



<b>Document name</b> Appendix H: Specific requirements for Autoport			
<b>Issued by</b> The safety committee	<b>Approved by/manager</b> VD	<b>Date</b> 2023-12-12	<b>Edition</b> 01

## Appendix H: Specific requirements for Autoport

### **First Aid and Defibrillator:**

- First aid kits are located on the second floor, inside the restroom, and by the copy room.
- A defibrillator is situated outside the restroom on the second floor.

### **Signs, Doors, and Locks:**

- Signs must be observed and followed. No emergency exits should be blocked.
- Emergency exit signs are placed according to the attached evacuation plan.
- Keep all fire doors closed.
- SITHS cards are required for entry/access to the property.

### **Alarms:**

- The alarm activates at 22:00 every evening and deactivates at 06:00 every morning.
- On weekends, the alarm is active from Friday at 22:00 until Monday at 06:00.

### **Visitors and Contractors:**

- It is prohibited to allow anyone into the property without inquiring about their destination.
- The person admitting a visitor/contractor must immediately notify the intended recipient.
- Visitors and contractors should wait in the lounge until picked up.

### **Personal Belongings:**

- HMAB is not responsible for employees' personal belongings. Lockable cabinets are available on the second floor, to the right after the utility room.

### **Chemicals:**

- Custodians are responsible for the chemicals in the property, located in the utility room or kitchen.
- Safety data sheets are available in a binder inside the utility room.

*> En del av Hässleholms kommun*



- This binder also contains safety data sheets for pressurized vessels in the kitchen.

**Incidents and Accidents:**

- Incidents and accidents must be reported immediately, verbally and subsequently in our incident management system, to the nearest supervisor and the coordination officer.
- Medical attention must be sought after an electrical accident.
- Serious incidents and accidents must be reported to the Swedish Work Environment Authority (Arbetsmiljöverket) within 24 hours. This is done in our case management system.

**Smoking:**

- HMAB enforces smoke-free working hours. Smoking is only permitted during unpaid breaks.
- Smoking must occur outside the property boundaries.

**Assembly Point in Case of Fire:**

- Refer to the evacuation plan at the entrance and at the staircase on the second floor for the assembly point in case of a fire.

I have read and understood the above:

**Name (written) and company:**

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**Date and signature:**

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The signed part of the document is retained by HMAB.