhet) and the Regional Social Insurance Office (Försäkringskassan) as well as AFA Insurance by the employer of the injured employee. Any damage to the external environment must be reported to the nearest Environmental Health Office (Miljö- och hälsoskyddskontoret) and if necessary to the Swedish Rescue Services Agency (Räddningstjänsten) as well. The co-ordinator must always be informed.

Visitors and contractors have a duty to comply with the regulations relating to orderliness, safety and fire-protection that apply to Lantmännen's own staff.

Insurance policies

All contractors must have third party liability insurance with adequate coverage for the circumstances. On request the contractor should be able to show the co-ordinator the insurance certificate and a receipt for the premium payment.

Cleaning and waste management

Orderliness, waste disposal and cleaning are important parts of the environmental and safety work as a whole. Everybody has a duty to clean up after themselves at their workplace and to dispose of waste in accordance with the routines in force at the particular location.

As contractor you must always check with the co-ordinator when waste is to be transported onwards to landfill, incineration or some other form of disposal. Certain types of waste – such as seed disinfectants and medicine feed leftovers – will require special disposal procedures. As a contractor, you are responsible for dealing with your own hazardous waste yourself, provided no other specific agreement has been reached.



Product safety

Good hygiene protects the animals

In Sweden we have an exceptionally good situation in matters relating to product safety, in particular the cleanness, hygiene and disease control of our products, which we are anxious to maintain. It is of utmost importance that as Lantmännen's contractor you make sure that you are familiar with these requirements, communicate them to your employees and ensure that they are observed when the work is carried out. The co-ordinator will be your contact for these issues.

Hygiene zones at feed factories

At feed factories we have programmes for salmonella safety and special hygiene zones. When working at the feed factories it is important to know about the specific hygiene regulations in force there. This is of utmost importance when working in the hygiene zones and for maintenance work inside the manufacturing lines. Hygiene and disease control are essential to protect the animals that will be eating the feed.

Hygiene zones are made up of those parts of the production line that run between the pellet press and onwards to where the product reaches the bulk truck or bagging. The premises and air ducts supplying intake air to the pellet coolers are included in the hygiene zones. The air ducts for waste air from pellet cooling are also included in the hygiene zones. Contractors at feed factories must comply with the notices about hygiene zones that are displayed in the factory.

When working in the feed factories' hygiene zones you should change into clean clothes (or disposable overalls), use clean protective gloves (disposable gloves) and clean footwear. The tools used must be clean as well.

When working at any of our other facilities you should consult with the co-ordinator about the hygiene requirements in force at that particular workplace.

Foreign objects

Another important element of product safety is that no foreign objects should be left behind in the production lines. This particularly applies to metallic residue and tools.

Metallic residue in cereals and feed can be directly fatal for animals and can cause great damage and expense in the milling and sales industries. Tools, metallic residue and other hard objects can also ruin equipment further on in the processing system, both in our own operations and in other parts of the processing industry.

Other product impact

It is vital for all products that the work carried out does not damage or contaminate the products, damage the packaging or result in products being confused with each other.

It is important that no oil, petrol, water or other foreign fluids or chemicals come into contact with cereals or feedstuffs. In the event of an accident that results in contamination you must immediately alert the staff at the facility.

The external environment

We protect the environment

Our business – just like any other industrial business – does affect the environment. All feed factories, as well as certain other facilities, are environmentally certified and the authorities have set limits for the amount of emissions that are permissible into the air or water, as well as noise limits.

Protecting the external environment and the comfort of the people living nearby are necessary requirements for the survival and development of our business. Regarding parts of the business being certified in accordance with ISO 14001:2004 there are specific routines in place to reduce the impact on the external environment.

These official requirements and routines also apply to the work carried out by contractors.

The working environment

A safe workplace

A good working environment is of the greatest importance not only for the work result but also for the individual staff member's safety, well-being and health. There are numerous risk elements at Lantmännen's operational facilities. The most serious are the risks of fire and dust explosions. Sources of other serious risks include remote controlled production systems, vehicles and machines, as well as accidents involving falls.

A working environment where accident prevention is a priority is an important element in the business as a whole, and this also includes the work carried out by contractors at Lantmännen's facilities. Lantmännen Lantbruk's overall routines are detailed in the Systematic Working Environment Work handbook. The co-ordinator has access to this handbook. We recommend that contractors consult the co-ordinator about its contents whenever a specific question arises.



Dangerous substances

Safe handling is vital

In this context 'dangerous substances' refers to products that may present a risk to health, a danger of fire, environmental impact or affect production or product safety.

Discharges into water

When working in close proximity to storage tanks or pipelines for liquid goods, chemicals or fuel there may be a risk of discharge.

Discharges into the surface water system can stop sewage treatment works from functioning or block sewers, while discharges into nearby watercourses can cause the death of fish and other damage.

Obviously this will apply to the discharge of petroleum products, pure acids and certain chemicals. Special protective equipment is required if there is a discharge of these substances. Even the discharge of relatively harmless substances, such as molasses and vegetable oils, can cause great damage.

As a contractor if you are even slightly unsure about the risk of discharge you should consult your Lantmännen co-ordinator.

Handling dangerous substances

Several different dangerous substances are handled at Lantmännen's facilities. Safety data sheets have been compiled for the company's chemicals and other dangerous products. Lantmännen's staff members are able to print these directly from the company's intranet. As a contractor it is your duty to acquaint yourself with the contents of these safety data sheets before work begins, whenever there is a risk of coming into contact with any of these dangerous substances.

As a contractor, if you want to use your own dangerous substances that fall within the scope of the Work Environment Authority's provisions for Chemical Hazards in the Work Environment (AFS 2000:4) you must declare the risks they represent and their use must be approved by the co-ordinator before they are brought into Lantmännen's facilities.

As a contractor, if you have the slightest suspicion that you risk coming into contact with any dangerous substance in your work you should consult your co-ordinator.

Procedures affecting processing equipment

As a contractor you must be given the go-ahead by the co-ordinator before starting any work or procedure in cisterns, piping or other processing equipment.

Fire-protection

How to avoid fires

Fires and dust explosions are the most serious risks at many of Lantmännen's facilities. Lantmännen guarantees its fire prevention responsibility by appointing fire-protection supervisors. Consult the fire-protection supervisor at your work place if you have any questions about the risk of fire.

Smoking ban

Lantmännen's facilities are environments where there may be fine dust particles in the air and on machine parts. Consequently there is a complete ban on smoking in these facilities. Smoking is only permitted outside. Refer to Local Conditions as well.

Heat treatment work

The fire-protection supervisor issues welding permits for work involving heat treatment at the facilities. A check list and instructions for heat treatment work can be found on the Swedish Fire Protection Association's form "Welding check for temporary work". This should be read and filled in before the heat treatment work is started, and the workplace should be inspected, with the need for any specific routines clearly explained.

Any employees of the contractor carrying out heat treatment work must have the necessary qualifications to do so. The relevant certification must be shown to the fire-protection supervisor.



Electrical connections

Contractors are not entitled to make electrical connections, rerouting, disconnections or other work without the permission of the authorised electrician/chief electrician at Lantmännen. Contractors must have permission before entering transformer rooms and control stations, and unqualified staff must be accompanied by a qualified electrician. Electrical equipment which will be used in dust-laden environments may be max. 24 V and temperature class T6 (surface temperature under + 85 ° C). As a contractor you have a responsibility to ensure that the condition of your own equipment, machines and hand-held tools complies with the relevant regulations.

For procedures in machines/machinery the main circuit must be switched off and locked so that unintentional start will not be possible.

Fire equipment

Fire-extinguishing equipment is marked with signs. As a contractor, if you use a fire-extinguisher it must be returned to the co-ordinator immediately after use.

Falls from heights

Safety above all

Lifting devices

All equipment used to lift people should be approved for such use and operators of mobile lifting devices should be trained for this purpose. The use of fork lift trucks, loading machines and suchlike to lift people is prohibited. Walking under hanging loads is forbidden.

Equipment requiring inspection

Contractors who bring and intend to use mobile cranes, lifting appliances, pressure vessels or other equipment requiring inspection must be able to show an approved certificate of inspection (incl. own inspection regime).

Scaffolding

Scaffolding must be erected according to the Work Environment Authority's provisions (AFS 2004:4). Only qualified scaffolders may erect or alter scaffolding where the working height is above 2.0 metres. The certificate of education must be checked by the co-ordinator before scaffolding erection is started.

Protection devices and barriers

Temporary work is work which is not normally carried out at the workplace, such as hole-punching, structural alterations/extensions and new installations. If these kinds of work constitute a risk of injury the area in question should be cordoned off. The cordon may consist of trestles, chains, signs, flag ropes, plastic tape and the cordon should be adapted to the risk involved. Barrier equipment should be marked in yellow/black colours. The barrier may also be signposted with the type of danger involved, such as risk of falling, risk of slipping or warning for collapse.

Always respect the barriers that are in place. Remove barriers as soon as the danger is over.



Personal safety

Always report your presence

First aid

Lantmännen has first aid equipment and trained staff. As a contractor you should have the preparedness for first aid that is specified in the Work Environment Act, Section 2 subsection 8.

Arrival and departure

For safety reasons as a contractor you and your employees should always report to the relevant Lantmännen staff when you enter e.g. a silo or factory building. This registration is important so that we know who is inside the factory if evacuation should be necessary. Registration of arrival and departure is carried out in different ways at different facilities. Contractors are requested to check and comply with the local routines.

Personal protective equipment

At several of Lantmännen's facilities the wearing of helmets is mandatory. Work clothes should be suitable for the work assignments e.g. flame-resistant, reflective etc. In certain signposted areas where there is dust, noise etc. personal protective equipment must be used.

As a contractor you must provide the required and approved personal protection equipment for your staff.

Working alone

The risks of working alone should be taken into consideration and the work should be carried out in accordance with the Work Environment Authority's provisions (AFS 1982:3 and the Work Environment Act, Section 3 subsection 2).

Alcohol and drugs

During working hours, time on-call and on standby all staff members within the workplace area must be completely unaffected by alcohol or other drugs.

By 'other drugs' we mean narcotics and other narcotic-classified compounds e.g. Valium and anabolic steroids that have not been prescribed for a medical reason. This zero tolerance for alcohol and drugs etc. applies to Lantmännen's contractors as well.

Theft and other irregularities

Lantmännen's staff members work on a daily basis in circumstances of great responsibility and trust with products of significant value. A scrupulous management of this is therefore of very great importance for the company's operations. The company would therefore like to stress that it takes a very serious view of thefts and cases of larceny at the workplace. This zero tolerance for thefts and other irregularities also applies to Lantmännen's contractors.

Parking

Private cars must always be parked in the marked parking spaces. In special cases, e.g. loading and unloading, contractors will be allowed to park in other places if an agreement to this effect has been reached with the co-ordinator.

Traffic

General traffic regulations apply within the boundaries of the workplace. Local speed limits must be observed; where there are no speed signs the maximum speed limit is 30 km/hour (19 miles/hour). Be aware of trucks, loading machines and other vehicles while you are working.

Trucks and loading machines

As a contractor you will issue driving permits for these vehicles when driving within the work place's boundaries. These must be shown to the co-ordinator on request.

When borrowing a truck or loading machine from Lantmännen a written loan agreement must be drawn up. Lantmännen's co-ordinator will be in charge of this.

In emergencies

In the event of an incident

The routines detailing measures for an emergency situation can vary somewhat between different facilities. Therefore it is important that you are aware of the local routines.

Fire

1. Save. Evacuate the premises, reassemble at the designated reassembly point - refer to the local evacuation plan. NOTE. It is forbidden to use the lifts/elevators in the event of a fire alarm. Count to ensure that all staff members have been evacuated.
2. Warn. Others who might be affected by the fire must be warned.
3. Emergency call. If there is no direct alarm to the emergency services: call 112 to notify the emergency services about the fire, the degree of seriousness and any injuries. At certain facilities you must dial 0 - 00 to access an external line and then 112.
4. Extinguish. Try to stop the fire spreading if possible.
5. Position staff at strategic points to help the emergency vehicles to find the right way.
6. Contact the facility manager.

Leakage

1. Identify what is leaking. Refer to the relevant safety data sheet.
2. Save. If the leakage is serious, evacuate the area.
3. Emergency call. If there is no direct alarm to the emergency services: call 112 to notify the emergency services about the leak. At certain facilities you must dial 0 - 00 to access an external line and then 112.

4. If possible turn the leak off and try to stop it from spreading. Cover drains or bank around them with sand. Only take these measures if they can be carried out without any risk of personal injury. NOTE! Some acids and chemicals will require the use of specific protective equipment.
5. Position staff at strategic points to help the emergency vehicles to find the right way.
6. Contact the facility manager.

Serious injury to a person

1. Save
P = Position (Is the person out of harm's way?)
B = Breathing
B = Bleeding
S = Shock
2. Emergency call. Call 112. At certain facilities you must dial 0 - 00 to access an external line and then 112.
3. Position staff at strategic points to help the emergency vehicles to find the right way.
4. The immediate superior should contact the person's relatives.



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