



SAFETY MANUAL

Port of Kokkola

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IMPORTANT TELEPHONE NUMBERS

EMERGENCY NUMBER 112

Fire alarm.....	112
Catastrophe alarm.....	112
Ambulance.....	112
Police	112
The Port supervisor's.....	0400 432 694
Maritime Rescue Co-ordination Centre	0204 1000
Poison Information Centre, Helsinki	09 471 977, 09 4711
VR Transport Railroad Office, Kokkola	040 8666380
Port Tower	010 505 9513

Companies active within the port area:

Port of Kokkola	06 824 2400
Mecarlos Oy	0400 290 030
Oy M.Rauanheimo Ab	020 7771 300
Oy Otto Rhodén Ab	050 323 8249
A. Jalander Oy	06 822 1213
Kone Salonen Oy.....	06 822 0121
Koukkukuljetus Oy.....	044 056 4713
Oy Yxpila Hinaus-Bogsering Ab	010 2190750
Oy Backman - Trummer Ab	020 777 1370
Finnish Seamen's Church.....	050 357 2688
Boliden Kokkola Oy	06 828 6111
Baltic Tank Oy	020 711 9702
Oy Adolf Lahti Yxpila Ab	020 7771 300
Maintpartner Oy	050 3798114
Kokkola Coast Guard Station	02 9542 7411

Welcome to Working in the Port Area

The obligations and responsibilities of the operator

This manual contains rules and regulations which apply to and must be followed by all persons working in the port area. The rules and regulations are based on the Port Regulations of Port of Kokkola and the legislation on port activities.

The Safety Manual is intended for the use of all persons and companies working in the Port area. The supplier must see to that their own staff and the staff of their possible subcontractors are familiar with this Manual and apply it in their work.

Obligations and responsibilities

The operator shall fulfil the obligations and responsibilities of the agreement and the Safety Regulations of the Port area and be responsible for adhering to the laws and decrees.

The operator must ensure that every worker is duly qualified for the work and is familiar with all safety regulations.

The operator is responsible for the proper storage of their own material and tools in the manner agreed with the orderer.

The operator is responsible for maintaining the order and safety on their work site. Any abnormal situation (damage or danger situations, disturbances of the order) must be immediately reported to Port of Kokkola.

The supplier must immediately after the termination of the work:

- Remove from the work site all equipment and tools, installation waste, temporary constructions and scaffolding.
- See that the work site is tidy and cleaned
- Inform the port supervisor of the termination of the work
- Return all distributed access control passes

The duties and responsibilities of the manager

The manager supervises the compliance with given instructions, and is responsible for the safety by ensuring that

- The proper work instructions have been issued;
- The given work instructions and rules are followed;
- Necessary training and guidance is provided;
- The staff performing the work is competent for the task;
- Proper personal protection is used at the work place;
- The work permit system is followed;
- The work environment is safe (process, equipment, work methods).

The duties and responsibilities of the employee

Everyone working on the area is obliged to:

- Follow the issued instructions and rules regarding safety;
- Use protection gear assigned to them;
- Ensure their own and the other employees' safety and health;
- Ensure the cleanliness and order of their work place.

The employee must inform their superior of any deficiencies or deviations noticed, and if possible immediately take corrective action.

Faults and defects observed in the constructions, technical devices and buildings in use on the area must always be reported to the orderer by the user of the equipment.

The user of the equipment must always inform the service-on-call of Port of Kokkola at telephone number **040 – 489 2190** of any faults and deficiencies noticed during the use of the ports installations, technical equipment and buildings.

All repairs of port installations and structures shall be performed by the port, and users may only repair the equipment if Port of Kokkola has given specific permission and training. By means of the PDS-system the operator must inform Port of Kokkola of any faults other than those appearing during use. If the company/person does not have the necessary user codes to use the PDS-system, the notification shall be submitted by email to

satama@portofkokkola.fi.

General regulations on order

Access to the area through the Port Tower Gate

Vehicles and individuals must always use the Port Tower access gate at Satamatie 330. The host is responsible for announcing the guests at the Port Tower, where access permits will be issued to the guests before entering the area.

Security

The area is fenced in and guarded. The security is maintained with the help of, among other things, CCTV camera and access control systems and by a guard making their rounds within the area.

The companies that are active within the area, as well as the operators, are responsible for keeping their premises that they use locked.

Access control

All persons moving around on the area must have a permit. Access to the area is only granted with a valid access permit. All operators must furnish their employees with a valid access permit. The access permits are issued per person or per vehicle and non-transferable to another person or another vehicle. The access permits are issued in the Port Tower.

The holder of a vehicle permit is responsible for that the persons using the vehicle have successfully passed the safety test of the port.

Traffic

General traffic rules, as well as any regulation issued by Port of Kokkola are in force within the port area. A vehicle moving off the driving routes (for example on the quays and fields) must have their blinkers or a rotating blinking light turned on.

Driving on quays and fields is on the driver's own responsibility and should be avoided. On these areas work machines are working and other vehicles must move with care.

When moving within the area the stevedoring and repair works must be taken into account, as well as the piping bridges, water and sewage and similar networks. If you are in doubt which routes to take please check with Port of Kokkola in each case.

A speed limit of 30 km/h is in force within the area, unless otherwise indicated by a traffic sign. Driving a vehicle within the port area is only allowed along named roads (see map, pages 12 and 13). Parking is only permitted on marked parking spaces.

Rail traffic

Port of Kokkola is responsible for the maintenance and repair work that takes place on the rail network or in the vicinity of the rails administered by Port of Kokkola. All maintenance work to the rails or work that is performed within areas close to the rails, which may disturb the traffic on rails will require a permit that is issued by Port of Kokkola. Caution must always be observed. It is prohibited to park on the railroad rails as well as on the crane rails. If it is necessary to park a vehicle on the quay area, please ensure that the cranes and trains can move unhindered.

Trains and other equipment on rails have always right-of-way, irrespective of any barriers, lights or other alarm devices.

The area around the rails must be kept free at least three (3) metres from the rail and the at railway crossings the unimpeded visibility must be at least 120 metres in both directions of the rails.

For detailed instructions regarding rail traffic, please see the Railway network Statement of the port on the website of Port of Kokkola.

Taking photographs and videos

It is not allowed to take photographs or videos without a permit. The permits are issued by Port of Kokkola.

Mobile telephones

The use of mobile phones is not permitted in locations where the use of mobile phones is prohibited with signs. The driver of a motor vehicle may not use a mobile phone while driving. When using a mobile phone, the driver must park the vehicle in a safe location, where it does not interfere with other traffic.

Smoking and lighting a fire

Smoking and lighting a fire is prohibited on the port and storage areas of combustibles, on the oil quay and the chemicals quay and on the IMO area. The prohibition is also in force on the water area extending 50 m from the storage areas, the quays and the vessels.

Clothing and personal protection equipment

When working and moving in areas within the port where cargo is handled and there is traffic, high visibility CE marked clothing must be worn. Respirators, face masks, and safety goggles must be worn as required and shown on the safety regulation signs in the respective areas. The host is responsible for the protective equipment of their guests. Please also note the requirements concerning explosion-hazard areas.

Drugs

On the area is zero tolerance for intoxicants and drugs. Any person in breach of this rules will be removed from the port area and the removal will be reported to the employer of the offender.

General Safety Regulations

General

Working within the port area requires a valid work safety card and access permit.

The employer is responsible for the safety of the work site and the work environment.

Work permit system

A work permit system is in force in the port. The aim of the system is to ensure the safety of the worker and the workplace during the work and after it. The work permit is issued by Port of Kokkola.

Repair, maintenance and installation works require a work permit in writing, issued by Port of Kokkola. No such work may be initiated before the responsible person has signed for the issuance of a work permit.

Cleaning of the work place is considered part of the work and all residual material or other garbage resulting from the work must be disposed of in the appropriate manner. After the termination of the work the permit holder must ensure that the passage ways are open and the work place stays safe. It is the responsibility of the operator to clean after the work. If necessary, the work area shall be fenced in with barriers and flag lines.

The performance of hot works on temporary hot work places always requires a hot work permit and a hot work plan. Participation in hot work requires a valid hot work card. Hot work is work where sparks appear and where flames or other heat are used, which may cause a danger of fire.

A hot work guardsman and the supervision period should be stated in the hot work permit. Detailed guidelines regarding the performance of hot work has been given in the supervision plan of the hot work. Before initiating the hot work possible automatic fire extinguishing and fire detecting systems on the premises should be considered! All work performed on the rails or near the rails require a permit issued by Port of Kokkola.

A work permit may also be required on the area for other special works, e.g. a piping work permit or a permit to use a crane. Additionally, roof- and water insulation works require a separate permit. Such permits will be determined in connection with the work permit.

Combustibles and dangerous goods, as well as gas bottles

Special attention must be given to the storage of combustibles and other dangerous goods. A permit issued by Port of Kokkola is required for these goods.

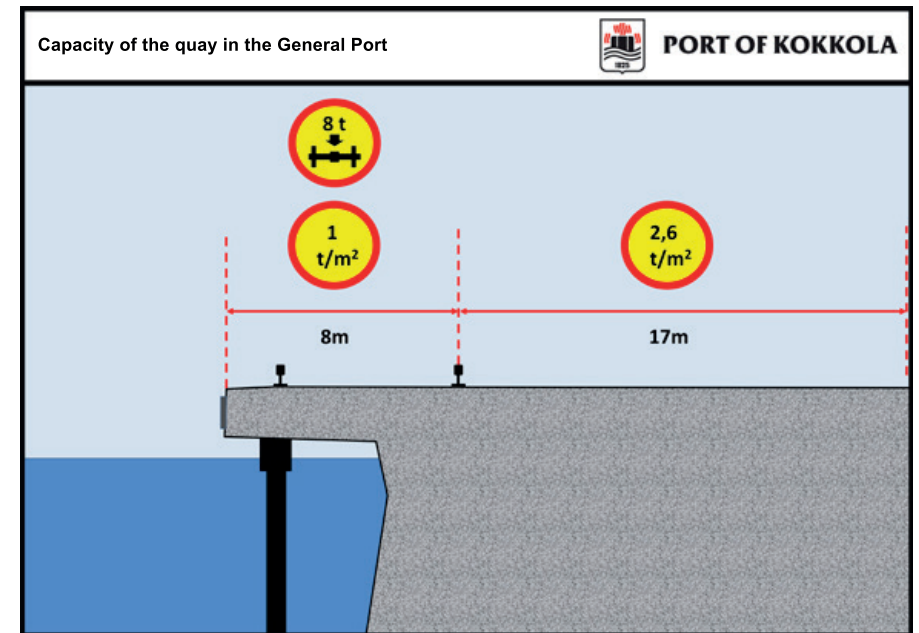
Please note that other special permits may also be required on the work place.

Check the load carrying capacity of the quays before bringing a crane to the quay area. A permit issued by Port of Kokkola is required for the use of a crane.

Bearing capacity of the quay in the General Port

The bearing capacity of the quay in the General Port differs from the capacity of the other quays. See graph below.

General safety



The employee has the right to abstain from work that poses a serious risk to the life or health of themselves or the other employees.

If you see a missing safety device or recognize a risk or possibility of an accident, please take the necessary steps to prevent the risk of an accident. **Any deviations and safety risks must be reported to the orderer of the work immediately.**

The work environment conditions may change during the work. Everyone should for their own safety closely follow what is happening in the work environment. In case of an alarm, please act in accordance with given instructions.

Neglecting the Safety Regulations

A safe and healthy work community is the result of the cooperation of all parties. Our aim is that the Port Team cooperates in a fair manner towards a common goal. This requires that all parties comply with the instructions of this guide and the regulations and laws.

In the interest of the safety of the whole area the managers, the orderers and supervisors of the work, as well as the safety staff, have the right and obligation to intervene whenever they encounter a breach of the rules and regulations. Negligence of the safety regulations will result in a remark, a warning or the prohibition to work on the area for a certain period.

1. Remark
2. Warning
3. Prohibition to work

Remark

The remarks are entered in a general deviation register kept by the Port and the Industry Area, and the remark is in force for six (6) months.

Warning

A warning is given for already two remarks and for more serious infringements it may be given directly. The warning is force for 12 months and also these infringements are entered in the general register of the whole area.

Prohibition to work

Two warnings given to an employee leads to prohibition to work. I serious infringement cases the person may be prohibited to work with immediate effect, and they are then immediately removed from the area. The duration of the prohibition to work is set by the issuer of the prohibition.

Return to work requires redoing the Safety Guide test of the Port.

The manager of the sanctioned and the management of the company will be informed of the sanctions.

The sanctions are in force on the areas of the Port and the Large Industry.

Environmental Protection

Information on environmental damage and spills

Port of Kokkola must be immediately informed of any environmental damage and emissions.

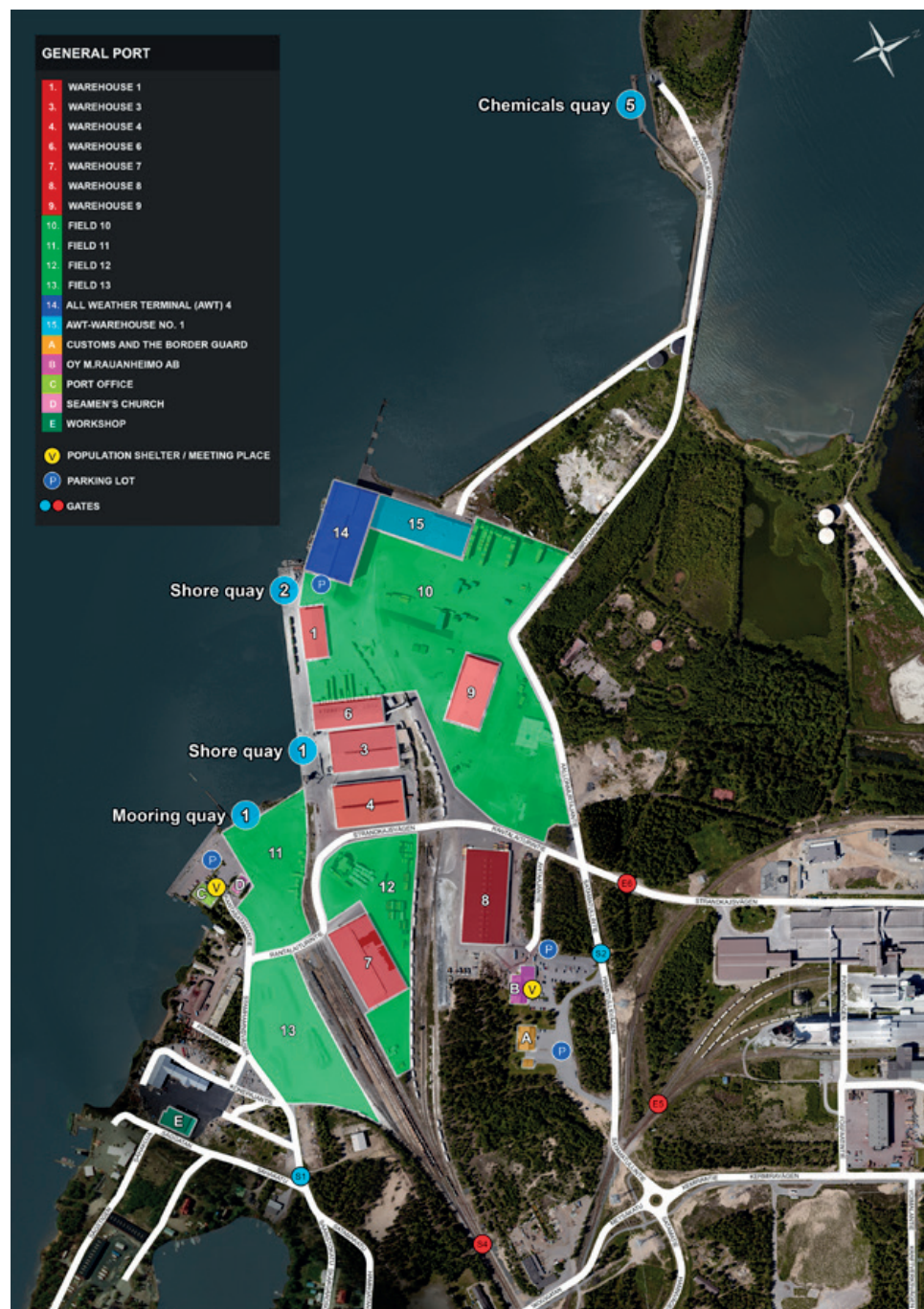
Oil pollution of the sea

Any emission of oil into the sea must be communicated to Port of Kokkola.

Waste management

All waste accumulated within the port area shall be rated and sorted in accordance with the agreed instructions, see attachment. The main contractor is responsible for the waste from the building site, in accordance with the building contract.

The waste containers are marked with waste related stickers. Each waste type must be inserted in the appropriate marked container.



INSTRUCTIONS FOR WASTE HANDLING IN THE PORT OF KOKKOLA



TYPE OF WASTE	WORK PHASE	FINAL USE
Sorted land fill waste	Place the LAND FILL WASTE in the accordingly marked container	Land fill
Energy waste	Place the ENERGY WASTE in the accordingly marked container	Waste incinerator
Cardboard	Place the CARDBOARD in the accordingly marked container	For recycling
Waste paper	Place the WASTE PAPER in the accordingly marked container	For recycling
Bio waste	Place the BIO WASTE in the accordingly marked container	Bio Waste treatment plant
Metal	Place the METAL in the accordingly marked container	For recycling
Paper for shredding	Place the PAPER FOR SHREDDING in a lockable container	Material shredded for recycling
Electric devices	Take the ELECTRIC DEVICES to a specially assigned place	For recycling
Hazardous waste	Place the PROBLEM WASTE in the accordingly marked container	For transport to problem waste treatment plant

Phone numbers to contact person at Lassila & Tikanoja PLc:
010 636 7000

Actions in situations of damage and danger

Actions in situations of damage and danger

All accidents and damages or dangerous situations must be immediately reported to a superior and Port of Kokkola.

Action to be taken in case of an accident or a case of illness.

Call for an ambulance by phone.



112



Inform in which part of the port you are (General Port, Silverstone Port, Deep Port).

Use the fire alarm button if no other means to call for help is available.

Assess the location of the first aid material, the bottles for rinsing the eyes and the emergency douches.

When to call 112?

- When you come across an emergency or the presence of authorities is needed urgently
- When you know or suspect that somebody's life, health, property or the environment is threatened

Call the emergency number 112 when, for example...

- you discover an accident or a fire
- you discover a crime has been or is being committed
- an ambulance is needed.

If possible, make the emergency call yourself. Whenever possible, it is recommended that the emergency call is made by the person involved in the matter. He/she usually has information that the emergency call centre staff need when determining whether and what kind of help is needed. In the worst case, a call from a go-between can cause delays in the arrival of help.

The person making an emergency call should know his/her location. The most important details are the address, factory and/or department, as well as the entrance number. The more detailed the location information, the more quickly help can arrive.

Actions in the case of a gas accident

Various gasses and liquids are manufactured, stored and used within the Kokkola Industrial Park. Dangerous substances, such as ammonia, chlorine, hydrochloric acid, sulphur dioxide, oleum (fuming sulphuric acid) liquid gasses and combustibles can cause a dangerous situation.

When there is a leak, please refer to the instructions for action on the back cover.

General alarm or gas danger

The general alarm is a continuous one minute rising and falling sound of a siren.



After the alarm everybody must immediately go to the meeting point.

Alarm test

The alarm test is a 7 seconds long even sound from loudspeakers and sirens.



The test takes place every first workday Tuesday in a month at about 12 am..

The test of the loudspeaker equipment takes place every workday Monday at about 12 am.

Use the "112 Suomi" app to speed up getting help in an emergency situation

112 Suomi is a mobile phone application for indicating emergency position. The main benefit is that getting help is accelerated.

- The exact position of the caller is automatically transmitted to the Emergency Centre, which will speed up the handling of the emergency calls.
- Help can be dispatched to the site from the nearest possible unit.
- Getting help to the location will be accelerated because the exact position is known.



ACTIONS IN THE CASE OF A CATASTROPHE



General alarm for danger signifies an immediate danger to the population. In the case of a catastrophe all persons must follow the instruction given by the Rescue Service.

When the alarm sounds act as follows:



Go inside a building and stay indoors.



Close doors, windows, ventilation openings and air-conditioners.



Listen to the radio and the information by the Rescue Service and follow the given instructions.

Avoid the use of telephone on order to prevent the lines from being blocked.



The "Danger over" signal is an uninterrupted signal that sounds for a minute. It is a sign that the threat or the danger is over.

EMERGENCY INSTRUCTIONS

Call

Call the emergency number 112 in a genuine, urgent emergency, when somebody's life, health or property or the environment is threatened or if you have reason to suspect that this is the case.

When you call 112...

- answer any questions asked
- follow the instructions provided
- do not end the call until you have been told you can do so.

After the call...

- inform the Port Tower of the situation by calling 010 505 9513
- avoid using your phone, so as not to block the lines and so that rescuers can contact you
- guide and ensure unobstructed access to the destination.



www.portofkokkola.fi