

Subcontractors

**AffaldPlus Affaldsenergi and
AffaldPlus Affaldsenergi Syd**



A good physical and psychosocial working environment

This leaflet has been prepared as information for subcontractors, contractors, service personnel, etc.

At AffaldPlus, we place high demands on environmental and occupational health & safety standards – both on ourselves and on you as a subcontractor.

Your handling of environmental and health and safety matters is of great importance to everyone working for and with AffaldPlus.

In this leaflet, you will be informed about special working conditions prior to starting work at AffaldPlus. You will also be assigned a contact person, who will introduce you to the tasks to be carried out.

Please keep this leaflet with you at all times when working for AffaldPlus.

Name of your contact person:

Phone number

Confirmation that the leaflet has been read and understood:

Date

Signature

Guest registration

All guests, contractors, etc. who visit or work at the facility or the area Ved Fjorden must be registered.

You register by scanning the QR code either in this leaflet or on signs posted around the facility.

How mobile check-in works

We use a simple, QR-based solution: Q-Cal.

Follow these steps:

1. Scan the QR code

Scan the QR code in this leaflet or on one of the posted signs and follow the on-screen instructions. You may also use this direct check-in link:

<https://app.q-cal.net/ykQK62AU/checkin/>

2. Confirmation

Once check-in is completed, you will receive both an SMS and an email containing confirmation and a direct check-out link.

3. Notification to host

Your AffaldPlus contact person will automatically receive an SMS and an email confirming that you have checked in.

Remember to check out!

It is important that you check out via the link in your SMS/email when leaving the site. Otherwise, you will still be registered as being inside the building in case of an emergency.



**Take care of yourself, those around you,
and the environment**

Read, among other things, our Environmental Policy and
Occupational Health & Safety Policy at:
affaldplus.dk/politikker

General rules for work on the facility

- No work may be started without permission from your contact person
- Walkways must be kept clear
- All barriers and prohibition signs must be respected
- Nothing may be placed in front of fire-fighting equipment or escape routes
- Before work begins, it must always be ensured that the facility is secured both mechanically and electrically
- Tools, machines, etc. must not be left unattended
- Dust emissions must be minimised
- Noise should, as far as possible, be limited to the work area and may need to take place at specific times
- Agreements must be made regarding:
 - Disconnection of power supply
 - Locking of buildings or work areas at the end of the working day
 - Cleaning and possible disposal of waste from the work area
 - Work on hopper covers (must be agreed with the control room)
 - Borrowing of special tools
- Equipment brought to the site (electrical and mechanical equipment, lifting gear, ladders and safety equipment) must be inspected and maintained in accordance with applicable regulations
- For hot work, you must know the location of the nearest fire-fighting equipment
- Gas cylinders must not be left pressurised. After completion of work, gas cylinders must be gathered at a location designated by AffaldPlus. Ask your contact person if in doubt
- Mobile emergency lighting must not be used as work lighting
- Parking must take place in designated areas or marked parking bays
- Site cabins and accommodation units may only be placed by prior agreement
- Food may only be consumed in the canteen or site cabin
- If the alarm sounds, go to the assembly point – see site map in this leaflet (note that elevators must not be used during an alarm)

**Failure to comply with these rules may result in
removal from the site**

Special rules for AffaldPlus Affaldsenergi Syd

- All work must always be agreed with the contact person
- Cranes, forklifts and lifting platforms must not be used without prior agreement
- When leaving AffaldPlus Affaldsenergi Syd, the contact person/control room at AffaldPlus Affaldsenergi must be notified – see phone number under “Contact information”
- In case of accident or fire, the control room at AffaldPlus Affaldsenergi must be contacted after calling the emergency services

Hazardous chemical products

Hazardous chemical products

You must have a Safety Data Sheet (SDS) for all hazardous chemical products used.

You must inform your contact person if you use products that may pose a risk to others.

Training and certificates

You must be able to present relevant training certificates upon request (e.g. for work involving cranes, forklifts, epoxy, welding, etc.).

Hot work

When carrying out hot work, you must – if requested – be able to present a valid certificate.

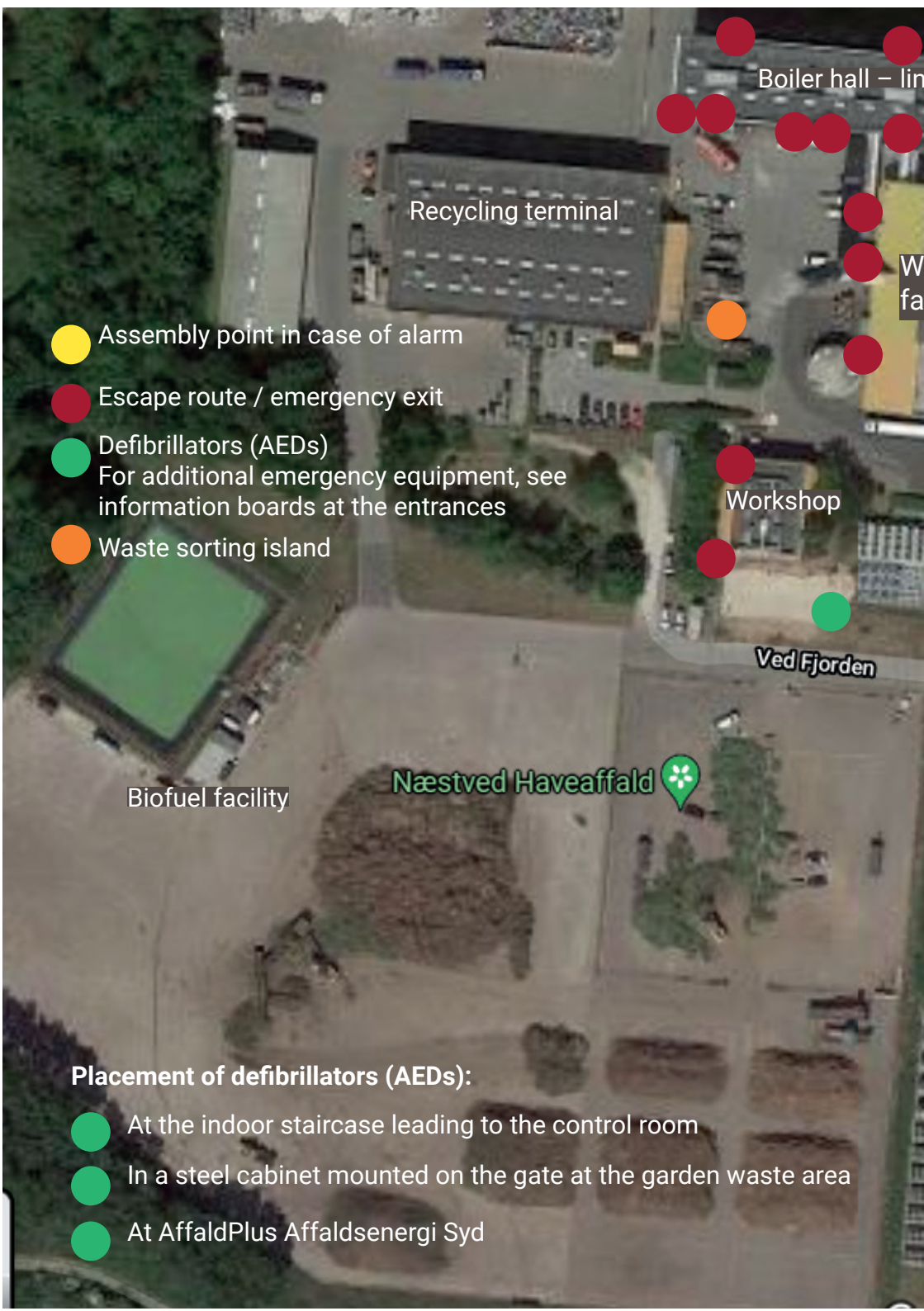
It is the supplier's responsibility to establish a fire watch during the work and to ensure that all work is carried out in accordance with applicable rules.

Work accidents and near-miss incidents

All work accidents and near-miss incidents must be reported to your contact person, who will ensure that they are registered.

This is important for prevention and for maintaining a safe working environment.

A near-miss incident is an event where an accident could have occurred, but fortunately did not.



Boiler hall - lin

Recycling terminal

W
fa



Assembly point in case of alarm



Escape route / emergency exit



Defibrillators (AEDs)

For additional emergency equipment, see
information boards at the entrances



Waste sorting island

Workshop

Ved Fjorden

Biofuel facility

Næstved Haveaffald



Placement of defibrillators (AEDs):



At the indoor staircase leading to the control room



In a steel cabinet mounted on the gate at the garden waste area



At AffaldPlus Affaldsenergi Syd

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Waste-to-Energy
cility

Waste silo

Control room

Weighbridge

AffaldPlus I/S

Administration

Parking area

Ved Fjorden

Ved Fjorden

AffaldPlus
Affaldsenergi Syd

Personal protective equipment (PPE)

Where signage requires the use of personal protective equipment, it must always be worn.

- Hearing protection is mandatory at noise levels of 85 dB(A) or above
- Safety helmets must be worn everywhere on the facility



Waste sorting, alcohol, intoxicants and smoking

Waste sorting

At AffaldPlus, we consider waste to be resources that can be recycled into new products when sorted correctly.

Therefore, all craftsmen working at our facility must sort waste and deliver it to the waste sorting island, unless otherwise agreed before work begins.

Waste must be sorted according to the signs on the containers.
See the location of the waste sorting island on the site map in this leaflet.

If you are unsure about waste sorting, ask your contact person for guidance.

Alcohol and intoxicants

All persons working for or with AffaldPlus must arrive at work sober and unimpaired. It is NOT permitted to consume alcohol or other intoxicants on AffaldPlus facilities.



Smoking

Smoking is not permitted anywhere on AffaldPlus facilities or premises. This also applies to e-cigarettes. Subcontractors working for AffaldPlus must also refrain from smoking in the immediate vicinity of, or visibly near, gates and similar access points.



Emergency procedures

Fire or accident:

Call 112

Provide the following information:

- Who is calling
- What has happened
- Where it happened (address + department/location)
- Whether anyone has been injured

Remember to inform the control room that emergency vehicles are on their way. Also ensure that someone is sent out to receive the emergency services.



Emergency equipment and defibrillators

At the entrances, information boards show the location of emergency equipment. The placement of defibrillators (AEDs) is shown on the site map in this leaflet.

Assembly point in case of alarm

Parking area at the administration building. See site map in this leaflet.

Addresses

AffaldPlus Affaldsenergi
Ved Fjorden 20
DK-4700 Næstved
Control room: Tlf. +45 5575 0835

AffaldPlus Affaldsenergi SYD
Ved Fjorden 13
DK- 4700 Næstved



Personal notes





Administration:

AffaldPlus

Ved Fjorden 20

DK-4700 Næstved

Tlf. +45 5575 0800

affaldplus@affaldplus.dk

www.affaldplus.dk

Find all leaflets at:

affaldplus.dk/publikationer