



Visitor Policy

NIBE AB, Markaryd

Important information for our employees,
visitors and contractors.

Welcome to NIBE – a world-class heating company

Our vision is to create a world-class heating company, based on the concept that people, regardless of nationality, age, gender, location, situation or time, will think of NIBE with high regard, when it comes to image, products, employees and the environment.



Our objective is a safe, accident-free company, and everyone must work together to ensure that we can achieve this goal.

The visitor policy applies to all visitors, suppliers and contractors and is enforced at all rented and company-owned sites.

Welcome to NIBE!

Gerteric Lindquist
Managing Director
NIBE AB

GENERAL REGULATIONS

- An application for a factory visit must be submitted in good time to the Works Manager for the Heat Pump Centre, the Water Heater factory and the Stoves factory, as well as the loading facilities at Skånes Fagerhult and Traryd. Required information includes visitor details (for example, company, student, customer, supplier), the number of people, the name of the person responsible for the group, and the date and time of the visit.
- All external visitors must wear a clearly visible visitor's badge. These are issued by Reception at the main Heating offices on Järnvägsgränd, the Stoves offices on Skulptörvägen, at the Stoves factory and at the loading facilities in Traryd. Visitors to the chimney production site should contact Stoves Reception. The visitor's badge states the visitor's name, company, the date of the visit and the name of the person responsible for the visit.
- For factory visits, visitors must wear a yellow high visibility vest (compulsory for group visits). The responsible guide/tour leader wears an orange high visibility vest. These are available to collect from the Marketing Centre, the Reception on Järnvägsgränd, and the Stoves factory.
- Photography is prohibited inside the factories. 
- There is a general smoking ban in force on the premises. Smoking is only permitted in the designated areas. 
- In the event of a fire alarm, the guide is responsible for evacuating the group using the emergency exits.
- Competitors or representatives of other companies whose observations may be deemed damaging to NIBE are not entitled to visit our factories. If the visit organiser is uncertain about a visitor's motives, he/she should consult his/her immediate manager.
- Certain areas are alarmed after 16.00. For visits arranged after this time, please ensure that your planned tour avoids these alarmed areas.
- There is truck traffic at all the factory sites. Inform visitors that they must give way to truck traffic. Make eye contact with the truck operator and move to the side. Where truck routes are indicated, pedestrian walkways must be used!
- The guide is responsible for keeping the visitor group together.
- Visitors must be offered the chance to use hearing protection (EAR soft), which is available from the Marketing Centre, the Receptions on Järnvägsgränd and Skulptörvägen, and the Stoves factory.
- Special ground rules for confidentiality may apply within certain areas/departments. If in any doubt, please contact the person responsible at the relevant department.

The following rules must be observed when visiting NIBE's production premises:

On factory tours, the guide is responsible for ensuring that safety rules are observed.

Important

It is forbidden to enter the working areas of machinery/robots. The majority of the machines/machine groups are equipped with safety light barriers. Light barriers are labelled in yellow and black. There is also tape on the floor in the same colours indicating the area covered by the light barrier. If the beam of light is interrupted, an emergency stop of the machine/machine group is activated, and the equipment will then need to be restarted.

Welding department

Never look at the welding flame, as this can cause serious eye injuries.

Never enter working areas where welding or soldering using an open flame or grinding with an angle grinder (flying sparks) is being performed.

Respect signs with the text: Stop! No entry for visitors.

Visitors aged less than 18 years are not permitted to visit the welding department, due to the risk of eye injuries.

Assembly department

Please be aware that automated trucks are used at the Water Heater factory to transport finished products to the lift. The trucks are fitted with sensors for safety and stop if you get too near; however, this causes operational disruptions.

Painting departments

Visitors are not permitted to enter the painting departments.

Alarm procedures

IN THE EVENT OF FIRE OR OTHER HAZARDS

- First save anyone in obvious danger if possible.
- Alert the fire brigade by calling 112. For internal phones, dial 0/112. (Answer the emergency operator's questions.)
- Warn others threatened by the fire.
- Extinguish the fire if possible.
- Evacuate via the nearest emergency exit and make your way to the assembly point.



Evacuation alarm

All buildings at the works are fitted with evacuation alarms.

The evacuation alarm is intended to alert personnel to evacuate the premises. Activation is controlled by the fire alarm.

Emergency exits and evacuation

An emergency exit is an exit leading directly into the street or similar or an exit to a courtyard with easy access to the street or similar. An emergency exit can also be an area of a building leading from a fire cell to such an exit. Examples of emergency exits are corridors or stairs within a single fire cell.

All emergency exits must be free from loose and cluttered objects.

The evacuation signal is given by bells, sirens or voice alarms (Muttern). In the event of evacuation, you must make your way immediately to the assembly point. (See evacuation plan for each building.)



Evacuation plans

Evacuation plans are displayed prominently next to entrances and in corridors and stairwells, and show the floor's emergency exits. These also state how the emergency services and other organisations should be alerted and show the location of manual alarm buttons, as well as assembly points.



THE EVACUATION PLAN FOR YOUR WORKPLACE MUST BE STUDIED AND MEMORISED SO THAT YOU KNOW HOW TO REACH EMERGENCY EXITS IF SOMETHING SHOULD HAPPEN

Extinguishing equipment

TO ENSURE YOU ARE PREPARED IN AN EMERGENCY, KEEP UP TO DATE ON WHERE THE NEAREST FIRE EXTINGUISHING EQUIPMENT IS LOCATED

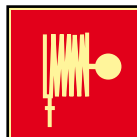
There are handheld fire extinguishers and fixed fire hose reels on our premises.

Handheld fire extinguishers are frontline tools in tackling fires. Having access to an effective and easy-to-handle extinguisher means you are able to tackle incipient fires and thus limit damage and injuries.

Fixed fire hose reels are equipped with a rubber hose and have unlimited access to water.

If you have used a fire extinguisher, report this to the foreman or safety officer.

The fire extinguishing equipment is located at strategic points in order to be quickly accessible.



Automatic water sprinklers (Muttern)

The Stoves factory and the central warehouse, but not the office area, are equipped with automatic water sprinklers. An automatic sprinkler system is intended to detect and extinguish a fire in its incipient stages or keep the fire under control so that it can then be fully extinguished by personnel on site or the fire brigade.



CHECK WHETHER THE PREMISES WHERE YOUR WORKPLACE IS LOCATED ARE PROTECTED BY AN AUTOMATIC SPRINKLER SYSTEM

Automatic fire alarm

The buildings are equipped with automatic fire alarms. The purpose of an automatic fire alarm system is to detect an incipient fire early on, enabling effective measures to be taken to rescue personnel and extinguish the fire. In the event of a detector being activated, the emergency services are alerted automatically.



TO AVOID FALSE ALARMS, CHECK WHETHER THE PREMISES WHERE YOUR WORKPLACE IS LOCATED ARE FITTED WITH AN AUTOMATIC FIRE ALARM

Fire partitions

The works are divided into fire cells. If your work involves cutting holes in walls, you must ensure that you always know which walls are fire partitions.

A fire partition must be fire-resistant and tight enough to prevent fire and combustion gases from spreading for a specific period. There must be no holes, leaks, openings, etc. in the wall. Lead-throughs in walls for pipes, cables, ventilation ducts, etc. must be sealed.

Doors, gates and hatches in fire partitions must not be wedged open or secured open in any other non-approved manner.

Waste paper, empty packaging and combustible material

The storage and accumulation of cardboard boxes, waste paper, pallets, etc. can lead to an increased risk of fire, as well as arson.

- Waste paper and packaging, such as cardboard boxes, waste pallets, expanded polystyrene and other packaging materials must never be stored in stairwells and/or next to emergency exits.
- Waste paper and packaging must be discarded in designated containers.
- All premises and outside areas must be kept free from waste and other unnecessary material.
- It is not permitted to store combustible material within 4 metres of building walls, as there is a risk in the event of arson, for instance, that the fire will spread.



Hot work

The term 'hot work' refers here to work that involves heat or creates sparks. Examples of such work are: welding, cutting, soldering, work with disc pads or other high-speed tools.



The safety rules for hot work are aimed at anyone intending to carry out hot work, i.e. anyone preparing to carry out hot work on their own or together with another person. These rules must also be observed by anyone organising hot work.

Permits and a check list for occasional hot work must be used.

Hot work may not commence until the person responsible for issuing hot work permits has ensured that work can be performed safely.

This approval must be documented.

A special permit is required for hot work involving flammable liquids.

Permits are also required for cold working in EX areas. Consult the safety officer.

Anyone carrying out hot work must be able to show a valid certificate.

Gas cylinders

Gas cylinders must remain in their cart and be moved to a designated storage area once work is finished for the day.



Electrical work

All electrical connections must comply with Swedish norms and work must only be carried out by authorised personnel.

- Work permits are required.
- Work must not be performed on live equipment.
- Temporary cabling is laid so that there is no risk of crushing in doors, for example, or tripping over.
- In the event of disconnection, a sign to show that work is ongoing must be displayed.



Distribution boxes and cable runs

- There must be free space of at least 1 metre in front of distribution boxes to permit the power to be turned off in the event of an incident or to extinguish any fire.
- Doors to electrical service areas must not be blocked, preventing access in the event of an incident.
- Distribution box doors must be kept locked to prevent unauthorised access.
- Combustible material must not be stored in electrical areas, cable conduits, or on/under cable runs.



Cherry-pickers/Scissor lifts

For mobile work platforms, an up-to-date inspection certificate and the operator's training certificate must be shown to the coordination manager/coordinator.

Areas under and around cherry-pickers must be cordoned off. Work using cherry-pickers must not be performed above areas where personnel are working.

Accidents

AMBULANCE AND THE EMERGENCY SERVICES ARE CALLED DIRECT ON 112. FOR INTERNAL PHONES, DIAL 0/112



You and NIBE are responsible for first aid preparedness as prescribed by law. You must use specified safety equipment. Signs show where hearing protection, hard hats, protective goggles and visors must be used.

Report any accidents or incidents to your foreman or manager as soon as possible. You and NIBE must report any industrial injuries to Försäkringskassan (Swedish Social Insurance Agency) and Arbetsmiljöverket (Swedish Work Environment Authority). A copy of this report is submitted to your foreman or manager and to the principal safety representative.

Confidentiality

If visiting the development department, development lab or production areas, any spontaneous information, i.e. unplanned information, such as visual impressions of prototypes, connected products, production orders and systems on the premises, must be regarded as confidential unintended information. These impressions may not therefore be passed on.

Information provided by NIBE personnel, such as descriptions or demonstrations of prototypes, detailed solutions, products, systems, connected products and test rigs, as well as test results, must also be regarded as confidential, and such information may not be passed on unless expressly permitted.

Any material provided must be regarded as confidential and may not be passed on unless expressly permitted.

The duty of confidentiality applies to employees, as well as supplier representatives, customers and other visitors.

Photography at NIBE's premises is strictly prohibited.

Special ground rules may apply within certain areas/departments. If in any doubt, please contact the person responsible at the relevant department.

I have read the rules and safety instructions that apply for NIBE AB, as well as those contained in NIBE's Visitor Policy.

Name:.....

Company:.....

Date:

Signature

To be left at Reception or handed to the person responsible for the visit

NIBE

Thank you for your attention!

NIBE