

## Safe work environment

At Invoicery Business, it is important that you as a task-based worker feel safe in your work situation. That is why we work with both prevention and after-care regarding work environment issues to create a good and safe physical, organizational and social work environment. We want to inform you about the risks that exist in your work environment and what laws, policies and regulations that affect you as a task-based worker. We also want to inform you as our task-based worker to report risks, serious incidents and accidents that exist or occur at your workplace.

For your safety, we would like to remind you of the following:

### **Invoicery Business is your employer and is responsible for**

- that your workplace is investigated and risk-assessed.
- that you receive sufficient instructions about your work and the workplace.
- that you are doing well during your assignment period.
- having regular contact with you, support you and follow up on your work.
- reporting serious incidents, accidents and injuries to Försäkringskassan and the Swedish Work Environment Authority.

### **The workplace where you carry out your assignment should**

- give you a good instruction to the workplace.
- instruct you about your task assignment.
- inform you about potential risks in the work environment and how you can protect yourself.
- inform you about who to contact in case of questions regarding your work environment or if you discover any risks that can lead to illness or injury.

### **You have your own responsibility!**

- You must follow the instructions provided at the workplace.
- You must use provided safety equipment.
- Contact Invoicery Business and the supervisor at your workplace if you discover deficiencies in the work environment that can lead to illness or injury. If there are safety representatives or trade union representatives at the workplace, you can also contact them.
- In the event of an accident, you should contact medical care and in case of emergency, call an ambulance. You shall contact Invoicery Business immediately to report the accident as we are responsible to report this to Försäkringskassan and the Swedish Work Environment Authority within 48h. You shall also contact the insurance company to inform them about the accident (see below link).
- Don't be afraid to ask if you have any questions!

Please contact us in case of questions or uncertainties.