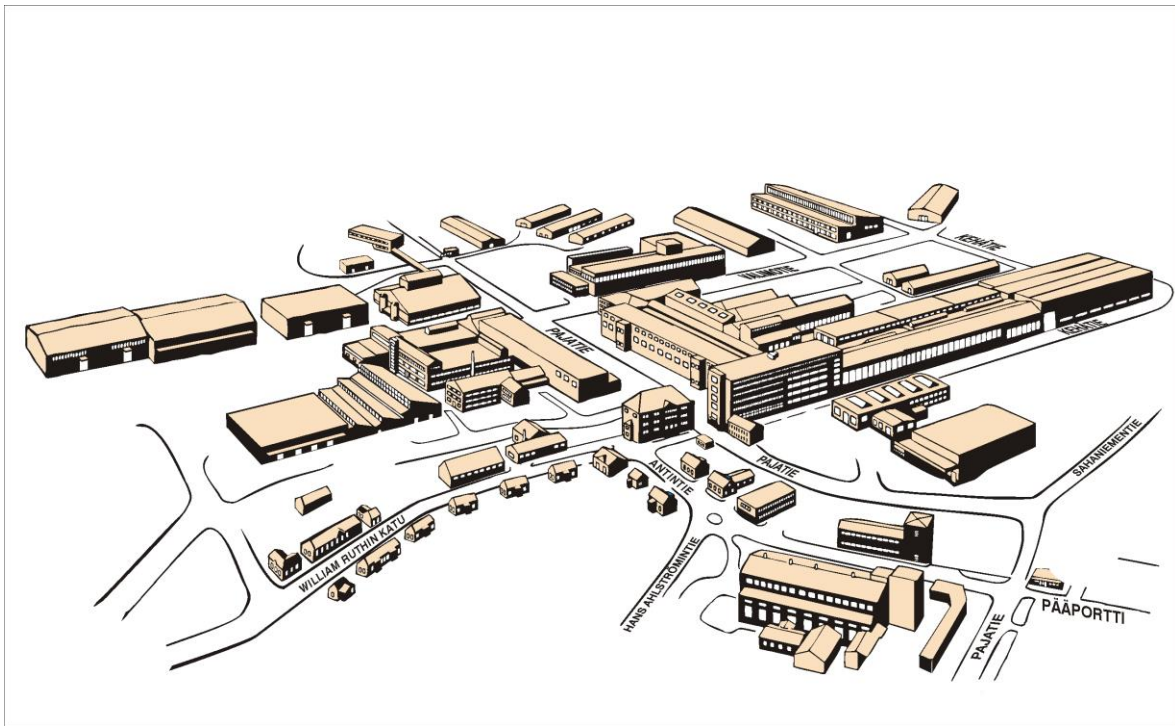


KARHULAN TEOLLISUUSPUISTO

KARHULA INDUSTRIAL PARK

SAFETY GUIDELINES



2021

Content

Introduction

Access control and traffic

Visitors to the industrial area

Photographs

Security instructions

Work permits

Inspections

Fire protection

Reporting an emergency

What to do in an emergency situation

Rules of conduct

Cleaning and waste management

Environmental protection

Appendices

INTRODUCTION

The rules and instructions given in these safety guidelines must be observed on the premises of the Karhula Industrial Park area.

The instructions also cover temporary work sites. The instructions apply to everyone working within the area, regardless of the employer. Furthermore, these safety guidelines contain instructions for visitors to the Park.

The guidelines focus on safety issues specific to the Park area. They do not repeat all procedures and modes of conduct which are required by law, regulations and overall responsible behavior, and which we expect to be adhered to categorically.

We place particular importance on tidiness, upholding order and communicating work-related issues duly.

Outside suppliers must ensure that everyone working under their supervision is familiar with the content of these guidelines and will observe the guidelines while working within the Park area.

The Park area is guarded and protected by video surveillance.



ACCESS CONTROL AND TRAFFIC (see map attachment)

- Entrance to the industrial area is through the main gates only.
- Persons entering the premises must be prepared to report the purpose of their visit and to produce either an access permit or some other form of identification.
- Entering the industrial area in a motor vehicle requires a special access permit, which is granted by the receiving company at their discretion.
- Vehicles transporting goods do not require a special access permit.
- Access permits to the industrial area can only be granted by the appointed responsible person in each company.
- Parking is only allowed in the designated P spaces or with a special permit.

Normal traffic regulations hold in the Industrial Park area. Please drive with particular care and observe the speed limit of 30 km/h.



GENERAL INFORMATION

- Taking tools or equipment outside the industrial area is forbidden without a take-out permit, which is always company-specific.
- In unclear situations, a person exiting the premises may be requested to submit to a search of the vehicle or equipment holdalls.
- Bringing visitors to the industrial area without permission is not allowed.
- Borrowing equipment from another company's site always requires permission from the person concerned.
- Instructions given by the security staff must be followed.
- Appearing under the influence of alcohol or drugs, possession thereof, or ingesting or serving alcohol or drugs is forbidden in the industrial area.
- A breathalyzer may be used if necessary to establish a state of intoxication.
- Parking spaces with heating outlets are reserved for those with a valid permit.

VISITORS TO THE INDUSTRIAL AREA

- Outsiders may visit the industrial area only with a valid permit and accompanied by a host. The host is responsible for providing necessary instructions and guidance to their visitors. Children under ten years of age are not allowed in the industrial area without a guardian.
- Visitor permits are always granted by the appointed responsible person in each company.
- Only company representatives may bring visitors to factory premises.
- Visitors and groups must check in at the service center before admittance to the Park area. The service center will contact the host and provide the visitor with the hosting company's visitor badge and appropriate directions.

PHOTOGRAPHS

- Taking photographs is not allowed in the industrial area.
- A company representative may allow photography for special reasons, in which case the representative must be present during the shoot. Any photos meant for publishing must be presented, along with captions, to the company communications manager.



SECURITY INSTRUCTIONS

Suppliers must see to the following:

- All employees undergo initial training on worksite conditions and possible risks. Only workers with sufficient initiation and qualifications are used for each task.
- The tools given to employees are safe and suited to the task, they are used correctly and they are maintained regularly.
- All scaffolding and lifting equipment used must be in regulatory operating condition.
- Employees are provided with appropriate personal protective equipment, and the use of such equipment is monitored.
- Employees carry out their work with due precaution, avoiding unnecessary risks and using the personal protective equipment assigned to them.
- Employees follow the safety instructions of the orderer.
- Any situation where safety is compromised is reported to the overseer in charge or the company's occupational safety representative.



OCCUPATIONAL HEALTH

- The orderer of the work is obligated to inform every outside worker of possible health hazards belonging to the work in question.

FIRST AID

- In situations where first aid must be administered, suppliers must resort to their own or public emergency services.

WORK PERMITS

- In case of hazardous work, the orderer must always secure a special permit before the work is started. A written permit for hazardous work is mandatory for example for:
 - ✓ Tank work, other confined spaces
 - ✓ Hot work
 - ✓ Other hazardous process work
 - ✓ Excavation or lifting work
- The orderer of the work may also require a written permit for work not listed here if such work is assessed as hazardous (e.g. work at height).
- To obtain a work permit, the supplier must first be familiar with company-specific safety instructions regarding the work to be undertaken. The orderer is required to produce these instructions for the supplier's perusal. Company-specific safety instructions contain an analysis of relevant risks and the work permit process in more detail.
- The orderer must ensure that work instructions are followed, that the work is carried out as required and that personal safety equipment is used while working.

INSPECTIONS

- Inspections are performed on site by the supplier's own site supervisors as well as by representatives of the orderer of the work, occupational safety staff and the fire chief of the Karhula Industrial Park. For large sites, additional inspections are performed by a specially appointed inspection team.
- Inspectors have the right to interrupt a proceeding or operation that they assess as hazardous to the workers or to the environment. Such interruption cannot be used as grounds for delays in deliveries.
- Inspections pay particular attention to how well safety guidelines are followed, how the environment is protected, how tidiness and order are maintained and what precautions are taken when performing hazardous work.
- **The first responsibility for safe working conditions on the site always lies with the supplier.**

CLEANING AND WASTE MANAGEMENT

- Every supplier is responsible for keeping their work site, facilities and storage area tidy and in good order during the work.
- Once the work is finished, the supplier must without delay remove all equipment, excess supplies, waste and temporary structures and scaffolding from the work sites.
- When using and storing hazardous substances, particular care must be taken and current regulations must be followed.

RULES OF CONDUCT

- Every supplier is answerable for their own staff in terms of maintaining order at the sites, in work and storage facilities, in canteens and staff rooms.
- The orderer must be informed without delay about situations where interference by security staff or authorities is needed.

The companies of the Industrial Park reserve the right to deny entry to a person who has been proved to have acted dishonestly or unethically or to have grossly violated the work site and safety guidelines.

ENVIRONMENTAL PROTECTION

- Using and storing hazardous chemicals is subject to authorization and regulated by law. Therefore, due consideration must be taken when disposing of waste.
- Companies in the industrial area maintain company-specific instructions and appointed representatives in matters of environmental protection.

FIRE PROTECTION

- Every supplier must for their part ensure that fire risks are eliminated and current fire protection guidelines are observed.

Control

- Security control is exercised continuously in the Industrial Park area. Additional instructions given by the chief of security and fire safety and by supervisors must be obeyed.

Fire monitoring

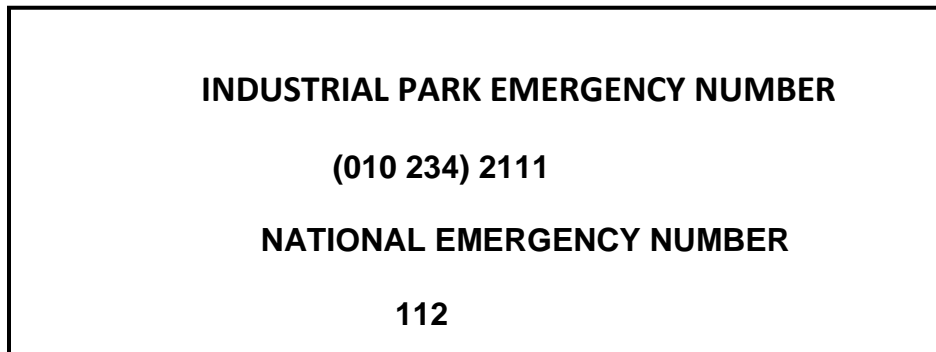
- Each supplier is responsible for fire monitoring at their own site.

Fire detection procedure

- The orderer is responsible for advising the supplier's staff of the locations of emergency phones and panic buttons.

Reporting a fire

- In threatening situations an alarm must be raised by contacting either the Industrial Park emergency center or the national emergency number.



STATE CLEARLY:

- **What has happened - what kind of an accident?**
- **Brief description of the current situation, are people in danger?**
- **What sort of help is needed; fire department – ambulance?**
- **Your name and contact details?**
- **Make sure someone is there to direct the emergency response team to the site!**

Firefighting equipment

- Each supplier will provide the necessary firefighting equipment on site. The initial extinguishing equipment stipulated in the hot work permit must be available at each temporary hot work site, the minimum requirement being two portable, 12-kilo fire extinguishers of class 43A 183B-C. A pressurized fire hose must also be provided if necessary.
- The initial extinguishing equipment must be kept at its designated place on the premises and easily accessible.



Automated fire detection system

- If a site is fitted with smoke or heat detectors, please contact the overseer before starting work. The overseer will contact the fire station about necessary deactivation and reactivation of the system.

If the fire detection system goes off as a result of negligence, the costs will be charged to the supplier at fault.

PALOILMOITIN

SPRINKLERIKESKUS

Hot work

- Hot work permits are always company-specific, and the permits are granted by specially assigned people.
- Hot work may be carried out at a temporary hot work site only if it is not possible to do the work at the designated hot work sites.
- Performing hot work at temporary hot work sites always requires a written hot work permit, and the person carrying out hot work must hold a valid hot work card.
- The hot work site must be prepared in accordance with the hot work permit.
- The supplier must ensure that the site is sufficiently protected and necessary initial extinguishing equipment is available.
- The completion of hot work must always be reported to the issuer of the hot work permit.
- Fire monitoring during and after hot work must be in place.

WHAT TO DO IN AN EMERGENCY SITUATION

SAVE	those in danger, warn others
EXTINGUISH	using the initial extinguishing equipment
CALL	the Industrial Park emergency center or 112
LIMIT	the fire by closing doors and hatches, stop air conditioning
WARN	others of the danger
GUIDE	the emergency response team to the site

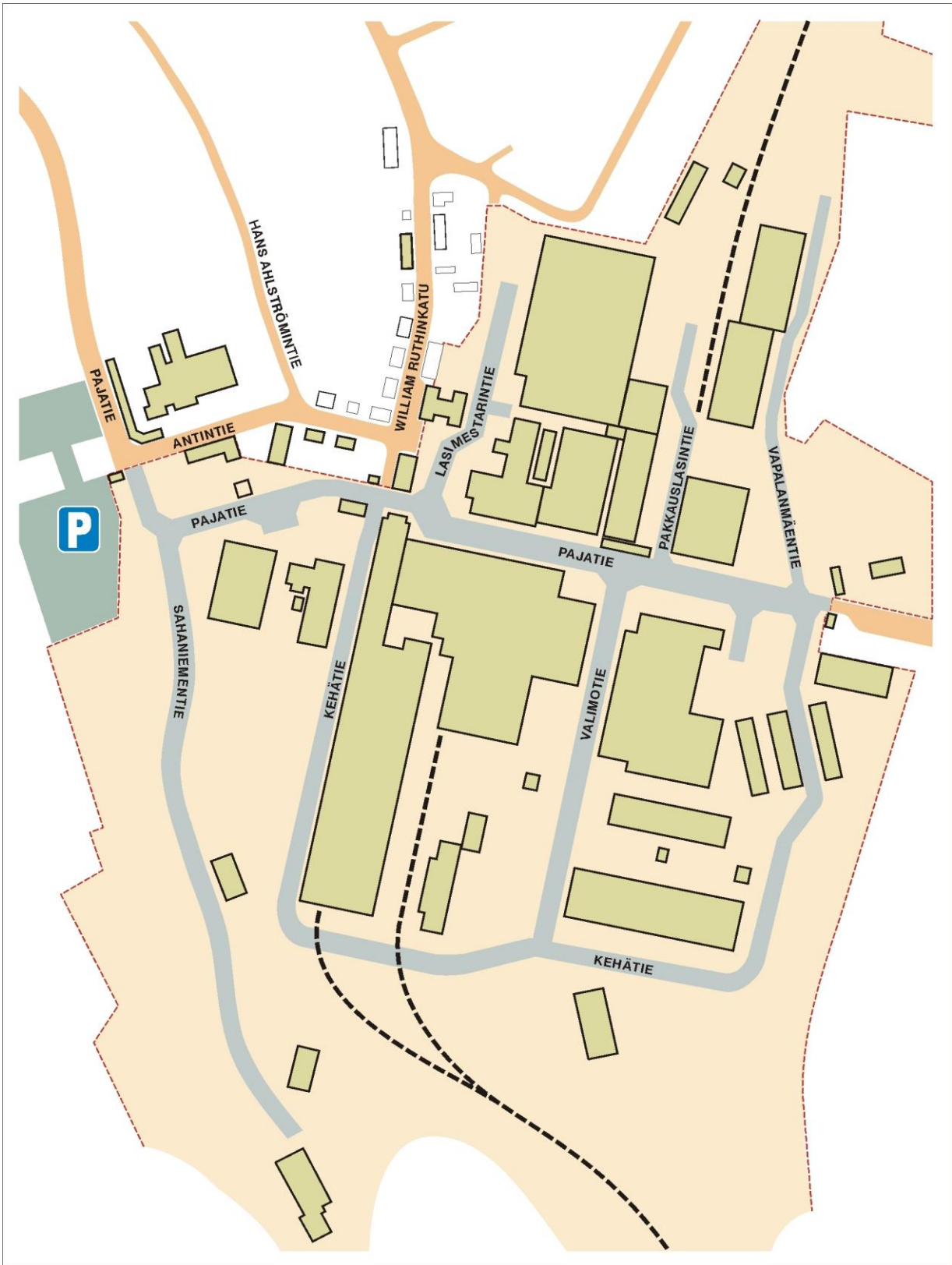
Serious accidents, which result in personal injury or damage to property or the environment, must, by law, be reported to appropriate authorities.

An accident that results in serious bodily injury must also be reported to the police.

PHONE NUMBERS

Industrial Park service center <ul style="list-style-type: none"> • service requests • fault notifications • visitor notifications • telephone exchange 	010 234 2121
Industrial Park emergency number	(010 234) 2111
Industrial Park fire station <ul style="list-style-type: none"> • deactivation and reactivation of the fire detection system • door opening and locking service • hot work surveillance • other fire safety inspections 	010 234 2105
Industrial Park chief of security and fire safety <ul style="list-style-type: none"> • fire safety • Guards • video surveillance 	010 234 2206
NATIONAL EMERGENCY NUMBER	112

Map of the Industrial Park



Arriving at the Park

