# SAFETY MANUAL



PORT OF

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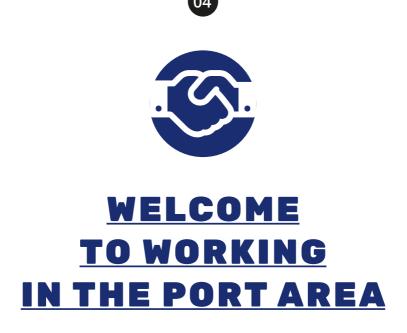
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**PORT TOWER INFO** 

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112



At the common workplace, our goal is to create a safe and healthy working environment and working community for all employees and visitors in the area. It requires the commitment of all parties to safety work. This guide contains instructions and regulations that must be followed by all those working within the port. The instructions and regulations are based on the legislation governing port operations and port regulations.

In addition to the general instructions presented in the guide, you must follow the work and safety instructions given separately for the port area, such as the work instructions for the different workstations, the access permit system, fire protection instructions and the description of rail transport service locations.

The safety guide is intended for use by all those working within the port area. Operators are responsible for the training, familiarization, and guidance of their own personnel, safety equipment, and they must ensure that their own per-



sonnel and the personnel of potential subcontractors are familiar with the contents of this safety manual and follow the given instructions in their work. Port of Kokkola requires that all employees operating in the area have a valid occupational safety card. The card shows that its holder has received general orientation training on occupational safety issues and operations in a common workplace.

#### **ARRIVAL IN THE AREA AND ACCESS PERMITS**

Movement within the port is restricted by regulation (1104/2013) of the Ministry of the Interior on the restrictions on access, movement and stay and by the the ISPS (International Ship and Port Facility Security Code) regulations issued



by theInternational Maritime Organization (IMO). There must be information about the persons moving around the port area, and moving around the restricted area is prohibited without an issued access permit. If necessary, those staying within the port illegally can

be removed with the help of the guard, police, customs and border guard authorities.

Every person coming to the area must have a valid reason for coming to the area. Getting an access permit requires a valid occupational safety card and an invitation to the area from Port of Kokkola and/or an operator in the area. In order to obtain a permit, you must familiarize yourself with the safety manual and pass the safety exam. The safety test can be completed in advance online (turvallisuustentti.kip. fi) or at the Port Tower visitor centre, and it is valid for two (2) years from the date of completion. An access control key or a visitor's card serves as a permit. All access permits are temporary. Access permits are specific to the person or operator's vehicle, and may not be handed over to a third party or transferred to another vehicle. The operator is responsible for vehicle-specific access permits and that all persons using a vehicle within the port have familiarized themselves with the safety manual and passed the safety test

"The safety test is valid for 2 years and the access permit must be renewed no later than at the end of the year."

The orderer is responsible for making a visitor notification to the Port Tower, from which they receive a visitor's card-

upon registration. Visitors are not required to have a valid occupational safety card.

Suppliers who transport goods and people must take a safety test, after which they are granted a permit to enter the area, they are recommended, but not required, to have a valid occupational safety card.

#### **COMMON WORKPLACE**

A port is a joint workplace, which means a workplace where more than one operator or independent worker works in a closed area at the same time.

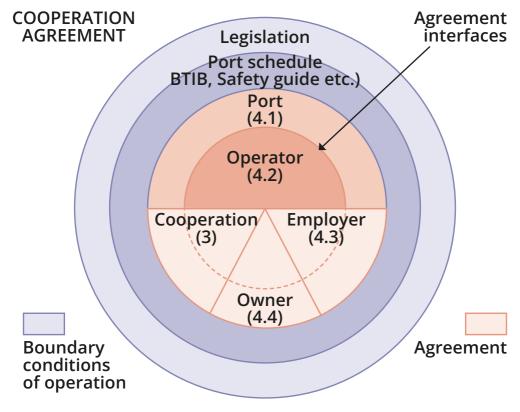
In a common workplace, functions meet temporally or locally and have an impact on the safety of other operators and the entire port.

> "Port of Kokkola exercises the main control over the work done in its area."

#### **Cooperation and information**

The security issues interfaces between Port of Kokkola and the operator have been agreed upon in a cooperation agreement, the purpose of which is to improve cooperation between the Port and the operator and also between the operators. The aim of the agreement is to improve the working environment and working conditions in order to secure and maintain the employees' ability to work, as well as to prevent and combat work accidents, occupational diseases and other harms to the physical and mental health of employees in the Kokkola port area due to work and the working environment.

Port of Kokkola and the operators are actively and in cooperation developing the safety of the port area. Information and meeting practices between Port of Kokkola and operators have been agreed in the cooperation agreement.



#### **Operator's obligations and responsibilities**

The operator must comply with the obligations and responsibilities of the contracts as well as the safety instructions and regulations of the port area and be responsible for compliance with laws and regulations. The operator must ensure that each of their employees has the skills and safety management skills required by the job. The operator is responsible for the proper storage of their own materials, work tools and for marking the work areas as agreed with Port of Kokkola. The operator is responsible for maintaining order, safety and cleanliness in their workplace.

## Immediately after the work is completed, the operator must:

- remove all equipment and supplies, installation waste, temporary structures and racks from the workplace
- take care of the cleaning and sanitizing of the working area
- informs the customer of the completion of the work
- returns all given access control keys

#### Duties and responsibilities of the operator's supervisor

The supervisor supervises compliance with the given instructions at the work site and is responsible for ensuring safety that:

- the work instructions have been properly handled
- the given instructions and regulations are followed
- the necessary guidance and training is carried out
- the personnel performing the work are qualified for the task
- personal protective equipment suitable for the work site is used
- the work permit system is followed
- working conditions are safe (process, equipment, work methods)

The supervisor is responsible for notifying Port of Kokkola of any findings, including observations reported by the employee, safety-related deficiencies or operational deviations.

#### Employee's duties and responsibilities

Everyone working in the area is obliged to:

- to follow the safety instructions and regulations
- to use the protective equipment assigned him/her
- to take care of their own and other workers' health and safety at the workplace
- to take care of the cleanliness and order of their own workplace

The employee must report any safety-related deficiencies or deviations he/she observes and, as far as possible, eliminate the defects and deficiencies he/she has observed that cause obvious danger. The employee must make the notification referred to above also in the event that he/she has removed or repaired the defect or deficiency in question. Every employee has the right to refrain from work that could cause serious danger to his or her life or health of other employees and to bring this to the attention of the common workplace.

#### **DISCLOSURE PRACTICES**

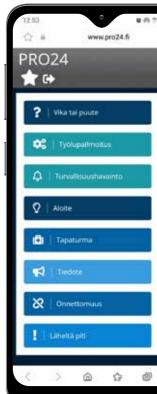
Conditions in the work environment may change during work. For their own safety, everyone must constantly monitor what is happening in the work environment.

Anyone operating in each area must immediately notify Port of Kokkola of unusual situations (injuries and dangerous situations, incidents) and, as far as possible, remove the faults and deficiencies that they observe and mark them with signs or obstacles that highlights the obvious danger. The employee must also make a report in the event that he/she has removed, repaired or marked the defect or deficiency in question.

The user of the equipment must always notify Port of Kokkola's technical on-call service of defects and deficiencies observed in the port structures, technical equipment and buildings during use (see contact information).

Repairs to the Port's equipment and structures are always carried out by the Port or in special cases, when the operator has been given specific permission to do so. Operators are responsible for repair work regarding their own equipment and structures.

If it is not possible to make a notification through the notification system, the notification must be made by e-mail to the address satama@portofkokkola.fi.



Open PRO24 either by clicking this link or by using the adjacent QR code.





#### SECURITY AND CAMERA SURVEILLANCE

The port area is fenced and guarded. Monitoring takes place e.g. with the help of camera and access control systems and by a roving security guard. Companies and operators operating in the area are obliged to take care of locking the premises they use.

The access rights for managing surveillance images and recordings are described in the register statement of Port of Kokkola's camera surveillance.

Port of Kokkola, the security company and the authorities have the right to check the right of movement of people and vehicles in the area.



#### **ACCESS CONTROL**

Movement in the area is subject to a permit. Moving into and out of the area is always registered with a valid access permit identifier. Each operator must ensure that their employees have a valid access permit. An access control key or a visitor's card serves as a permit. Passes are specific to the person or operator's vehicle and may not be handed over to a third party. The operator is responsible for vehicle-specific passes and that all persons using a vehicle within the port have read the safety manual and passed the safety test.

If necessary, those staying illegally within the port can be removed with the help of the security company, police, customs, and border guard officials.

#### **PHOTOGRAPHY AND VIDEOGRAPHY**

Photography and video recording without permission is prohibited. The photography ban applies to all photography (video, camera, drone, and aerial photography). The permit is issued by Port of Kokkola (see work permit policies).

Port of Kokkola reserves the right to check the image material before its publication.

#### SMOKING

Smoking is allowed in the open-air areas of the port, as long as you take into account the fire and explosion-hazardous premises and areas, as well as other people working in the area.

In the harbour and storage areas for flammable liquids, the oil quay and the IMO area, smoking is prohibited in open-air. The ban also applies to the water area within a radius of 50 meters from storage areas, wharves, and ships.

#### INTOXICATING AND NARCOTIC SUBSTANCES

The area has zero tolerance (0.00 ‰) for intoxicants and other narcotic substances. Anyone who violates this order will be removed from the area and the person's employer will be notified of the removal (see neglect of safety instructions).

#### **VEHICLE TRAFFIC**

There is a speed limit of 30 km/h within the port, unless otherwise indicated by a traffic sign.

Within the port, general road traffic rules and instructions given separately by the Port are followed. Outside the driving routes (e.g. in goods handling areas), vehicles must have emergency flashers or a flashing yellow light on. Driving in goods handling areas is done at your own risk and you should avoid driving in them. There is machinery in the area, which other traffic should watch out for.

When moving in the area, you must take into account the



compaction and repair work, as well as the pipe bridges, water, sewer, and other networks in the area. If you are unsure about the driving routes to be used, you should confirm them on a case-by-case basis with Port of Kokkola.

Parking is only permitted in marked parking spaces.

> "When parking, remember to make sure that your vehicle does not interfere with other activities."

#### **RAIL TRAFFIC**

Port of Kokkola's rail traffic safe-

ty management system regulates rail traffic and maintenance work that takes place on and near the tracks. A permit from Port of Kokkola is required for all the above-mentioned maintenance works that might disturb rail traffic (see work permit practices).

"Shift work units and other equipment moving on railway tracks always have the right of way, regardless of booms, lights or other alarm devices."

Caution should always be exercised. Parking of vehicles is prohibited on both train tracks and crane tracks. If the vehicle has to be parked in the dock area, it must be ensured that the cranes and shift work units can move freely.

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The track area must have a clearance of at least 3.1 meters from the track, and level crossings must have at least 120 meters of unobstructed visibility to the track parallel to the track, in both directions. More specifically about the rail transport instructions from Port of Kokkola's service location description, which can be found on Port of Kokkola's website.

#### **WORK PERMIT PRACTICES**

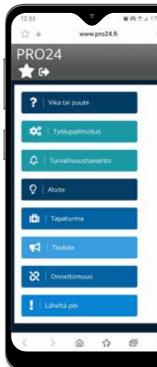
The port uses a written work permit system, which aims to ensure the safety of the person performing the work and the work site during and after the work. The work permit is issued by Port of Kokkola, and work under the work permit may not start until the work permit has been issued.

The cleaning of the work site is part of the work, and material residues or other waste generated during the work must be disposed of in an appropriate manner. At the end of the work or working day, make sure that the walkways are open and that your workplace remains clean and safe. If necessary, the working area must be marked and it must be agreed with Port of Kokkola.

Permits for maintenance work, exercises, etc., that take place during the ships' stay in the port, are requested and granted in Port Activity according to the instructions of the Port and Terminal Information Book. which

can be found on Port of Kokkola's website.

Please note that there may also be other works subject to a permit at the same time.



Open PRO24 either by clickin<u>g this link</u> or by using the adjacent QR code.



#### Access permit requirements

The safety regulations to be followed during hot works are defined in Port of Kokkola's Hot Works Safety Regulations. Hot work means welding that causes sparks, burning, arc and blade cutting, grinding of metals and work that uses a gas burner, open flame, hot air blower or other tools that cause strong heat radiation. A separate hot work permit and a hot work plan are always required to perform hot work at a temporary hot workplace. Participation in hot work requires a valid hot work card. A hot work guardsman and the supervision period should be stated in the hot work permit. Detailed instructions for performing hot work are given in the hot work control plan. Before starting work, also take into account the possible automatic extinguishing and fire detection systems in the premises!

All work that takes place on and near the tracks included in Port of Kokkola safety permit is subject to a permit. The permit is always issued by Port of Kokkola.

Diving and performing underwater work in the water areas of Port of Kokkola is only possible with the permission of Port of Kokkola.

A permit may also be required for other special works in the area, e.g. plumbing work or the use of a crane, roofing and waterproofing work or excavation work.

#### CLOTHING AND PERSONAL PROTECTION EQUIPMENT

When working and moving around within the port, high visibility CE-marked clothing and a protective helmet and safety footwear must be worn. Visitors are not required to wear safety footwear.

Within the port, chemicals are temporarily processed and stored, which may require the use of other personal protective equipment, such as e.g. respirators, face and eye protection, and they must be used to the extent specified in the safety instruction signs in different premises or areas (see hazardous substances).



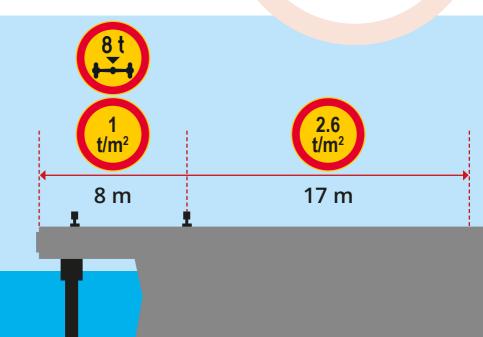


The employer is responsible for the protective equipment of the operators' employees, their suitability for the purpose of use, the correct use of the protective equipment and their renewal, and the host is responsible for the protective equipment of the visitors.

#### **RESTRICTIONS ON QUAYS, FIELD AREAS AND DRIVING ROUTES**

Port of Kokkola has carried out load-bearing studies of the piers, which the operator must check before starting the lifting work, as well as make a lifting work plan, where e.g. the quay and the bearing capacity of the field areas have been flagged. To use the crane within the port, a permit issued by Port of Kokkola must be obtained.

"The General Port's quay has capacities different from other quays, which are described below."



"The use of heavy vehicles in the SilverstonePort is limited to an axle mass of 60 tons in the pipe tunnel."

#### LABELLING AND CONTROL OF STORAGE FACILITIES

The access doors of Port of Kokkola storage facilities have safety instruction signs about the products to be stored. The operator is responsible for obtaining, renewing, and keeping the information up-to-date for each stored product. The safety instruction signs must contain up-to-date information about the product to be stored, its warning labels and the required protective equipment.

The operator must provide Port of Kokkola with an MSDS (Material Safety Data Sheet) for the products that are handled and stored within the port.

In storage facilities, the products must be placed in such a way that the emergency exit doors remain free of movables, the emergency exit signs are easily visible, and the availability of the extinguishing equipment is secured. Products other than those indicated on the safety instruction signs may not be stored in the storage facilities, and the storage of unnec-

essary fire load must be avoided in the storage facilities, and in their immediate vicinity.

Accidents and damages to storage structures must always be reported to Port of Kokkola (see reporting practices).

Storing machines in storage facilities is prohibited due to fire safety regulations. In special cases, where the fire authorities have approved the storage, it is possible to store the machine in storage facilities.



- Pidä koneen hytti puhtaana.
- Puhdista koneen suodattimet työvuoron lopussa.
- Työn jälkeen huolehdi perusteellisesta ihon puhdistuksesta.
- Syöminen, juominen ja tupakointi käyttöpaikan lähistöllä on kielletty. - Säilytä työvaatteet erikseen

#### **USE OF TERMINALS**

Port of Kokkola has several different goods handling terminals. To ensure the correct use and safety of terminals, terminal users must receive training. The training for the operator's personnel is organized by Port of Kokkola in cooperation with the operator on a terminal-by-terminal basis. Terminals as described above include, for example, dumper (RWTT), hopper wagons, conveyor systems, KS6 train loading/unloading terminal and KS6 ship unloading system.



### FIRE AND COMBUSTIBLE HAZARDOUS PREMISES AND AREAS

Areas and premises within the port are partially classified as fire or combustible hazard premises. Access to fire and combustible hazard areas and premises is restricted. Smoking and handling open flames are strictly prohibited in these locations! Flammable liquids, gases or explosive dust may be present in potentially explosive areas in such quantities that they constitute a constant or occasional ignition hazard.

- Explosive spaces or areas are marked with an Ex symbol.
- Bringing non-suitable electronic devices to the Ex-area is prohibited.
- Only specially protected, non-sparking tools may be used in Ex-areas.
- Appropriate shoes and clothes must be worn in Ex areas.
- In addition, the instructions regarding equipment and working defined in the work permit must be followed.

In the port and storage areas of flammable liquids, on the oil quay and in the IMO area, open fires and smoking outside are prohibited. The ban also applies to the water area within a radius of 50 meters from storage areas, docks, and ships.

#### **DANGEROUS SUBSTANCES**

Within the port, substances classified as dangerous are temporarily processed and stored, which may have several dangerous properties.

Particular attention must be paid to the keeping and storage of flammable and other dangerous substances. These must have a permit issued by Port of Kokkola.

#### Hazard characteristics of dangerous substances:

- Toxic substances that can be harmful to health.
- Flammable substances that pose a fire or explosion hazard.
- Oxygen-displacing substances that remove oxygen from the space and thus cause a danger of suffocation.
- Corrosive substances that cause burns to the eyes or skin, for example strong acids and bases.
- Oxidizing substances that promote fire.
- Toxic corrosive gases, e.g. ammonia.
- Chemicals that cause chronic harm to health and long-term effects, such as cancer, genetic damage, impaired fertility, foetal damage, and substances that cause allergies when inhaled.

The symbols describing the hazardous properties of chemicals according to the CLP regulation are marked in the attached table.

Carefully familiarize yourself with the hazardous substances used at your workplace and their hazardous properties, as well as the protective requirements and protective equipment.



WARNING SIGN

#### DANGER CLASS



GHS-01 Hazardous explosive



GHS-02 Highly flammabe





GHS-04 Pressurized or liquefied gases



GHS-05 Corrosive, with a risk of serious eye damage



WARNING SIGN





GHS-06 Acute toxic



GHS-07 Causing organ damage, carcinogenic, mutagenic and toxic for reproduction, respiratory sensitizers



GHS-08 Immediately toxic, causing skin, eye or respiratory irritation, skin sensitizers



GHS-09 Environmentally hazardous



A safe and healthy working community is created through the cooperation of all parties. This requires the commitment of all parties to comply with the instructions, regulations and laws of this guide.

Since it is a question of the safety of the entire area, superiors, work orderers and supervisors, as well as security personnel have the right and duty to intervene in activities that violate the instructions.

Neglecting the safety instructions may result in a remark, warning or prohibiting access to the area.

#### Remark (in effect for 6 months)

A notice is an invitation to correct a fault or an action contrary to the instructions immediately.

#### Warning (in effect for 12 months)

You can get a warning from just two remarks, and in more serious cases, you can also get it directly.

#### Prohibiting access to the area

After two warnings, the person's access rights to the area are removed immediately. The length of the loss of rights is determined by the person giving the ban. In case of serious violations, the person can be immediately removed from the area.

Re-entering the area requires retaking the Port's security exam. Sanctions will be notified to the recipient's supervisor and company management.

Sanctions are valid in Port of Kokkola and in the industrial area.



Port of Kokkola's operating principles related to the environment are based on the operational environmental permits that guide the operation and the water and environmental permits concerning the area's construction. Port of Kokkola operates within the framework of the submitted permits and annually prepares a separate environmental report for the supervising authority. In addition, Port of Kokkola is a member of the international GreenPort organization, whose mission is to promote sustainable development in ports.

Environmental damage and emissions must be immediately reported to Port of Kokkola in accordance with the reporting practices.

#### **OIL OR CHEMICAL SPILLS**

In the event of an oil or chemical spill, immediately:

- Stop the activity causing the leak
- Initiate measures to limit or prevent the leak, if it is possible in terms of own safety and the safety of others
- Call 112

• Notify the port supervisors (see contact information), who can find e.g. equipment for booming ships or other containment equipment for smaller leaks

#### WASTE MANAGEMENT

Waste generated within the port is processed and sorted according to the agreed guidelines. The waste containers are marked with codes corresponding to the waste. Each type of waste must be placed in its own marked container

The main contractor is responsible for the waste management of the construction site in accordance with the contract.

#### Handling of ship waste

The instructions for the handling of ship waste are in the Port and Terminal Information Book, which can be found on Port of Kokkola's website.





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9 NAYTA KARTALI Koordinaattijärjesteimä: WGS84

Paikannustarkkuus: 20 m

630

0230

112 Ianumoro Tiedotteet Pa

The emergency number 112 should always be called in emergency situations when life, health, property or the environment are threatened or in danger, or if there is reason to suspect this to be the case.

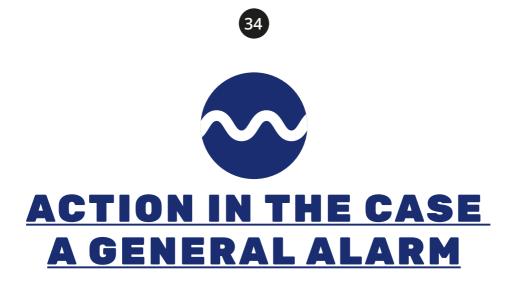
> "Familiarize yourself with the 112 Suomi mobile app and download it to your phone for emergency situations"

### WHEN YOU CALL THE EMERGENCY NUMBER 112:

- 1. Answer the questions presented
- 2. Tell in which part of the port the emergency is
- 3. Act in accordance with the instructions given
- 4. End the call only when you get permission

#### AFTER THAT

- Inform Port of Kokkola about the situation.
- Avoid using your own phone after the notification so that the lines are not blocked and so that you can be contacted by rescuers if necessary.
- If possible, guide and organize barrier-free access from the Port gate to the destination.



A regional general alarm can be given, for example, for the spread of dangerous substances in the environment or the spread of toxic smoke from a large fire. Various gases and liquids are produced, stored and used in the Kokkola large industrial area. Hazardous substances such as ammonia, chlorine, hydrogen chloride, sulfur dioxide, oleum (fuming sulfuric acid), liquefied petroleum gas and flammable liquids can cause a dangerous situation in the event of a leak.





**A general alarm** is a signal sound played by the public alarm siren, which consists of a 7-second rising and 7-second falling sound, lasting a total of one minute.



**The test alarm** is a 7-second steady sound played from public alarms, loudspeakers and sirens.



"The general alarm is tested on the first weekday Monday of every month at 12:00 p.m. The test alarm and the general alarm can be distinguished by the length and evenness of the sound. The test alarm does not result in any action."

#### ACTION WHEN YOU HEAR A GENERAL ALARM:

1.Get away from the gas into crosswinds.

2. Make way to a meeting place that is far enough away.

4. Turn on the radio andcalmly wait for instructions. 3. Go indoors and close the windows, vents, doors and ventilation

5. Avoid unnecessary Use of the phone to avoid blocking the lines. 6. Do not leave the area without announcing or stamping out.



In the area of Port of Kokkola, each operator has defined their own company's information security their own company-specific guidelines. Below are the ethical guidelines for social media users as defined by the Centre for Occupational Safety and Health, which the users are obliged to follow.

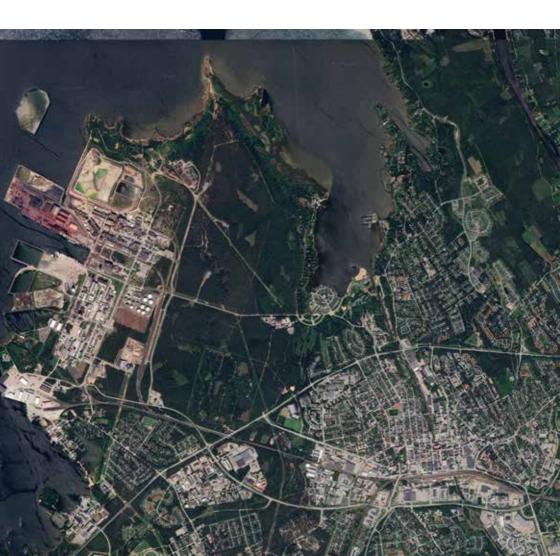
- Write under your own name, unless the workplace has agreed otherwise. If you are writing as a private person, make it clear that the opinions are your own. You are responsible for what you post.
- Be reasonable and friendly. Show the reader respect. When you write, you are also creating an image of yourself. Do your best to avoid offensive things
- Think before you publish. Remember that you cannot revise what you have published. Online, your writing may get wider exposure than you intended. Be careful, because sometimes it can be difficult to separate the private from the public and the personal from the professional.
- Do not be provoked. There is a blurred line between edgy and inappropriate debate. Justify your views objectively and avoid accusing others. Remember that not all criticism or

discussion needs to be addressed. If necessary, pause the discussion, distance yourself, reflect. If you make a mistake, admit it and apologise.

- Respect the rules and copyright of online communities. As a content publisher, you must have the right to use the material you publish (text, photo, video, drawing, diagram, animation, etc.)
- Do not distribute personal data, inappropriate writings or images.
- Do not post confidential information or company secrets. If possible, in difficult situations involving online communication, seek the advice of a professional communicator in your organisation's communications department. Make sure if you are in doubt. Find out what is public and confidential information in your work organisation and any ethical guidelines and disclosure policies.
- Stick to your responsibilities if you write about work-related matters. Handle work-related matters with care.
- Be loyal to your work community, including in your free time. Criticising your employer or colleagues on social media is not good work behaviour.
- Discuss health and safety issues with your supervisor. You can also contact your health and safety representative.
- If possible, in difficult situations involving online communication, seek the advice of a professional communicator in your organisation's communications department.





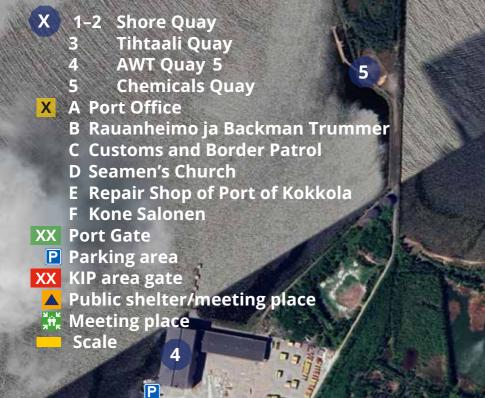


- X 1
  - 1–3 SilverstoneQuay7 Oil Quay
  - 7 Oil Quay8 Boliden Quay
  - 9–12 Deep Quay
- XX Port Gate

Parking area by the Gate to the KIP

- XX Area
  - Public shelter/meeting place
  - 👬 Meeting place
  - G Otto Roden, A. Jalander, Mecarlos Scale





P<sub>F</sub>

Port Tower court yard E5

Ρ

**E6** 

**S2** 

P.B



WASTE SUITABLE FOR INCINERATION

> WASTE-TO-ENERGY

CARDBOARD

Action: Put waste suitable for incineration in a properly labelled collection container Handling instructions: Final disposal in a mass incineration plant

Action: Put waste-to-energy in a properly labelled collection container Handling instructions: Utilized as energy in co-incineration

Action: Put cardboard in a properly labelled collection container Handling instructions: Utilized as material



Action: Put waste paper in a properly labelled collection container Handling instructions: Utilized as material

Action: Put bio waste in a properly labelled collection container Handling instructions: Utilized as e.g. bio gas

Action: Put metals in a properly labelled collection container Handling instructions: Utilized as material

Action: Put bio waste in a properly labelled collection container Handling instructions: Destructed and utilized as material

Action: Put SER waste in a properly labelled collection container Handling instructions: Handling in hazardous waste facilities

Action: Put hazardous waste in a properly labelled collection container Handling instructions: Handling in hazardous waste facilities

