



**Together, we create the  
safest workplace in Sweden!**





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As an employee in Services Nordic, **I never compromises** with personal safety by **always...**

...follow health and safety rules, safety instructions and ESA

...use the right personal protective equipment and tools

...carry out risk assessment, report deviations and receive feedback from earlier events

...ask colleagues at the slightest uncertainty or ambiguity

...speak up, wait or suspend work, "Time Out", in case of uncertainty or risk of personal injury

...consider how my work, both in the field and in offices, affects my, my colleagues' and other persons, personal safety and health

...be generous with positive feedback to my colleagues when they act safely

**When my colleagues and I work like this, we together create Sweden's safest workplace!**



# Take Time Out !

## Time out:

1. **React** when an unsafe situation, or suspected unsafe situation, may create imminent danger to human health and safety, or to the physical environment.
2. **Take action** by speaking up, waiting or suspend work and taking a Time Out!
3. **Take a Time Out!** That is suspend work and take a break to improve the unsafe situation.
4. **Discuss and find solutions** during Time Out to improve or correct the situation.

Risky situation is reported in ENIA, either as a Risk Observation, Near Miss or Environmental Incident based on the nature of the event. If it is determined that the situation poses no risk, reporting in ENIA is not necessary.

Inform project manager/maintenance manager/manager.

5. **Take appropriate measures** to secure the situation, or if it turns out that the situation does not pose a risk,
6. **continue work under safe conditions.**

*“At Vattenfall we speak up when something is not right. We stop work when something is not safe. We bring to attention when someone is not doing well, and we have zero-tolerance for harassment of any kind. That applies to all of us – no exceptions.”*

*Anna Borg, CEO Vattenfall*



## When to take Time Out?

Time Out shall be used for situations, or suspected situations and/or behaviors are observed that create or may create imminent danger to human health and safety, or to the physical environment.

## Who can suspend work and claim time out?

All personnel including new hires and contractors who work for Vattenfall Services in all the places where Vattenfall Services operates, i.e. at own establishments, in customer facilities and in the field

- has the right
- the responsibility and
- the obligation to

suspend work whenever an unsafe, or suspected unsafe, situation is observed which creates or may create imminent danger to human health and safety, or to the physical environment.

If someone tells you to take Time Out, you must stop working immediately!