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Table of contents.

A few words from Ellevio	2
Safe workplace	4
Work with electrical hazards	5
Accessing a facility	6
Risk management at work	8
Personal protective equipment	9
Risk and safety observations	10
Threats and hazardous work	11
Our promises	12

A few words from Ellevio.

Here at Ellevio, safety always comes first. This is the very foundation of our distribution networks and a prerequisite for our entire business.

You are now holding one of the most valuable tools we have in the field, our safety manual. The intended readership is Ellevio's employees, contractors and anyone else working on Ellevio's networks. This manual is an invitation to join forces with us in our efforts to ensure a safety culture with a common approach to improving safety and the working environment. These efforts entail describing how we are to work and what actions we are to take to create an accident-free workplace. Additionally, we must also show consideration for each other, and assume personal responsibility.

At Ellevio, we choose to reinforce what we consider safe conduct by providing positive feedback. In this way, together we can build a strong and resilient safety culture. The opposite approach would be to provide negative feedback in instances of risk-taking. However, we do not consider the latter to contribute to a stronger safety culture. On the other hand, we do need to find out why our colleagues sometimes choose to take risks, so that we can create the right conditions for safer conduct in the future.

In this manual, we describe in a short but concise manner how to work safely in the field. Should a work situation arise in which you are unsure of the appropriate safe conduct, contact your employer or Ellevio. Because at Ellevio, we choose to work safely or not at all. Everyone should return home safely following a day's work at Ellevio! Nothing else will do.

On the last page, you will find Ellevio's promises about how we are working to change processes and work methods so as to create the right conditions for everyone reading this to be able to work safely.

Thank you for taking the time to read this!



Johan Lindehag, CEO



*Christian Jakobsson,
Head of Sustainability*

**Everyone should return home
safely following a day's work
at Ellevio!**



Ellevio's Head of Sustainability Christian Jakobsson together with CEO Johan Lindehag.

Safe workplace.



We want to create a safe and accident-free workplace for everyone by seeing more safe conduct and safer work methods. We want to improve the safety culture throughout Ellevio and for everyone working on assignment for Ellevio.

We work safely or not at all

- We are open and honest as regards all occupational health and safety issues.
- We help each other to always work safely.
- We always encourage safe conduct and risk prevention.
- We always stop unsafe work.

Common understanding

- We create a positive safety climate by means of ongoing dialogues, communication and action between all organisational levels at the company and our contractors.
- Ambitions, priorities and objectives for occupational health and safety must be the same at both company and individual level.

Commitment and consideration

- Ellevio is characterised by a culture in which everyone's commitment and consideration for others creates an accident-free workplace.
- We take responsibility for our own safety and that of others with the common goal of everyone returning home safely from work.

Leadership

- As a manager at Ellevio, I am always committed to and focused on occupational health and safety issues.
- All managers at Ellevio take full responsibility for occupational health and safety.

Personal responsibility

- I take personal responsibility for the safety of my work, always complying with safety regulations and established work methods.
This is made possible by clear descriptions of roles, responsibilities and expectations.

Work with electrical hazards.



Safe conduct

- We always work in accordance with written instructions, such as commissioning orders and drawings.
- We do not start work until an electrical safety supervisor has been appointed and is onsite.
- We run through risk management (Risk-U)* together with the electrical safety supervisor.

Work at Ellevio requires that we have the necessary training, know-how and skills to create a safe workplace. At Ellevio, we follow ESA, a Swedish standard for electrical safety.

Before starting work, you must ensure that all necessary safety precautions have been taken. It is also important to schedule time to communicate with Ellevio's operations centre during the work.

Speaking the same language is an important prerequisite for work safety and we have chosen Swedish as our working language. If we cannot communicate at the workplace, all work is put on hold and resumed only once communication is established.

**I am personally responsible for the safety of my work!
This is made possible by clear descriptions of roles, responsibilities and expectations.**

*Risk management, according to ESA, consists of risk assessment and risk control.

Accessing a facility.



1 Preparation

Safe conduct

- We ensure that we have approved and valid ESA and ID06 cards.
- We register with Ellevio and obtain approval in advance.
- We make preparations and await the work permit.

Ellevio's electrical facilities are locked and fenced in as there are risks associated with accessing them without the proper qualifications and skills. We access electrical facilities with the proper training and permits from Ellevio and bring valid documentation. The nature of the work determines whether any other training, documentation and certificates are needed.

If the facility is classed as protected property, we ensure that we have passed security vetting before undertaking the work.



2 Entrance

Safe conduct

- We register ourselves in the electronic personnel ledger before entering a construction site.
- We check in using the Ellevio Entreprenör app or call Ellevio's operations centre.
- We keep our ID06 cards visible at the workplace.

When entering a facility, we close and lock doors and gates behind us.



3 Before starting work

Safe conduct

- We contact the appointed electrical safety supervisor and BAS-U, unless this is us.
- We run through risk management (Risk-U) together with the electrical safety supervisor.
- We ensure that we are using the personal protective equipment necessary for the work.

By carefully preparing our work, we ensure that our conduct is safe and thereby prevent risks and undesirable incidents. We do not start work if it cannot be performed safely. We also ensure that all machines and tools have been inspected and approved before being used.



4 During and after work

Safe conduct

- We always stop work that cannot be performed safely.
- We clear away tools and equipment once the work is done.
- We inform the electrical safety supervisor or the BAS-U once the work is done.

Naturally, while working you need to continually consider your own safety and that of others. If you are unsure about anything, contact the electrical safety supervisor or your employer. Remember, we must always stop unsafe work.



5 Work done and exit

Safe conduct

- We check out using the Ellevio Entreprenör app or call Ellevio's operations centre, even if we plan to return later.
- We close and lock doors and gates behind us.
- We deregister ourselves in the electronic personnel ledger before exiting a construction site.

Once the work is done, we inform everyone working at the facility that the work is complete before handing over the commissioning certificate.

Risk management at work.

Safe conduct

- We read through the occupational health and safety plan for the workplace and sign it once we have understood the content.
- We always plan our work so that it can be performed safely.
- We always carry out a risk assessment and take any necessary precautions before starting work, and we carry out a new risk assessment if any changes are made to the work or conditions during the course of the work.

Ellevio encourages safe conduct and should we determine in our risk management that the work cannot be performed safely, we do not start the work.

We prevent undesirable incidents and occurrences as far as possible and everyone at Ellevio takes personal responsibility for the safety of their conduct. We are particularly attentive and extra cautious when working alone. At Ellevio, we look before we leap!

Look before you leap!



Personal protective equipment.

Safe conduct

- We always use the personal protective equipment established at the workplace and demanded by the situation.
- We check whether we need additional personal protective equipment for the work.
- We check that our colleague is also using their personal protective equipment, otherwise we remind them before starting the work.

At Ellevio, we work safely or not at all, which means that we use the personal protective equipment necessary for the work. Any deviations are decided by the BAS-U.

The vast majority of our work is completed without incident, but this does not mean that nothing will happen the very moment we forget, say, to put on a hard hat.

At Ellevio, we want everyone to look out for each other. Our work is to be characterised by commitment and consideration. Accordingly, make a habit of checking your colleague!

Check your colleague!



Risk and safety observations.



Safe conduct

- We always report all accidents and incidents to Ellevio.
- We always report risks and safety breaches to Ellevio.
- We always know where we are, by address or position, should we need to call 112.

At Ellevio, we take responsibility for our own safety and that of others with the common goal of everyone returning home safely from work.

Here at Ellevio, we want contractors and their employees to always inform us of hazardous situations, safety breaches and incidents involving personnel through the ENIA reporting system. These are the reports we use to ensure a safe workplace.

We report incidents to the project manager and register them in the ENIA reporting system via the IA app or Ellevio's intranet. In the event of a serious accident or incident, the contractor shall immediately inform the project manager and the operations centre orally.

Always check the whereabouts of evacuation routes, fire-extinguishing equipment, first aid stations and defibrillators.

At Ellevio, we take responsibility for our own safety and that of others.

Threats and hazardous work.



Some situations entail a greater risk of being subjected to threats, or even acts of violence. Your employer is responsible for implementing the measures necessary to ensure a safe working environment. Contact your manager or BAS-U if you are unsure as to what applies. Just as with other incidents, threats are reported to the project manager and registered in the ENIA reporting system via the IA app or Ellevio's intranet. Threats are also reported to the police.

We are attentive and exercise caution if the work is performed:

- At night
- In hazardous areas or situations
- Alone

Threats over the phone

If you receive a threat over the phone, make a note of the following: What is to happen, when and where? Who is being threatened and in what way? Does the person making the threat seem familiar with the premises? Speech and dialect? Background noise? Age and sex?

Our promises.

In Ellevio's efforts to achieve a zero vision, we are working to change processes and work methods so as to create the right conditions for being able to work safely. However,

most important of all is to create the necessary behavioural changes – among not only Ellevio's employees, but also those who work on assignment for us and for our suppliers.



Over the years, much has happened in how society views and approaches safety. Together, we can drive the same cultural change in our own industry.

In our efforts to ensure a safe workplace, at Ellevio we promise that:

- Our board of directors assigns resources and prioritises the issue, following up our Safe Workplace initiative at every board meeting.
- Our management provides opportunities in day-to-day business to create a safe workplace, to act as role models and to actively participate in occupational health and safety work by reinforcing safe conduct.
- Our Sustainability Department has a special focus on the Safe Workplace initiative, with an expert panel and a Safe Workplace working group to promote and refine efforts, as well as to train and involve both employees and contractors.
- At Ellevio, everyone is committed and takes personal responsibility for both themselves and our contractors. However, we also have the courage to highlight unsafe conduct while striving to promote and praise safe conduct. We practice what we preach.

How we measure and follow up

Flying audits

– The number of unannounced visits in the field that Ellevio has carried out during the year.

Safety index

– Measures the outcome of all completed safety inspections and provides the opportunity to implement proactive measures in our occupational health and safety work by identifying challenges and risks.

For more information about how we measure and follow up, please refer to: <https://www.ellevio.se/privat/om-oss/organisation-och-ledning/arsredovisning2017/>

In the event of an accident



EMERGENCY

Rescue
Warn
Call 112



DANGER

Stop the work
and contact Ellevio's
operations centre

**Then you need to contact your
immediate manager or project management.**

**If the accident is serious, you need to
immediately contact site management and
Ellevio's operations centre as well.**