



Stockholms
stad



Safety rules & guidelines

– for admission and work within cable tunnels in the city

**In case of emergency:
Call 112**



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Permission



Access to the tunnel system may be granted following completion of screening by the respective tunnel security officer as follows:

- Jointly Fortum Värme and Stockholms stad
- Trafikkontoret
- Telia Sonera
- Stockholm Vatten

Access requests should be sent to trafikkontoret who issue personalized access passes. Passes are collected from trafikkontoret. Before access is granted, authorized personal must firstly be informed of these Safety Rules & Guidelines.

Access may be granted for:

- operation and maintenance work in tunnels,
- monitoring and control of works and personnel,
- guided views or site visits. Such visits should always be in the company of a person with good knowledge of these Safety rules & guidelines,
- assistance requested in the event of accident, illness, fire, theft, breakage, etc.

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Request to work



2.1 Before starting work

Request to work:

Timing and scope of works in the tunnel shall be notified well in advance and be approved by trafikkontoret's co-ordinator and by the applicable system owner(s). Health & Safety Plan must be submitted to the coordination officer.

Work application:

Before work commences, a Notification Of Works shall be completed on the appropriate form and given to trafikkontoret (see section 7.1). The notification must state:

- foreman in charge and/or contact person,
- phone number of the applicant,
- date of start of works together with planned completion,
- names of those accessing the workplace,
- risk assessment, if the works involve a fire risk or other risk (such as noise and vibration).

Trafikkontoret reserves the right to inspect the site before works, during works and on completion of final cleaning.

If works are not being carried out as per agreement, trafikkontoret has the right to abort work in progress.

2.2 On completion of work

Works or visits are reported as finished by returning access cards to trafikkontoret's Coordination Officer (see section 7.1). Workplaces will be inspected when completion is reported. If final cleaning is not satisfactory, trafikkontoret will charge the cardholder the relevant costs.

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Safety & security



3.1 Security and privacy

The following apply in order to protect the tunnels against sabotage and unauthorized access:

- Information about tunnels may only be communicated to those who need it in their work or to security approved.
- Photography, filming and sketching are forbidden in tunnels.

Anyone who carries out work in tunnels or otherwise clutter up are required to clean up after themselves. No waste may be left or stored in tunnels.

Operation of tunnel equipment such as fans, pumps, etc. shall only be performed by trafikkontoret's authorized maintenance personnel.

Walkways, doors, safety materials etc. must not be blocked.

3.2 Personal safety

Working alone is not permitted.

Location of emergency exits should be ascertained when entering areas of work. Protective equipment shall be worn as per site instructions.

Trafikkontoret's Operations Office (Driftcenter) shall be contacted immediately in case of accident, fire or other disaster risk (see section 7.1).

First Aid equipment is available at each exit.

Incidents or occupational injury must be notified to trafikkontoret's Coordination Officer (see section 7.1).

N.B.

Mobile phones lack normal coverage in the tunnel system.

3.3 Entering and exiting

Entry and exit is only permitted via main entrances and using personal access cards.

Exit via other doors and hatches is only permissible in case of emergency.

Trafikkontoret must be notified if material transport is required through doors and hatches (see section 7.1). This notification shall be made at least one working day before the delivery to allow for disconnection of alarms.

Failure to abide by these requirements will lead to the cardholder being debited for any damages or call-outs.

3.4 Fire safety

Trafikkontoret issue permits to work for each individual case (see section 7.1).

From a fire safety point of view, the following applies:

- Smoking is prohibited in the entire tunnel system.
- Regulations apply for all 'Hot Work'.
- Fire extinguishing equipment is required for all works involving fire hazards.
- Applications for disconnecting and reconnecting fire alarms shall be made to the Coordination Officer at least three working days in advance (see section 7.1).
- Storage of LPG is forbidden in the tunnel system.
- Flammable liquids and gas cylinders must not be introduced in larger quantities than the daily requirement.
- Gas cylinders and flammable liquids must not be stored in the tunnel system at the end of the working day.
- If a gas leak is suspected, electric lighting must not be switched until the error is corrected, and thorough ventilation performed. trafikkontoret shall be notified (see section 7.1).

3.5 Fire fighting measures

Rescue people in danger.

- Alert SOS alarm 112. Be careful with address details, use section signage marked on the door, and describe the extent of the fire.
- If possible, try to contain the fire. Never take any risks.
- Meet the fire brigade at the agreed address and guide them to the location of the fire.
- Inform trafikkontoret's on-call Electrical Officer, telephone 070-779 44 98.

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Loss of access card

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Confirmation of receipt

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Facility hazard reporting

4 Loss of access card

Loss of cards and/or keys must be reported immediately to the Coordination Officer and the police.

Police report shall be submitted to the Coordination Officer.

5 Confirmation of receipt

Confirmation of Receipt occurs at the receipt of access cards and attest that the cardholder has studied and received a personal copy of 'Safety rules & guidelines for admission and work within cable tunnels in the city'.

6 Facility hazard reporting

Damage or defects detected in the tunnel system must be reported immediately to trafikkontoret.

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Contacts



7.1 Access cards, permit to work and special permits

Contact the Coordination Officer during normal working hours.

Trafikkontoret

Driftteknik

Box 8311

104 20 Stockholm

Address: Mästerfaret, Mellangatan 6, Stockholm

Telephone: 08-508 278 49

E-mail: tilltrade.tk@stockholm.se

7.2 Facility hazard reporting

Contact the Coordination Officer during normal working hours.

As above. Other times - after normal working hours:

Trafikkontoret

Driftcentralen

Telephone: 08-651 00 00

7.3 In case of emergency or danger

Always call: 112

**In case of emergency or
urgent need of assistance:**

Call 112



**Stockholms
stad**