

Vattenfall Services Nordic AB - SIKAM

Personal protective equipment

Instruktion VS-IN-01031

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Summary

The instruction describes VSN's requirements regarding the use of personal protective equipment in order to ensure that correct personal protective equipment is used when circumstances so require. The instruction is also part of VSN's compliance with the Swedish Work Environment Authority's regulations on personal protective equipment, AFS 2023:11.

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1 Introduction

These instructions are part of Vattenfall's Services Nordics AB's management system, SIKAM. Vattenfalls Services Nordics AB is further referred to as VSN in the document.

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1.1 Purpose

The instruction describes VSN's requirements regarding the use of personal protective equipment in order to ensure that correct personal protective equipment is used when circumstances so require. The instruction is also part of VSN's compliance with the Swedish Work Environment Authority's regulations on personal protective equipment, AFS 2023:11.

1.2 Extent

These instructions apply to all activities within VSN in an operational environment, i.e. administrative activities in an office environment, or similar, are exempt. Likewise, travel and stay in covered, land-going vehicles are exempt unless the circumstances specifically require certain personal protective equipment.

If there are special instructions in accordance with the law or the authority's regulation, apparatus or installation, these apply before these instructions. However, a sufficient level of protection must always prevail in the execution of the work.

1.3 Target groups

Target audience	Meaning
Head of HSSEQ	Document Owner
Work Environment Manager	Document manager
Line Manager	Responsible for implementation and follow-up in own organization
Project Manager, BAS-P and BAS-U Administrator, Site Manager, Establishment Manager, Electrical Facility Manager, Electrical Coordination Manager,	Responsible for implementation and follow-up in the affected organization.
Employed staff	Read and comply with the instructions
Temporary staff	Read and comply with the instructions
Contractor and other external actor on behalf of VSN	Take part in, implement in the relevant part of the business and comply with the instructions.
Visitor	Read and comply with the instructions in relevant parts

1.4 Definitions and abbreviations

Expression/Abbreviation	Definition
VSN	Vattenfall Services Nordic AB
Workplace, temporary workplace	Workplace and temporary workplace refers to the place or places where work is to be carried out, is being carried out or has been carried out under VSN's direction and management.
BAS-P-/BAS-U administrators	Executor of construction work environment coordination during design/execution.
Electrical work	Work on or near an electrical installation, such as coupling, fuse replacement, testing and measurement, troubleshooting and repair, replacement/modification/expansion, construction, maintenance, inspection.
HR-BP	HR Business Partner; VSN's position for support in personnel matters.
Risk assessment	Valuation of identified risk. The risk assessment document often also includes the selection of the appropriate measure and the date for follow-up.
Risk management	Collective concepts for identifying sources of risk and assessing risks to people, property or the environment, as well as creating an action plan with measures to limit risks to an acceptable level.
ATV	An ATV is a term used for off-road motor vehicles other than snowmobiles. The ATV has wheels and is used on bare ground. The ATV is also called a quad bike or six-wheeler and is adapted for off-road driving.
Off-road scooter	Collective term for ATV and snowmobile. Vehicles without bodywork.
Snowmobile	Snowmobile is a term used for off-road snowmobiles that are intended to be driven on snow-covered ground and that are equipped with tracks and runners.

2 Implementation

All employees, including temporary employees, temporary staff, consultants, contractors, and other external parties on behalf of VSN must be informed of and comply with the rules below.

2.1 Requirements for the use of protective equipment

The choice of risk-reducing measures is handled in the operation's mandatory risk management work in accordance with VSN's risk management procedure VS-IN-00013 and the Swedish Work Environment Authority's various regulations regarding risk management. In work where it is not possible to eliminate risk completely, or reduce risk to an acceptable level with collective solutions, personal protective equipment must be used to minimize the risk of personal injury. Please note that risk management may indicate that protective measures other than the use of protective equipment may need to be taken to achieve an acceptable level of protection, such as a change of working method or the time of execution of the work. Some basic personal protective equipment is always mandatory as set out below.

The personal protective equipment is provided by the employer. More about VSN's contract range can be found on Vattenfall's intranet page under Personal Protective Equipment (PSU).

The user is responsible for ensuring that the protective equipment is used, maintained and stored in accordance with the manufacturer's instructions so that function, protective effect and hygienic standards are maintained.

VSN's requirements for personal protective equipment:

- **A helmet** (EN397) (so-called industrial helmet) with a fastened 3- or 4-point chin strap must always be worn. Appropriately, the helmet is also labeled "LD" (better lateral stiffness), "440Vac" (electrical insulation) and "-20°/-30°" (strong cold).
- **Safety shoes** (EN345) with toe caps and nail penetration protection should always be worn.
- **High-visibility clothing** (EN471) at least class 2 must always be worn. When working next to roads or workplaces where vehicle traffic occurs, high-visibility clothing (EN471) class 3 must be worn.
- **Comprehensive protective clothing** must be worn for all types of work tasks inside the door or operational fences in operating high-current installations (operating rooms). Deviations in the form of shorts or T-shirts are not allowed.
- **Comprehensive protective clothing** that has **flame retardant** (EN14116) and is **electric arc tested** (EN61482) must be worn for all types of electrical work. Deviations in the form of shorts or T-shirts are not allowed, even if these are flame retardant.
- **Arc-tested gloves, visors and protective hoods** or similar (EN 61482) must be worn during switching work in live installations and where implemented risk management shows that there is a risk of electric arc.
- **Insulating gloves** (EN 60903), "AMS gloves", with the appropriate classification for the task must be used when "working with tension" and when working where there is a risk of induction. In case of induction risk, AMS gloves are at least approved for 1000V, class 0.
- **Cut protection gloves** (EN 388) must be used where the risk assessment shows a risk of cut injuries to the hands. Note that there are combined cut protection and arc tested gloves that also resist chemicals.
- **Eye protection** (EN166) should be worn at all times. Either in the form of goggles or helmet visors. When processing materials with e.g. angle grinders, safety goggles of a basket model are used.

- **Hearing protection** (EN352) must always be brought. Hearing protection must be used when there is a risk of exceeding the Swedish Work Environment Authority's limit values or when risk management has identified a risk of noise damage, and otherwise when loud noises occur or may occur suddenly.

When hearing protectors with built-in ability to play audio media, e.g. music and talking books, this function must not be used in such a way that the ability to perceive alarms, signals and warning calls is affected, or otherwise affects attention. This also applies to standalone media players and headphones.

- **Respiratory protection** (CE marked respiratory protection according to one of the EN standards) must always be worn where there is a risk of exposure to harmful gas, aerosol or dust at a level above the limit value, or where the authority prescribes or recommends respiratory protection. The model of the respirator and filter type must be chosen based on the work situation and the harmful substance in question.
Respiratory protective equipment must be individually tested and documented (ISO 16975-3)
- **Life jackets** (EN ISO 12402-2) must always be worn when working in the presence of flowing or deep water unless complete technical protective devices are in place. In low water temperatures, a sea rescue suit (EN ISO 15027-1) (so-called "flotation suit") must be worn.
- **When working with a chainsaw**, a helmet with visor and hearing protection, safety boots/boots with saw protection (EN ISO 17249), safety trousers with saw protection (EN381-5) and saw protection gloves (EN381-7) must be worn, as well as high-visibility clothing on the upper body. If the risk management shows a need for saw protection also on the upper body (EN381-11), such protection must be worn.
- **Fall protection equipment.** Personal fall protection equipment must be used where there is a risk of falling to a lower level exceeding 2 m. The constituent parts of the fall protection equipment must be manufactured and marked in accordance with the EN standards applicable to the respective parts. Regular inspections and controls must have been carried out in accordance with regulations. Training in the use of personal fall protection equipment is a requirement for use.
- **Motorcycle or moped helmets** approved for traffic in Sweden according to TSFS 2017:94 (UN ECE no. 22) must always be worn when travelling with an ATV, Offroad-scooter or Snowmobile.

Exemptions from the use of a motorcycle or moped helmet

According to Section 9 of TSFS 2017:94, a person who, in local distribution, service or construction work, travels several short distances in a row within an area, and who has to leave the vehicle between each such distance to complete the work, does not need to wear a safety helmet. The exception applies when a safety helmet according to TSFS 2017:94 makes it significantly more difficult to carry out the work or increases the risk of injury. In the case of these exceptions, an EN397-marked helmet, so-called "industrial helmet", must be used instead. However, safety helmets according to TSFS 2017:94 must be used when travelling to or from the area where work is carried out.

According to Section 10 of TSFS 2017:94, a safety helmet according to TSFS 2017:94 does not need to be used by a person who travels several short distances in a row within an area and needs to leave the vehicle after each distance to perform work that requires the use of a different helmet. The exemption also applies when travelling to and from an area where such work is carried out if the other helmet is used. In VSN, another helmet means a helmet marked with an EN397 mark, a so-called "industrial helmet".

In the case of work that involves, for example, visual inspection of facilities and when the vehicle is not left to perform other tasks in the facility, a safety helmet must always be used while driving in accordance with TSFS 2017:94.

2.1.1 Temporary visitors

Temporary visitors to workplaces must always wear a helmet (EN397) with a buttoned 3- or 4-point chin strap, safety goggles and at least a class 2 high-visibility vest (EN471) on the upper body. Other protective equipment is adapted as needed and is determined by the head of department or electrical safety manager, or by BAS-U if the workplace is a construction or civil engineering work.

2.1.2 Disciplinary measures

Anyone who violates these rules can be warned and/or expelled from the workplace. Rejection means that the person must immediately leave the workplace.

Disciplinary action can be taken if an employee of VSN violates the rules for the use of personal protective equipment. If you have any measures, contact HR-BP in VSN.

2.2 Allocation of protective equipment within VSN

A basic allocation of protective equipment is allocated to employees within VSN once as a basic allocation according to Appendix 1. This base allocation is based on an average level. Each manager must make an inventory and assess the risks associated with work within their operations to ensure that the staff have the protective equipment required by the circumstances.

The equipment allocated on previous occasions and which has retained characteristics and fulfils its function shall be included in this basic allocation.

Protective clothing should be handled according to the manufacturer's recommendations in order to maintain its properties and function. Protective clothing must be included in the washing routine according to agreements with washing suppliers.

2.3 Replacement of protective equipment

When the protective equipment has become obsolete and does not function properly or has been damaged and cannot be considered to have satisfactory protective properties, it shall be replaced with a new equivalent or with other characteristics if necessary as follows:

- According to agreement between the employee and the immediate manager.
- When the equipment is assessed as deficient and does not meet the requirements set during self-monitoring
- When the hired laundry supplier assesses that the protective properties of the protective clothing have deteriorated or the garments are considered to be used.

2.4 Purchase of protective clothing and personal protective equipment

All purchases of protective clothing and equipment must be made through call-offs from Vattenfall's current agreement with suppliers. Interns, fixed-term staff, permanent staff or similar must return garments and equipment to VSN after the end of their employment.

2.5 Exemptions from the mandatory use of personal protective equipment

In situations where personal protective equipment may pose a hazard, an ergonomic risk or where the task cannot be performed while using the protective equipment, exceptions to the use may be allowed. A prerequisite for an exemption is that the risk assessment shows that it is possible to spare the personal protective equipment for the specific task in the specific situation, and that the need for the exemption is significant, and that the exemption does not violate government regulations or other regulations VSN has committed to follow. Such an exemption is decided by the BAS-U administrator, if it relates to a building or civil engineering work, and in other cases by VSN's business area manager. Exceptions can only be granted for specific tasks in a specified area and for a limited time. Mandatory personal protective equipment shall be used again as soon as the conditions specified in the exemption do not apply.

3 Checkpoints for internal follow-up

Follow-up takes place in internal audits and in the systematic work environment management (SAM). If this procedure is incorrect or not complied with, this is handled according to VS-IN-00017 Deviation management.

4 References

4.1 SIKAM- references

Document ID	Title
VS-IN-00013	Risk management in Quality, Work Environment, Environment and Safety.
VS-IN-00017	Deviation management.

4.2 Other references

Document/Resource	Description
AFS 2023:11	Use of personal protective equipment.
TSFS 2017:94	The Swedish Transport Agency's regulations and general advice on safety helmets.

5 Audit history

Issue No	Changes	Approved by
1 valid from 2025-03-20	Document VS-IN-00031 translated to English	CEO