

Working as a contractor at SSAB in Luleå



SSAB

Introduction

SSAB strives to be the safest steel company in the world. At SSAB Luleå, work to prevent ill health and accidents among our employees, contractors and visitors always has top priority. We also work systematically and with a focus on improvement to minimize our impact on the environment and to produce high-quality steel efficiently for our customers.

In order to achieve efficient work on the work environment, the environment and quality, it is crucial that everyone who works at SSAB is aware of and works on the basis of our rules and procedures. Remember that these provisions have been drawn up in order to create safe, pleasant working conditions for all.

This document is intended both for those with responsibility and those working for contractors, and is a general summary of the safety and environmental procedures that are in force at SSAB. All guidelines and instructions are available at request.

Together we make each working day safe! Welcome to SSAB!

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Lisette Mikaelsson
Site & Production Manager SSAB Luleå

Table of contents

Before work

Preparatory administration	5
Planning temporary works	5
Traffic rules at the site	6
Clothing and personal protective equipment	6
Alcohol and narcotics	7
Smoking	7
Tools and machinery	8
Chemical products and chemical containers	8
Can we cause noise?	8
Earthworks – where can we excavate?	9
Cabins for contractors	10
Use of IT	10
Washing vehicles and machines	10

When working

Sources of risk	11
-----------------	----

Site map

14-15

When working

Responsibility for coordination and work permits	16
Special safety rules	17
Hot work and work in prohibited areas	20
Neatness and order	21

In the event of an accident

22-23

Raise the alarm	22
First aid equipment and defibrillators	22
Evacuation and indoor assembly	22
Environmental deviations and accidents	23

After work

Waste sorting at source	24
Recycling stations for hazardous waste	24
Permanent collection places for certain waste and residuals	26

Important phone numbers

28

BEFORE WORK

This section contains information about the fundamental regulations that you must be aware of before you enter the site, and also what you need to prepare before you can start work in accordance with the assignment.

Checklist

1. Check that you have the necessary permits, etc. (see below under preparatory administration).
2. Check that you have safety data sheets for all chemicals that you will be bringing with you onto SSAB's site.
3. Check that you have performed and documented any necessary risk assessments.
4. Check that all employees are familiar with the contents of this brochure.
5. Find out during the planning stage which protective equipment is mandatory at the workplace in question.
6. Based on the operator's risk assessment, additional protective equipment may be required in addition to what is prescribed at the workplace in question.
7. Before work commences, you must assure yourself about the risks that exist in the area and what to do if something were to happen. Where is the nearest assembly point in the event of evacuation, or assembly indoors? Where are the evacuation routes? Where is the nearest fire extinguisher, first aid equipment, escape mask? What are the alarm numbers?
8. Please find out where waste and recycling stations are located.

Please note that: theft, break-in, breach of current regulations or other criminal activities will be acted upon and result in disciplinary measures and, where appropriate, will be reported to the police.

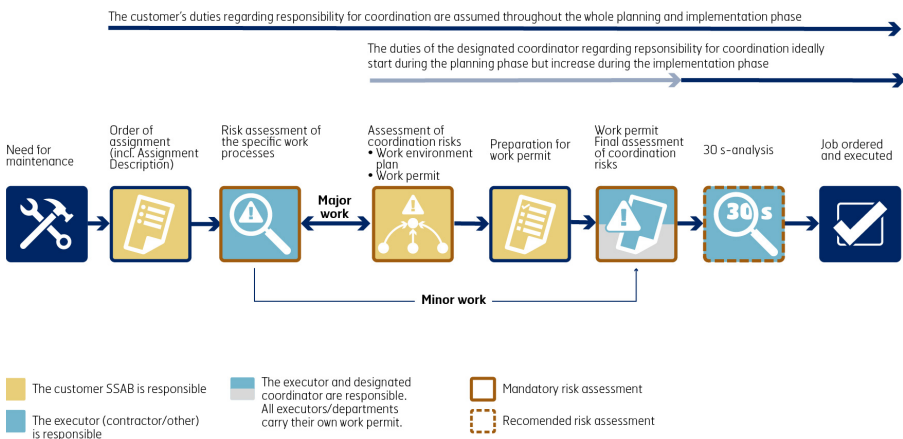
Preparatory administration

Before you can start a job on SSAB's site, you must complete some administration:

- Approved as contractor to SSAB.
- Make sure that there is an approved purchase order/call-off for the assignment.
- Organize cards and access for all who are to be involved in the work.
- Organize driving permits.
- Apply for photo permits if you are going to take photos or film on the site.
- Make sure that you have permits for any chemicals you need to bring onto the site.

Planning temporary works

This figure illustrates SSAB's delegation of tasks within the statutory responsibility for coordination as well as which risk assessments are mandatory before a temporary job. There is a set of guidelines with more detailed information, contact your customer if you wish to study this.



As shown here, the contractor is responsible for ensuring that a risk assessment is performed for each specific job and assignment. The risk assessment must be submitted to SSAB as soon as possible, and no later than in connection with the issuing of the work permit. When work is being planned, you must take into consideration the risks identified so that these are removed or avoided as far as possible.

Moving around on site

Generally, normal traffic regulations apply within the operational area. There are special traffic rules for the site in the brochure entitled "Traffic and vehicles within the Svartön industrial area". Breaches of current traffic regulations may result in the access permit being revoked. SSAB has the right to perform searches of vehicles.

PLEASE NOTE THAT:

- Reflective clothing is mandatory when moving by foot or bike on the site.
- Footpaths and cycle paths are to be used where they exist.
- It is only permitted to enter buildings through designated entrances.
- Rail traffic has priority at all times.
- You must show consideration for heavy goods transport operations. They have limited visibility and may be transporting liquid material or very heavy loads, which means they have a longer braking distance.
- Idling is max. 1 minute!
- Follow signage and other traffic instructions.
- Parking is only permitted in marked and unreserved parking places.
- Always keep one hand on the handrail in the stairs and wherever else it is available.
- Use of a mobile phone without using a headset is prohibited in traffic at SSAB's site in the same way as outside the site.

Clothing & personal protective equipment

Everyone who works at SSAB is obliged to wear the clothing and other protective equipment that is required at the workplace in question. Contracting firms must provide the prescribed personal protective equipment for their personnel. Anyone who is in breach of these provisions may be forbidden from remaining in the work area.

The minimum level that applies in all production facilities, regardless of job, is:

- Full-length clothing in which all layers must be made of flame-resistant material
- Protective footwear
- Helmet including chin strap
- Protective goggles.

When moving by foot or bike it is mandatory to wear reflective clothing, see also "Moving around on site". Working clothes with reflective parts are accepted, as is reflective vest.



Alcohol and narcotics

In accordance with SSAB's policy, it is forbidden to bring, consume or be under the influence of alcoholic drinks and/or narcotics. Random alcohol and substance tests are performed on both SSAB's personnel and contractors, as are vehicle searches and drink-driving tests on drivers. Anyone who is under the influence of alcohol or narcotics will be removed from the site immediately, and if drink-driving is suspected this will be reported to the police.

Smoking

There is a general ban on smoking indoors at SSAB Luleå. The smoking ban includes all form of tobacco smoking and e-cigarettes. Exceptions to the smoking ban may have been made for practical reasons in certain production premises and workshops (but never in warehouse premises). In these cases, smokers are referred to specially designated places, smoking areas. Both indoors and outdoors, you must extinguish cigarettes in ash trays, never on the ground or on the floor!

Tools and machinery

Contractors must provide their own tools or other equipment required for the work. All work equipment, machines, tools and protective equipment used by the contractor must comply with current safety and environmental requirements. It must be possible to provide evidence of inspections performed for any machines, vehicles and work equipment that require inspection.

Chemical products and chemical containers

Chemical products may not be brought into the site without the approval of SSAB. To apply for approval, contact the manager/project manager responsible at SSAB, who in turn will contact the chemist to arrange for the product to be tested. Safety data sheets in Swedish must be attached to the application. Contractors who bring chemical products onto SSAB's site after approval must always have safety data sheets available for the chemicals in question.

Nor may fuel tanks or other chemical containers be brought into the operational area without the approval of SSAB. Such containers must be double walled and have overfill protection. A permit in accordance with the Swedish Ordinance on flammable and explosive goods (2015:1075) may possibly be required. This must be established with the customer of the work in question at SSAB and the person responsible for flammable goods in the department in question.

Handling of waste chemicals is described in chapter Waste and source sorting (When work has been completed).

Can we cause noise?

The designated coordinator and/or customer ordering the work must be notified in advance of any contract work that will cause noise.

Examples of such noise are:

- Demolition, drilling and large-scale sheet metal works.
- Setting up compressors, vacuum cleaners, etc.

The designated coordinator or the customer ordering the work can indicate setup locations and advise of suitable times for such works.

Earthworks – where can we excavate?

There can be cables, pipes and culverts in the ground. Before any drilling or excavation can take place, you must perform a relevant identification/check of cables/pipes with a good but reasonable safety margin. It is desirable that the contractor performing the work is involved in the identification of cables/pipes, even if this is carried out by another firm.

Contaminated land

There may be contaminated land within the industrial area. Contaminants may be confirmed, suspected or unknown. The mapping out of contaminated land is described in the Environment section.

To consider in connection with earthworks

- Earthworks may not be performed until cable/pipe identification has been completed and approved.
- Earthworks may not be performed outside the designated work area.
- Shafts may not be filled with contaminated soil.

General rules of consideration for earthworks

- Request information about contaminated land before work commences.
- Report to the designated coordinator if contaminated land is discovered in connection with earthworks.
- Report to the designated coordinator if groundwater penetrates the shaft.
- If unknown pipes/cables are discovered in connection with earthworks, the designated coordinator must be contacted before work continues.
- Be careful of other installations within the designated work area, such as signs, groundwater pipes, etc.

Cabins for contractors

A request to erect a cabin for contractors or a container must be submitted to Security. The request must specify the time during which the cabin is to be erected. The selection of a site for each cabin must be made in consultation with Security and the plant manager concerned.

Use of IT

Computers, software, communication networks and other IT equipment at SSAB are intended solely for the company's business activities. Anyone who is permitted to use IT systems at SSAB must comply with the rules in force and provided by the IT Manager, customer and/or designated coordinator. Radio controls can disrupt radio communication and cause operational shutdowns, so the use of equipment involving radio transmitters and receivers, such as two-way radio, remote controls, etc., must be approved by SSAB before the equipment is used.

Washing vehicles and machines

The washing of vehicles and machines is not permitted unless washing liquids are collected. This applies both indoors and outdoors.

In the first instance, vehicles and machines must be washed in the washing hall in SSAB's Vehicle Workshop. Otherwise, the washing water must be collected in holding areas and then sucked up and sent off for treatment.

Washing vehicles and machines on a hardened surface causes the washing water to quickly run out into the Inre Hertsöfjärden or to the river via surface water pipes, where the contaminated water can cause damage, for example to aquatic organisms. Nor is it permitted to wash large vehicles and machines on grass or gravel surfaces, due to the risk of contamination of the land and groundwater.

WHEN WORKING

This section contains information that is important to be aware of while work is in progress.

Checklist during work

- Make sure that all employees are familiar with the contents of this brochure.
- Always apply the lockout/tagout procedure when working on machines or mechanical devices.
- Make sure that everyone in the workgroup is aware of what to do in the event of a fire or a gas alarm and where the nearest safe assembly point is located.
- Make sure that everyone in the workgroup is familiar with SSAB's procedures for alarms if an accident happens (read more under "In the event of an accident").
- Make sure that everyone in the workgroup is familiar with the sources of risk when working at SSAB.
- Make sure that waste is handled and sorted correctly.

Sources of risk

The following are examples of sources of risk that exist in SSAB's operations. Each individual job must be risk-assessed, as the list below is essentially a general list.

Process gases

The production of coke, iron and steel generates process gases that can be harmful to people. At each production facility there is information about gas risk areas and associated safety requirements. Personal gas alarms must be worn in these areas (the contractor provides gas alarms for their own personnel).

MAKE SURE THAT:

- You find out what kind of gas and what kind of gas alarm is relevant – a risk of nitrogen or argon requires an oxygen alarm, a risk of process gas requires a CO alarm (carbon monoxide). Specific gas alarms must be worn if there is a risk of H₂ or SO₂ respectively.
- Everyone in the workgroup is aware of what to do in the event of a gas alarm and where the nearest safe indoor assembly point is located.

Work in the proximity of liquid iron, steel and slag

Large volumes of liquid iron, steel and slag are handled at SSAB, both indoors and outdoors. Equipment, vehicles and people must not be positioned or be in places where there is a significant risk of being splashed by liquid iron, steel or slag.

Because there is a constant risk of splashing, SSAB requires that protective clothing must be flame-resistant, see section entitled Clothing and personal protective equipment.

When lifting materials in an area where there is a risk of splashing, straps made of fabric must not be used. Use wire straps or ropes instead.

If there is any suspicion of asbestos

Certain older items of equipment may still contain asbestos, for example in seals or in some insulation. If there is any suspicion of asbestos, stop work and notify the designated coordinator immediately. Asbestos may be removed only by an approved company.

Electrical works

Electrical works may not be carried out without a permit. In connection with construction or repair works close to a live installation, approval must be granted by an electrical operation manager or electrical safety manager before a work permit is issued by the designated coordinator and work commences.

In connection with work where there is electrical danger, risk-minimizing measures must be implemented in accordance with good electrical safety practice. These measures must be based on a risk analysis.

MAKE SURE THAT:

- When intervening in machines or mechanical devices, you apply the lockout/tagout procedure. If you wish to study this procedure, contact SSAB.

Media networks, pipelines

SSAB's compressed air network – It is forbidden to connect personal protective equipment to SSAB's compressed air network. If necessary, contractors must bring a compressor for breathable air that must comply with current requirements. The location of the compressor must be reviewed in consultation with the designated coordinator.

Interventions in pipe systems – Connections, re-connections and other interventions in the pipe systems in SSAB's plants must not be carried out without the permission of the plant owner, as there is a risk for suffocation, fire, explosion and poisoning. Once the plant owner has given the all-clear, the designated coordinator has the right to issue a work permit.

MAKE SURE THAT:

- If there is to be an intervention in a gas pipe, see section entitled "Hot work and hot work in prohibited areas".

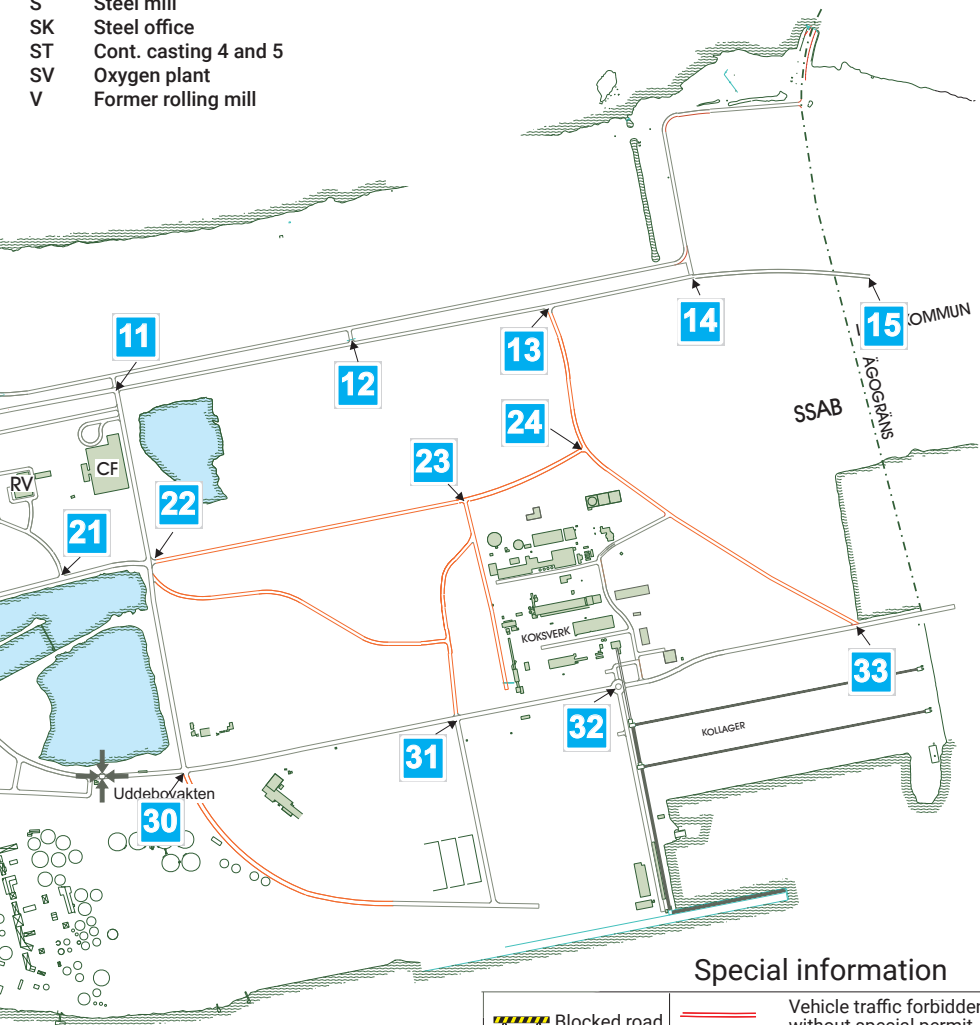
Site map, SSAB industrial area

Names of buildings





BR	Fire and rescue stations	GJ	Casting building	MC	Brickwork center
CF	Central store	GKL	Gasometer, LD gas	MV	Mechanical workshop
FM	Vehicle manufacturing	GKM	Gasometer, blast furnace gas	PB73	Staff building 73
FU	Field maintenance	HK	Head office	PC	Staff center
FV	Vehicle workshop	KU	Lime kiln	PM	Sheet metal manufacturing
GC	LPG tanks	KV	Coking plant	RM	Raw material 98
		M3	Blast furnace 3		



- S Steel mill
- SK Steel office
- ST Cont. casting 4 and 5
- SV Oxygen plant
- V Former rolling mill

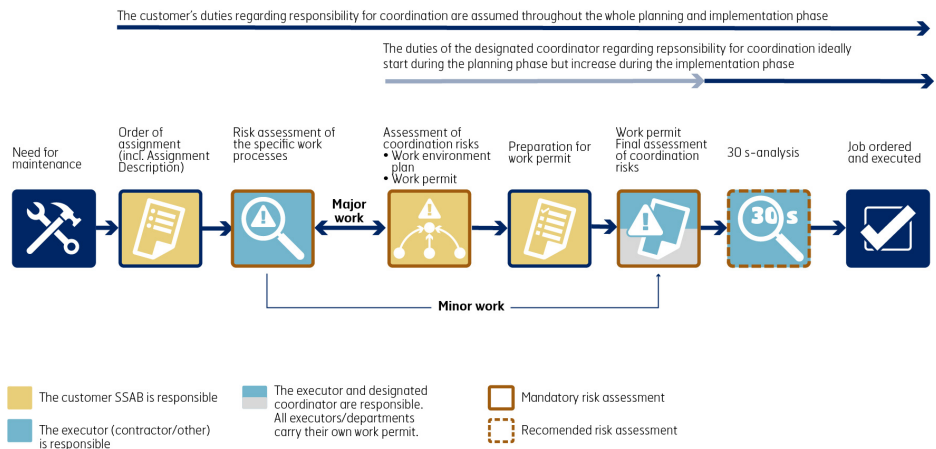


Special information

 Blocked road	 Vehicle traffic forbidden without special permit
	 Break point for action
	 Road points

Responsibility for coordination & work permits

SSAB is responsible for coordination at the Svartön industrial area and in all of the plant sections and other areas where SSAB operates. The two roles at SSAB that constitute contact interfaces towards contractors when it comes to responsibility for coordination are the **customer** (the person who engaged the firm in question) and the **designated coordinator** (the person who issues work permits, which is usually the shift supervisor or workshop manager).



A temporary job must never be started without a work permit, this applies for both SSAB employees and contractors. The work permit must be issued directly in conjunction with the job in questions being started.

Special safety rules

Lockout/tagout

Many machines and plant parts are moving and powered by some form of energy source, e.g. electricity, compressed air, hydraulics, pneumatics or mechanics. Before any form of repair, inspection, cleaning, etc. can be performed in such plant parts, it is important to isolate, lock or secure all energy sources. This is generally referred to as “lockout/tagout” of a plant, and there is a detailed set of instructions for this at SSAB.



The customer or designated coordinator at SSAB can require the person performing the work to bring the lock, “scissors” and sign themselves, but many departments have systems that can be borrowed. Please note that if several operators are working on the same plant, they must all perform lockout/tagout!

Ladders and scaffolding

Ladders to be used must be approved in accordance with current requirements. Because of the risk of accident, work from and moving via ladders must be avoided where possible.

Scaffolding may only be erected by trained personnel and may not be accessed until it has been checked. It is strictly forbidden to make changes to scaffolding without first having contacted the scaffolding contractor. Certain changes may only be made by the scaffolding contractor. Documentation about scaffolding must be given to the designated coordinator and, if relevant, the construction work environment coordinator, and be displayed on the scaffolding in question.

If scaffolding or work platforms are needed, the designated coordinator must be contacted. Scaffolding and work platforms may only be erected by approved personnel or companies. Changes to scaffolding may only be made by the company that erected it.

MAKE SURE THAT:

- You do not place ladders or scaffolding close to a crane, an overhead crane or other transport routes without taking special precautionary measures. For example by means of lockout/tagout or blocking of the lifting device, or by means of barriers around the scaffolding, see section below. This must be arranged by the designated coordinator at the contractor's request.

Barriers

When working at height where there is a risk of falling objects, the area below must be cordoned off. Holes or hollows created in the floor or roof must also be safely cordoned off. Barriers must be labeled with information about who has created them together with their contact details. Barriers must be removed when they are no longer needed. SSAB can provide equipment for barriers, contact the Central Store.



MAKE SURE THAT:

- Barriers are labeled with information about who has erected them together with their contact details.

Lifting work

It is not permitted to use SSAB's lifting devices and lifting tools without a special permit from the designated coordinator. It is forbidden to lift items above other people. The area below the hoist must be cordoned off, otherwise a lifting supervisor must be appointed to keep watch and alert others to the fact that lifting is under way. A training certificate and the employer's written permit to use the lifting equipment in question must be presented to SSAB on request.

PLEASE NOTE THAT:

- SSAB uses overhead cranes in production. Look out for overhead crane traffic and never walk or drive beneath a suspended load!

Hot work and hot work in prohibited areas

People who are to perform hot work or hot work in prohibited areas, to serve as fire-watcher or to monitor a job must have completed and passed the Swedish Fire Protection Association's training in Hot Work, or the training Flammable Works. A valid certificate for hot works, or flammable works, together with SIS-approved ID must be presented when a permit is issued.

For information about general practice, find out more in the Safety Rules for Hot Work (SBF HA-001) from the Swedish Fire Protection Association.

Hot Work is defined as work that involves heating or the generation of sparks and that may risk causing fire, for example welding and cutting.

Hot work in prohibited areas is work that involves heating or the generation of sparks and that may risk causing fire or explosion in areas that contain or have contained flammable or explosive goods and in areas where there is a risk of dust explosion. Such work requires special approval from the person responsible for flammable goods.

Neatness and order

The workplace

The contractor must keep tools, materials and equipment in good order, and clean the workplace every day of their own surplus material and waste. Work equipment may not be left behind after work has been completed.

Transport routes must be kept unobstructed. Evacuation routes, emergency showers and fire hydrants must never be blocked.

Cabins

If the contractor has a cabin in the industrial area, good order also applies to this. The cabins must be accessible for inspection by Security and SSAB's Fire section. It is forbidden to stay overnight in cabins used as offices or for employees within the operational area.

Removal of protective devices

Under the Swedish Work Environment Act it is forbidden and punishable by sanctions to remove protective devices. If it is necessary to remove protection in order to access a specific plant part, for example in connection with repair work, this must have been identified in the work permit. Protection that needs to be removed in connection with maintenance must be re-attached when work has finished or if the work area is left unattended.

Environmental responsibility for waste

You are responsible for any waste generated during the course of your work. Find out more about how to handle this in the section entitled "After work".

IN THE EVENT OF AN ACCIDENT

Raise the alarm

SSAB's internal alarm number is 0920-921 11. It is extremely important that any alarm about accidents within the Svartön industrial area goes to this number (SSAB's alarm control center) in order that immediate action and the correct guidance of emergency vehicles can be organized.

First aid and defibrillators

First aid equipment and defibrillators are available – find out where the nearest equipment is before you begin each specific job.

Evacuation and indoor assembly

In the event of fire that cannot be dealt with by those who are closest to it, buildings must be evacuated and assembly must take place at designated assembly points (green signs).

In the event of a gas alarm, you must move away quickly from the source of the gas and locate the nearest indoor assembly point. If you are outdoors, you must identify the wind direction and move away from it at an angle of 90°.



Environmental deviations and accidents (e.g. spills from vehicles)

Incidents that result in emissions to ground or water must be reported immediately to the designated coordinator and SSAB's environmental section. A suitable absorbent must be available for the job, regardless of which vehicle is being used. Regardless of the scope of the accident, decontamination and damage limitation must start immediately.

In the event of an environmental accident, the alarm chain starts in just the same way as for personal injuries, see above. State the following when making an alarm call:

- That the alarm relates to an environmental accident.
- Site of emission and which gate.
- Reference point in the road or other known location to which emergency vehicles should come.
- Type of emission.
- Who you are.

Examples of environmental accidents might include:

- Chemical accidents involving emissions to ground or water.
- Leak in or damage to hydraulic oil system in work machinery.
- Leak in or damage to fuel tank in work machinery.
- Leak from tanks.
- Leak of process water from closed systems.

WHEN WORK HAS BEEN COMPLETED

Checklist before work can be fully completed

- Clean the workplace after you.
- Place scrap and waste in the correct containers, see waste sorting at source.
- Close the work permit.
- Report back to your customer, in accordance with your contract.
- Organize the signing of time sheets.
- Report any incidents or other deviations.

Waste and source sorting

SSAB has a waste plan that describes how to take care of waste, including hazardous waste. This also applies to contractors and is available on request.

Only waste that is generated as a direct consequence of the contract may be taken to SSAB's recycling station at Memaco. All waste that derives from the service and repairs of the contractor's own machines or in the cabins for employees is the responsibility of the contractor. Waste may not under any circumstances be brought into SSAB's industrial area.

SSABs section "Recycling and transport" will answer questions about waste on behalf of SSAB. They run SSAB's recycling station at Memaco. Waste that is linked directly to SSAB's operations can be left at Memaco.

If your work results in waste that does not match any of the descriptions below or the instructions you have received from your designated coordinator, request clearer instructions for this from the designated coordinator, or contact "Recycling and transport" or Memaco.

Recycling stations for hazardous waste

Small volumes of environmentally hazardous waste may be left at the recycling station at the Memaco site. If there are larger volumes of waste (1-2 barrels), the waste should be left on the recycling platform at the Memaco site. For even larger volumes, the customer of the work performed is responsible for ensuring that the waste is collected on site.



Large recycling station



Small recycling station

Waste that is left at the recycling stations must, where possible, be left in its original packaging. If there is no original packaging, the waste must be labeled in such a way that the content of the new packaging is clearly stated. It is important that the waste is labeled and well packaged!

Example of waste that may be left at the recycling stations are smaller amounts of:

- Waste oil (poured into barrels located at the recycling stations)
- Lubricants, waste grease, grease residue, etc
- Oil filters, fuel filters that have been drained of oil
- Hydraulic hoses that have been drained of oil
- Paints, solvents and other small volumes of chemicals must be left in their original packaging or in other labeled packaging.

There are separate containers for the following kinds of waste:

- Paint cans, paint and adhesive waste with dried-on residues. Completely empty metal paint cans should be thrown onto the pile of metal scrap, plastic containers into the container for combustible material.
- If there are large quantities of batteries (1 pallet or more), the contractor orders transport to remove these from the site.
- Fluorescent tubes and light bulbs may be left at Memaco in the designated container.
- Spray cans.

Permanent collection places for certain waste and residuals

To facilitate handling and recycling, there are permanent collection places for certain waste and residuals. The containers are color-coded and have explanatory text on or next to them. Information and extra waste containers at the stations are available via SSAB's Vehicle department on 0920-925 66 or Memaco on 0920-921 58.

- **Steel scrap**

These are only for the collection of iron and steel scrap. The containers are not intended for painted sheet metal or other metals. Empty paint cans may be collected in these.

- **Wood**

This is where pure timber waste is collected. Impregnated wood, sleepers or timber waste that is severely contaminated by oil or anything else must not be placed here. That is hazardous waste and is dealt with in accordance with the Waste Plan.

- **Combustible waste (blue or green)**

This is where waste is collected that can be sorted as combustible, such as plastics and household waste.

- **Scrap metal**
For the collection of painted sheet metal and other metals apart from steel, for example stainless, copper, galvanized, brass and lead. If possible, please do not mix different metals. There are designated places at Memaco where the scrap can be sorted on site.
- **Cable scrap**
For collecting cables. There are designated places at Memaco where cables can be sorted on site.
- **Paper (blue)**
This is where paper and cardboard are collected.
- **Corrugated cardboard (blue, labeled “Well”)**
For the collection of corrugated cardboard and boxes made of corrugated cardboard.
- **Pressure vessels**
Pressure vessels that are pressurized must be stored in a separate place at Memaco.



Important phone numbers

Alarm number from external phone 0920-921 11

Alarm number from SSAB phone	921 11
SSAB Switchboard	0920-920 00
West Security Gate "Västra vakten"	0920-927 27
Gas Controller (Daytime)	0920-920 36
Gas Controller (Shift)	0920-920 39
Fire Station	0920-924 24

Coking Plant

Coking Plant supervisor (provides work permit)	0920-926 59
Coal & Coke Control Room	0920-926 05
Gas Treatment Control Room	0920-925 67

Blast Furnace

Blast Furnace Supervisor (provides work permit)	0920-924 52
Blast Furnace Control Room	0920-924 53
Blast Furnace Cast House	0920-926 82
Raw Material Handling	0920-926 52

Steel Mill

Contract work coordinator crude steel (provides work permit)	0920-925 99
Contact work coordinator continuous casting (provides work permit)	0920-927 92
LD Control Room	0920-922 35 (LD1); 0920-927 12 (LD2)
Sulfur Treatment Control Room	0920-921 48; 0920-923 06
RH Control Room	0920-920 13
Canteen, Ladle Handling	0920-924 83
Continuous Casting Control Room	0920-921 60 (Cont. 4) 0920-927 45 (Cont. 5)
Control Room Cas-OB	0920-927 41; 0920-927 47

Environment

Environment (communal)	0920-922 97
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Recycling and transport

Memaco	0920-921 58
Waste handling	0920-924 61
Transport – Shift Vehicle Coordinator	0920-925 82
Scrap Cutting Station	0920-43 16 93

Central Maintenance

Central Store, Goods Inward	0920-923 24
Central Store, Dispatch ("Luckan")	0920-923 43