

General regulations Hovgården waste treatment facility

This is a list of the general regulations on the facility. Everyone who works within the facility must follow the regulations.

General regulations

Only authorized personnel are allowed at the facility.

Uppsala Vatten reserves the right to immediately and without warning reject anyone who violates the facility's rules and the staff's instructions.

Arrival at the facility

When depositing waste at the facility, all customers must know the type, content, and origin of the waste. The information must be announced to the staff in the scale reception so that a correct classification of the waste can be made. Good knowledge of the waste is necessary for environmentally correct disposal to take place. Possible reclassification can always be made by Hovgården's staff.

Ownership of the waste passes to Uppsala Vatten when the waste has been deposited and approved by Hovgården's staff. Deposited waste may not be taken back.

Visitors, entrepreneurs and others who are not members of Hovgården's staff must, upon arrival, sign in to the visitor list found in the reception. The same applies when the person leaves the facility. This is for safety reasons in the case of an emergency.

Deposit of waste

The customer must always follow the instructions left by Hovgården's staff. The waste must be deposited at designated location.

If the waste turns out to contain other material than what was indicated to the staff, this must be reported to the staff immediately. After depositing the waste, the customer must return to the scale for weighing and then leave the facility. Uppsala Vatten reserves the right to charge for a minimum weight.

It is not allowed to bring any waste out from the facility. Spot-check and control of vehicles can be made when any suspicions arise. The control is made by Hovgården's staff. Police can be called if necessary.

To deposit hazardous waste, a transport document is needed, this document must be shown to the staff in the scale reception. To deposit waste to the landfill, a document with a characterization (called "Grundläggande karakterisering") is needed. Templates for these documents can be found at Uppsala Vattens website. If the correct documentation is missing, the waste will not be accepted.

If depositing waste in violation of these regulations, the customer may, in addition to the established treatment fee, be charged for sorting, transport and other additional costs that arise as a result of the regulations not being followed.

Order at the facility

Everyone who is at the facility is responsible for keeping the facility free of litter. If there is a risk that the waste entering the facility may cause litter, the containers must be covered with a net. There are areas for parking when disassembling the net from containers, information on where to find these areas is available in the scale reception.

Cleaning, maintenance, and snow removal within the facility is taken care of by Uppsala Vatten.

Contractors must maintain good order around their workplace and in/around any barracks that have been set up and disposed of within Hovgården's grounds. If this is not followed even after a reminder, Uppsala Vatten can, without further notice, have cleaning done at the contractor's expense.

Unless otherwise agreed, the contractor is responsible for cleaning and maintenance at the locations inside the facility area where the contractor performs work. The contractor must ensure that daily cleaning takes place, and that the workplace is in order. Final cleaning of the working area is included in the contract. Waste and other material that is no longer needed must be left in the designated place.

Responsibility

Uppsala Vatten is not responsible for any damage for the customer or the customers vehicles when the damage is due to the customers negligence. The same applies if the damage is caused by a third party.

Uppsala Vatten is not responsible for any damage for the customer or the customers vehicles when the damage is due to the customers waste.

It is not allowed to deposit waste that can cause damage or unforeseen costs on the facility or the property of Uppsala Vatten.

Furthermore, the customer is responsible for all damage and all costs incurred by the customer, the customer's personnel and vehicles, or a contractor hired by the customer, damaging the facility, or otherwise preventing its normal use. If there is damage to the facility, this must be reported immediately to Hovgården's staff.

Working environment

For the location of the assembly point, fire extinguisher, first aid kit and defibrillator, see Bilaga 1 – Återsamlingsplats och utrustning vid olycka.

Coordination of work environment issues

For contractors violating the regulations at the facility, the following sanction system applies:

- Verbal reprimand, when the contractor has committed a minor violation.
- Written reprimand, when the contractor has committed a significant violation or a number of repeated minor violations.
- In addition, the right to evict staff or terminate contracts early.

Work permit

No work may begin before it has been approved by the responsible manager.

Prior to major working projects, the contractor is obliged to carry out a risk assessment containing safety measures together with Hovgården. Hovgården's manager and the person in charge at the contractor are responsible for the information being passed on to all personnel who will carry out work at Hovgården.

Work in confined spaces

Before any work in confined spaces is started a risk assessment with safety measures must be carried out. After that, the manager at Hovgården can give work permission. Before work in confined spaces a gas measurement must be done by authorized personnel. The work must be done with a guard on the outside that is ready to help in case of an incident. Personal alarm and gas detector must be used.

Gas detectors and breathing masks

When working in the wastewater treatment plant, consideration must be given to the fact that gases such as hydrogen sulphide and ammonia can form under unfavorable conditions. Risk assessment prior to work tasks must indicate specific needs for protective measures and protective equipment. The reception staff must be informed about working in particularly risky areas. If the contractor does not have access to gas detectors and breathing masks, Uppsala Vatten can exceptionally lend such material.

Welding

When welding stainless steel and surface-treated/painted material, local exhaust ventilation must be used at both permanent and field welding locations. If local exhaust ventilation cannot be used, personal protective equipment must be used.

Welding is classified as hot work, see further information under the heading hot work.

Work at high heights

Before any work at heights over 2 meters is started a risk assessment must be carried out. The results from the risk assessment decides the type of protective equipment that should be used. In general, it can be said that common fall protection equipment should be used first, otherwise personal protective equipment should be used.

If protective equipment that requires training is used, proof that training has been completed must be presented before work begins.

Lifting devices

Never walk below under a hanging load or a working machine.

Only tested and fault-free lifting devices, such as lever lifts, straps and other lifting equipment, may be used for lifting work.

If a lifting device that requires training is used, proof that training has been completed must be presented before work begins.

When using a machine-driven lifting device, written permission from the employer or the lessee must be presented for them to be allowed to use a machine-driven lifting device. The permit must show which types of lifting devices, lifting equipment and tasks that apply.

Hot work

Everyone who welds, cuts, or uses an open flame, as well as fire guards, must be able to present a valid certificate certifying that the holder has undergone training in hot work. Permit for hot work are issued by Hovgården.

Electrical connections

For electrical connections, the contractor must have an established self-inspection program that is followed when carrying out work on the facility. Hovgården may check that self-monitoring programs are being followed.

Fire safety

No flammable goods may be brought in by outsiders without Hovgården's permission.

Hovgården's storage plan for solid fuels must be followed.

Machines that are not in use must be placed at a safety distance of at least 10 meters from combustible materials, e.g. wood chips, wood, combustible waste, and garden waste.

In the event of a fire, follow the instructions of Hovgården staff.

Chemicals

Contractors who are to use chemical risk sources at the facility must, before these are introduced at the facility, have completed a risk assessment with measures for use at Hovgården. Risk assessments and safety data sheets must be sent to hovgarden@uppsalavatten.se or a contact person at Hovgården for approval before the chemicals are brought to the facility. The safety data sheets must also be available at the workplaces where the chemicals are used. Control of chemicals may occur. Any chemical residues are taken care of by the contractor, unless otherwise agreed.

Perimeter

Always respect perimeters. If a contractor must set up a perimeter, or expand a perimeter, this must be done in consultation with the contact person at Hovgården.

Removal of protective arrangement

If any protective arrangements or equipment must be temporarily removed, contact the contact person at Hovgården. The workplace must not be left unattended with protective devices removed without special measures being taken.

Personal protective equipment

The contractor is responsible for providing the contractor's personnel with the personal protective equipment needed for working.

Minimum requirements for protective equipment for people in the facility's work area are warning clothing and safety shoes. Warning clothing must meet at least warning class 2 in total, i.e. top or warning vest in at least class 2, alternatively top in class 1 combined with pants in class 1. Safety shoes must have toe caps and nail tread protection. Exemptions from protective clothing requirements apply to/from the workplace in connection with the start/end of work.

Sweaters and jackets with fixed hoods may not be used at the facility.

Parts of the facility may have stricter requirements for protective equipment, please pay attention to signage or speak to the person in charge for further information.

Incident reporting

Events such as accidents, incidents, fires, and releases of chemicals must be reported to Hovgården's staff. This is very important for the preventive protection activities and a reporting requirement to authorities. Risk observations must also be reported so that improvement measures can be taken.

Alcohol and drugs

You must not drive or work while under the influence of alcohol or drugs. Brining alcohol and drugs into the facility is prohibited. Narcotics and/or tablets that affect the central nervous system are considered drugs. All staff are obliged to help ensure that people under the influence of alcohol or other drugs are taken care of and sent home.

Traffic and parking**Gates**

The facility is surrounded by fence and camera surveillance. The gates open and close automatically according to the facility's opening hours.

Transport at the facility

Vehicles must be driven carefully, and the traffic instructions must be followed. Consideration for other machines and vehicles must be taken. The speed limit within the facility must be held.

As very heavy traffic occurs within the facility, it is of great importance that pedestrians are careful and pay attention to passing traffic. It is forbidden to walk between a truck and the corresponding trailer.

Cars must be parked outside the upper gate (near the scale reception). Contractors' employees and customers must park outside the lower gate (close to road 288) when parking outside regular opening hours. Further information on this is provided by the contact person at Hovgården.

Shunting take place on shunting areas, information about the location of the areas can be found in the scale reception.

Containers must be closed during transport at the facility. Doors on load changer containers and lift dumper containers must be secured before waste is deposited.

Other information

Staff room and lunchroom

Staff room are provided by Hovgården subject to availability. The need to use staff room should be notified to manager at Hovgården. Staff areas must not be entered with work shoes or dirty clothes. Dirty hats and helmets must also be left in the changing room.

Smoking

Smoking is prohibited at all areas, except at designated location.

Photographing

Photographing and filming is prohibited inside Hovgården facility. Permission can be granted by the manager at Hovgården, the group manager at Hovgården or the department manager.

GDPR

For information on the handling of personal data, [see the website](#).

Eviction

The manager at Hovgården can immediately evict staff from the facility in case of serious deviation from laws and local regulations.

Återsamlingsplats och utrustning vid olycka



Återsamlingsplats och utrustning vid olycka



- Återsamlingsplats
- Hjärtstartare
- Första hjälpen
- Nödduch
- Brandsläckare