

# ***Instructions for contractors***

***Husqvarna Group***



**Husqvarna  
Group**

**Responsible publisher**

Facility department, Husqvarna Group AB

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## Preamble

If you are an entrepreneur or who works at Husqvarna Group for a limited time, and who is not employed by us, in this brochure you will receive a summary of our rules that must be followed. We assume that you loyally follow these instructions when you are hired by us. If subcontractors are used, these instructions must be communicated and followed.

Please note that all Swedish laws in different areas must be respected in our workplace, especially important is that we protect our employees and others who work with us, therefore knowledge of the Swedish Work Environment Authority's regulations is particularly important. You as a contractor should have the knowledge of, and follow these regulations in the areas of your work.

Always carry out a risk analysis before the work start as a basis for determining protective measures, it can be shown to be very simple and done in consultation with the coordinator.

Patrik Magnusson  
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## Scope

The purpose of this documentation is to create the most safe working environment as possible, an efficient way of working and to reduce disruption to the business. This description covers all contractor's activities at Husqvarna Group's facilities.

## Coordination responsibilities

Husqvarna Group, unless otherwise agreed, are responsible for the coordination of work, according to the Swedish Work Environment Law, and appoints a responsible person for coordination (usually the client). The contractor is responsible for the environmental protection of his/her own workers. A work environment plan must be established if required by law. Before any work begin must the coordinator be contacted. If there is uncertainty as to who is responsible for coordination, the head of the department where the work is to be performed is contacted for consultation.

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## Checklist

- I/my supervisor checks the assignment and contacts the coordinator before I start the work.
- I/my supervisor will contact the person in charge of the operations in the appointed work area and inform the person when I will be there and what kind of work that will be done.
- I check which safety equipment is suitable for the work and whether there are special safety regulations to consider such as chemicals, dangerous goods, fire-sensitive environment, etc.
- Permits have been obtained by Husqvarna before the use of forklifts, traverses or lifts.
- I contact the Fire Protection Officer to turn off fire alarms when working with vibrations, moisture or dust.
- I have the right personal safety equipment (based on risk assessment, safety instructions, etc.).
- I have checked that the required protection devices are correct and safe.
- The work area is clearly cordoned off and marked.
- I have been given permission by the Fire Protection Officer or delegated person before "hot work" begins.
- I continuously clean up after myself, when I leave the work area for the day and after the work is completed.
- I/my supervisor will tell the coordinator that the work has been completed.
- I/my supervisor provide relevant documents to the coordinator (data sheets, operation and maintenance instructions).
- I check that work equipment, chemicals and waste are not left behind.

## Checklist for electrical work

- Work request submitted to Husqvarna (Facility Department EL).
- Approval issued by Husqvarna (Facility Department EL).
- Inspection before commissioning carried out and documented.
- Documentation of work performed sent to Husqvarna (Facility Department EL).
- I/my supervisor notify the coordination manager and the Facility Department EL when the work is done.

## **Husqvarna standards**

Husqvarna's standards/design instructions for different technical areas (e.g. HVAC) must always be applied and followed. Deviations from the standard may only be made in consultation with Husqvarna. The contractor is always obliged to report errors and deficiencies that are discovered at Husqvarna's facility.

## **Access to Husqvarna sites**

For you as a contractor to gain access to Husqvarna's premises, a prior notification is required. Access is always time-limited. At the Huskvarna site, the notification is made to the Gatekeepers by the purchaser or the coordinator at Husqvarna. For the Jonsered site, the notification is made to the coordinator. To enter the security area in Huskvarna, a visitor badge is required, which is obtained at the Gatekeeper by entering your name on the visitor screen. The visitor badge must be returned to the Gatekeeper after the work is completed be worn visibly at all times. For longer or special assignments, a company card may be issued, which can also be used for passing through gates or doors that are normally locked. There is also the possibility of short-term key loans if needed. For entry outside regular working hours, an overtime order from the purchaser or coordinator at Husqvarna is required.

## **Traffic rules – parking**

Swedish traffic rules apply inside Husqvarna's areas.

Contractor vehicles may enter the site primarily for loading/unloading of ordered materials after registration to the Gatekeeper by the purchaser or coordinator at Husqvarna. Short-term parking can be allowed by the Gatekeeper/Husqvarna but only at the specified marked parking locations. Loading/unloading may take place at designated locations.

Loading/unloading should preferably take place at designated locations. In non-designated places, loading/unloading must take place in as safe a manner as possible and where consideration is given to surrounding vehicle traffic, for example trucks, and travel routes for walkers, rescue services/ambulance. Hazard warning lights on vehicles must always be used

on these occasions. Stop for loading/unloading in areas marked for pedestrian traffic is strictly prohibited.

Vehicles must be driven in such a way that workers are exposed to as little exhaust fumes, noise, vibration and light from passing vehicles as possible.

**Note!** The maximum permitted speed within Husqvarna's factory areas is 20 km/h. Be careful as we have a lot of traffic and walking in the area.

## **Forklift driving**

For forklift driving at Husqvarna Group, a forklift driver's certificate is required. Where appropriate, a driving license for a car is also required. Passenger lift with truck without passenger basket is prohibited . A permit for driving on the Husqvarna area must be available before the start of the work and issued by the transport unit (withing the Facility Department) or operations manager.

## **Tools**

All equipment and machines used by the contractor must meet protection and environmental requirements. It must be possible to prove inspection reports for vehicles and work equipment. Equipment or vehicles that do not have information on an approved inspection or have received a remark in connection with the inspection may not be used at the workplace.

The contractor is responsible for ensuring that the equipment or materials used meets legal requirements. Vehicles or work equipment with internal combustion engines must be fitted with a device that directs the exhaust gases outside the building during indoor work. Air intakes, entrances and similar conditions must also be taken into account.

## **Transport aisles - roads**

Transport aisles and roads must be kept clear. Signposted escape routes and fire hydrants must also be kept clear. Passenger traffic must take place through doors and not through locks or motorized gates. Watch out for truck traffic and give loaded trucks priority. Parking and storage of goods is prohibited in the area around the LPG plant.

## Phones

To reduce the risk of accidents outdoors, it is forbidden to go and "look down" on the phone throughout the factory area. Please note that in some premises there is also a mobile ban while walking.

## Photography

All photography within Husqvarna Group's area is prohibited. Photography privilege can only be granted by the security officer, site or department manager or by those delegated persons.

## Security

Incidents of a criminal nature must always be reported to Husqvarna. All thefts are reported to the police by Husqvarna Group. Husqvarna is not responsible for any loss, damage, or theft of contractors' property, equipment, or other assets brought into our premises or work areas. Contractors are solely responsible for taking necessary measures to protect their assets, including the use of locks, labeling, and insurance.

## Privacy

Content of documents, documentation, drawings etc. belonging to Husqvarna Group may not be forwarded or used improperly. Improper further information regarding machine and plant constructions or any form of depiction of the business must not take place.

## Working hours - breaks

Husqvarna Group's working hours apply, unless otherwise agreed. Working hours are held between 06.00 and 18.00, weekdays.

## Staff quarters

Staff facilities are assigned by the coordinator. Good order shall be kept. Lunch/coffee space at the Husqvarna site is available in building 102 floor 1 room 148 (102:148).

## Personal protective equipment

Safety shoes with spike protection and a toe cap should normally be used unless it is clearly unnecessary.

Each contractor shall, unless otherwise agreed, provide their respective own employees individually adapted protective equipment and special protective devices that the work requires in addition. You must also ensure that workers use the protective equipment/device and have the necessary skills for this, and that their own equipment/device is continuously inspected and maintained. Level of personal protection etc. is determined by the risk analysis performed before each work. Workwear must have a company name clearly visible. When driving mopeds, segways, bicycles, quad bikes and similar vehicles, it is a requirement that an appropriate approved helmet is used. Exception is vehicles with roll bar and seat belt.

## Protective devices

Before starting work, always check that the required protective devices are correctly and safely designed. A job may mean that you have to put up a temporary barrier around the workplace to prevent someone from being injured. Please note that if a protective device is removed in order to perform a job, it is an obligation to restore it. If the protective device cannot be restored immediately, this must be reported to the coordinator. Contractors are responsible for fencing and marking work areas. This is done in coordination with the coordinator with the risk analysis as a basis. It must be clear what the work area is. Also agree with the relevant department where the job is done, to minimize disruption. Do not forget to think about material transports to and from the work area.

## Alcohol and drugs

It is prohibited to carry and/or intake alcoholic beverages and/or drugs. Alcohol and drug tests may be carried out within Husqvarna's area. Anyone under the influence of alcohol or drugs will be expelled from the area.

## **Smoking**

All smoking indoors is prohibited at Husqvarna Group. Outdoor smoking is only allowed in marked places.

## **Fire protection**

The occurrence and spread of fire must always be prevented. The risk of fire can be prevented by choosing working methods that do not generate high temperatures or cause sparks to form. It is important not to use products with such physical or chemical properties that can cause a fire. It is also important that the amount of combustible material in each space is as small as possible.

Fire, gas and evacuation alarms are available in Husqvarna's premises. Make sure that the coordinator goes through the routines before starting the work. During work that can cause fire alarms (vibrations, dust and the like), the contractor must ensure that the alarm is switched off. This is done by contacting the Fire Protection Manager or delegated person (consult the department manager or coordination manager if there is uncertainty as to who is to be contacted). Costs for incorrect automatic fire alarms, which are due to violations of rules, are charged to the contractor who triggered the alarm. It is also important to know where alarm buttons and hand fire extinguishing equipment are located. Knowledge of escape routes and places for gathering place is especially important. Consult the coordinator if there are any uncertainties

## **Fire seals**

After making a hole, the makeshift fire seal shall be carried out immediately. Upon completion of work, all holes should be fire-sealed.

## **Hot works**

"Hot work" refers mainly to welding and cutting, work with roundabout, soldering and work with gas flames for heating or demarcation. No Hot Work may be started without the Fire Protection Permit Officer having checked and given permission. Make sure that the Fire Protection Association's Safety Rules for Hot Work are met. You should always

notify the Fire Protection Permit Officer if you intend to use flammable product. Care should be given to the whereabouts of fire extinguishers. Gas and LPG cylinders, when not in use, shall be collected in a designated and marked place.

Hot work requires:

- Valid certificate.
- Written permission.
- Available own extinguishing equipment.
- Fire guard.
- Hot work shall be completed with at least one hour of monitoring.

In addition, when working within and adjacent to EX-classified spaces, special requirements apply as follows.

- Only staff with competence for work in EX-classified areas may participate in the work or be supervised by such person.

Husqvarna Groups established routine for hot work within EX-rated spaces must be applied, contact the Fire Protection Officer if uncertainties exist.

## **Fire protection other/Sprinkler**

If you have used Husqvarna Group extinguishing equipment, this should be reported immediately to the responsible for the operation or fire safety officer. All work with the sprinkler system must be done in consultation with the Facility Department operating unit or Fire Safety Officer. In case of suspension, a permit is required.

## **Ladders and alike**

Only type-controlled ladders may be used within Husqvarna Group's industrial area and facilities. Ladders must be clearly and permanently marked with the manufacturer's or importer's name, year of manufacture and type designation. The necessary competence and regulatory requirements must be fulfilled. Ladder or stepladder shall be suitable for work and, if necessary, be fitted with slide protection and/or anchoring. In rooms with self-driving vehicles, it must be blocked off around ladders. The ladders should also be in good condition.

## Mobile work platforms – sky lifts

When use of mobile work platform is required, the relevant certificate of periodic inspection and diploma of driver must be presented at the request. Driving permits are required and must be issued before the start of the work. If a lift is to be booked via Husqvarna (only Husqvarna and Jönköping sites), this must be planned before the project is started and reported to the Transport Unit. Names of approved drivers must be noted in the list of driving licenses. If the driver's name is missing from the list, no lift will be handed out.

## Scaffolding

The required competence and regulatory requirements must be met. Fasteners in the facade must be checked with the Facility department before installation. Only authorized personnel may build, substantially change and move scaffolding.

## Fall risks

In the event of a risk of fall injuries, the risk must primarily be reduced by protective railings, protective covers or other technical protection solutions. Secondly, for example, safety nets or other collective protection must be used and, lastly, personal fall protection equipment used. Work with fall protection equipment must never be performed as a single work. A plan for rescue operations must be drawn up before work begins. When using a mobile work platform ex. boom lift and scissor lift, legislation must be followed with regard to personal fall protection equipment. Work from ladders may only take place exceptionally and then provided that the risks are assessed as small that the use of other safer equipment is not justified.

## Roof safety

Each roofing work must be preceded by a risk analysis that must be documented. As far as possible, mobile work platform, scaffolding or similar device should be used when working at eaves. In other respects, applicable laws and industry standards apply.

## Lifting devices

Husqvarna's lifting devices and lifting gear may not be used without the permission of the department manager. When there is a permit, instructions at the relevant workplace must be followed. The required competence and regulatory requirements must be met.

## "Break and Lock"

Before interfering with machinery, power stations, switchgear, mechanical devices and process systems, or when working in dangerous proximity to these, the contractor must always ensure via the department manager or coordinator that the necessary measures against unintentional start-up. Disconnection device must always be locked and provided with a sign prohibiting unauthorized connection.

## Electrical safety

Everyone who performs any type of electrical installation temporarily or permanently on Husqvarna Group's electrical installation must belong to an electrical installation company and be part of a self-inspection program and be registered with the Swedish Electrical Safety Agency. Electrical installation work is defined in law. The type of authorization required for a certain type of work is regulated in the Swedish Electrical Safety Agency's regulations. If damage to the power cord is detected, notify the coordinator immediately. For work that may involve contact with existing cables, e.g. excavation and excavation work, drilling and demolition, always consult with the coordinator regarding the work areas' current cables. In the event of an intervention at Husqvarna Group's electrical system, the requirements mentioned in Husqvarna's standard for Electrical Systems within Husqvarna group's facilities must be met. If you do not have access to this document, please contact the Facility Department before the work begins.

## General IT-Requirements

1. The contractor is not allowed to install or implement any known vulnerable firmware or software version to any Husqvarna owned equipment or device.

2. The Contractor is not allowed to connect an End of support or end of life Operating Systems to the Husqvarna Network or to any Husqvarna owned equipment or device.
3. The contractor must change the default passwords and logins for any device or equipment that is connected to the Husqvarna Network or to any Husqvarna owned equipment or device.
4. Any changes to the IT environment must be done under supervision of a Husqvarna employee.
5. The contractor is not allowed to implement or install Mobile communication networks (GSM, 2g, 3g, 4g, 5g) to the Husqvarna network or any Husqvarna owned equipment or device. All remote access must be approved by GIS.
6. It is not allowed to connect any infected computer or device to the Husqvarna environment or network. The contractor must have endpoint protection enabled, fully patched and scanned before connecting to the Husqvarna environment or network.

## **Plumbing**

The work must comply with the industry regulations "Safe water installation" and certificates shall be handed over to the client if requested in order to carry out work at Husqvarna Group. New installations, connections, switches and other operations in Husqvarna's piping system may not be carried out without the permission of the responsible personal at the Facility Department. For work in machinery or mechanical devices, see "Break and lock"!

## **Ventilation and refrigeration**

New installations of units, fans, movement of existing equipment, connections, connections, settings and other procedures in ventilation systems must not take place without the permission of the responsible person at the Facility Department.

## Pressurized equipment

The required competence and regulatory requirements must be met when working with pressurized devices. Before the work with pressurized devices according to AFS 2017: 3 begins, the coordinator must be contacted and the risk assessment for the device must be known to all involved.

## Boilers

The required competence and regulatory requirements must be met when working with boilers. There must always be a certified boiler operator available when working with the boiler. Contact the coordinator for the slightest ambiguity.

## Work in culvert

For safety reasons, solitary work in culverts is forbidden . In case of risk of head injuries, a helmet (class EN 397 or equivalent) must be used in the culvert. Always report the work in culverts to the Facility Department in advance. The culvert is equipped with escape routes, general lighting and emergency lighting.

## Energy

New installations, connections, connections, settings and other interventions in Husqvarna Group's facilities that result in significant changes in energy consumption must be approved by the responsible function at Husqvarna Group's Facility Department.

## Machining

Machining may only be performed by personnel with the required training on each machine type. Machine work must be carried out in appropriate facilities.

## Accidents at work - incidents - environmental accidents

In the event of an accident at work and incidents, as well as in the event of environmental accidents, the work must be stopped immediately and the coordinator contacted for investigation. Work may not be resumed until the

green light has been given by Husqvarna Group. The contractor is responsible for reporting occupational injuries to authorities for their employees.

## **First aid – alarm**

There are a number of emergency stations with emergency equipment, emergency telephone and instructions in case of accident and fire. Equipment and spaces for first aid are marked with signs. For fast and correct guidance, the coordinator must be used next to the emergency number 112.

## **Order at the workplace**

The contractor must maintain good order and continuously clean the workplace from its own leftover material and waste. Work equipment must not be left behind after completion of work. Special consideration must be given to the fact that tools, materials and scrap must not be left on roofs or other spaces from which it may fall.

## **Demolition work**

It is important that the contractor knows the building construction or similar to know how it can be demolished safely. If there are uncertainties about the types of materials that are present in what is to be demolished, a material inventory must be made. This is to obtain information on the hazardous waste that demolition measures can expose. This should be done through an inventory of the building unless it is clearly unnecessary. In the event of environmentally hazardous or hazardous materials, work must be stopped immediately, the coordinator contacted and appropriate measures taken in accordance with legislation.

Bricks at the Husqvarna factory must be demolished with care so that the bricks can be reused as much as possible. However, this assumes that the bricks are not contaminated from a health and environmental perspective. The bricks are stored at Husqvarna in a designated location so they can be reused.

## **Environmental requirements for the management of chemicals and waste**

Containers with chemical products and hazardous waste must always be stored within embankment. The embankment volume is calculated: 100% of the largest container and 10% of the remaining. Chemical products and hazardous waste must be stored protected from precipitation and, if necessary, the storage location must be equipped with impact protection. The storage must also take place in such a way that there is no risk that mutually reactive compounds can come together. Chemical products and hazardous waste containing volatile organic compounds must be stored in well-closed containers so that evaporation is minimized.

If there is a risk of leakage into stormwater, the contractor must ensure that absorbent is available and that well seals are deployed before the start of work. Containers with chemicals and waste must be correctly labelled, even harmless liquids such as water, to avoid misunderstandings and risks of soil and water contamination. The contractor is obliged to ensure that the regulations for dangerous goods are followed. Please also note that silicone-based chemicals may not be introduced into the area without special permission from the department manager. In case of uncertainty, contact the environmental manager at the Facility department.

## **Disposal of waste**

The contractor is responsible for the waste that arises during the work being sorted and transported to an approved treatment plant. The contractor is obliged to ensure that the necessary permits are in place for these waste transports. For projects where only a small amount of waste occurs (<1 m<sup>3</sup>), the waste must be sorted and laid according to the instructions given by the coordinator.

## **Discharges to drain/stormwater**

When handling liquids, there must be no risk of leakage/discharge to sewage or stormwater.

## **Noise, dust, odors and vibrations**

In addition to various jobs in themselves, driving a vehicle inside a workplace also gives rise to dust. Measures to reduce dusty work, noise, disturbing odors or vibrations must be taken by everyone working at Husqvarna Groups Facilities. In the first place, machines and working methods must be chosen that provide as little exposure as possible. In the second place, noisy and dusty work must be shielded and individual protection must be used against dust, noise and vibrations. Work that creates dust, noise and disturbing odors must be coordinated and planned together with the coordinator to minimize exposure to dust, noise and disturbing odors for workers in adjacent areas. Does such work occur after kl. 18 or during weekends, this must be notified in good time to the coordinator.

## **Building construction**

Fixings, drilling holes or similar interventions in load-bearing elements may not take place without contacting the Facility Department.

Interventions (holes, fixings and alike) in the facade may not take place without the approval of the Facility Department.

## **Placing**

When placing concrete castings or the like, the method and the tolerance of the measuring equipment must always be approved by Husqvarna. Protocols must be sent to Husqvarna before casting takes place.

## **Concrete selection & casting technology**

Husqvarna's guidelines for choosing concrete and suitable casting technology for Husqvarna SUPERFLOOR must always be followed even if a pulp floor is to be laid on the floor (e.g. epoxy). Deviations from this may only be made in consultation with the Facility Department.

## **Excavation/shaft work**

A cable/pipe check must always be carried out before work to ensure what is in the ground. In case of encountering a cable/pipe that is not in good condition or if any cable is damaged, the work must always stop

immediately and the Facility Department on call services must be notified. It may also require special precautions and routines depending on where you dig (e.g. related to soil contamination). Check with the Facility Department if there is the slightest uncertainty.

## **Snow removal/anti-slip**

Should take place with the least possible impact on the business. Snow storage must take place in specified locations alternatively on areas that are deemed not to affect the business more than necessary.

## **Environmental policy**

Our operations must be conducted in accordance with sound economic principles and taking into account environmental effects in both the short and long term. The environmental goals must be continuously adapted to society's requirements, where government requirements are minimum levels. The environmental impact shall be reduced through preventive measures and continuous improvements based on a holistic approach and taking into account the entire life cycle of the products. This policy applies to all the company's contractors and we must actively influence our suppliers and contractors to work with the same focus.