

## **GENERAL SAFETY REQUIREMENTS OF FINNSEMENTTI OY**

### **1 Definition**

The buyer in these guidelines refers to Finnsementti Oy, who buys work from another party either on a fixed-price contract or a cost-reimbursement basis. The seller refers to a company or a work group, who correspondingly works for Finnsementti Oy without being included in its personnel.

### **2 Responsibility for safety**

#### *Seller*

The seller and its appointed managers are responsible for the fact that the regulations required by law of the employer concerning workers and subcontractors are followed. Everybody is, however, obliged to act upon hazards detected and to exercise caution in his work.

When the seller and any of its personnel move and work within the factory site, they must follow valid safety instructions and regulations issued by Finnsementti. Furthermore, the seller must follow the general and specific safety regulations issued by Finnsementti. A person violating the safety regulations can be removed from the site.

Only sub-suppliers or subcontractors acceptable to the buyer may be used in work. The seller must explain these regulations and responsibilities to them, too. Moreover, the seller must oversee that any sub-suppliers follow the safety regulations and work safely.

The supervision by representatives of Finnsementti, such as control supervisor and safety experts, does not diminish the safety obligations of the seller.

#### *The buyer*

The buyer is responsible for the safety of its own personnel in accordance with legislation. It is also responsible for risk factors caused by its own operations and for eliminating and limiting them.

The buyer is responsible for supplying necessary information to the seller for job guidance and for ensuring that the guidance is given.

The Buyer is responsible for arranging collaboration in safety matters unless otherwise specifically agreed.

### **3 Supervision and control**

The seller is responsible for supervising the completion of the work agreed upon and for controlling its workers at the site unless otherwise agreed. The seller must allocate enough resources and time for its supervision in order to

ensure safety. Though the buyer gives the seller's workers technical instructions for carrying out the work, it does not mean that the supervision responsibility would be transferred.

The technical handler of the order must be informed starting and completing the work. Final approval and acceptance inspection must be agreed with the technical handler of the order.

#### **4 Guidance and competence**

The seller takes care of the professional competence of its workers and of their guidance. Everybody working within the area of Finnsementti must possess a valid occupational safety card.

It is the task of the buyer to supply the seller with necessary information on risk factors and disadvantages and to give the seller instructions on how to protect against them. Likewise the seller must give information on local safety regulations, alarms and other procedures for preventing risks. The workers of the seller working and moving at the cement factories of Parainen and Lappeenranta and at the terminals of Finnsementti must attend Safety Introduction before starting work. The safety introductions can be found here: <https://finnsementti.fi/yritys/tyoturvallisuus/>

The Finnsementti Safety Introduction is valid for one year.

#### **5 Risk assessment**

Before starting work, the risks related to it have to be assessed. The risk assessment shall be done in writing, in cooperation with the buyer. The proactive safety measures enabling work to be conducted safely must be recorded in the risk assessment.

#### **6 Collaboration, information**

The seller must without delay inform the buyer and others working at the work site of hazards caused by its own operations, such as equipment try-outs, major lifts etc. Other hazards observed must also be reported in a similar fashion.

All accidents, major damages and near-miss events at the site must be immediately reported to the buyer. The seller is also responsible for giving statutory reports of serious accidents to the police and industrial safety authorities and damage reports to its own insurance company.

#### **7 Safety regulations**

##### **7.1 Personal protective equipment**

In order to prevent work-related hazards the seller must supply its workers with personal protective equipment required at the work site or otherwise required by the work, unless otherwise is agreed concerning their

acquisition. Compulsory personal protective equipment when working in Finnsementti factory facilities is as follows:

- Helmet with strap (3- or 4-point fixing)
  - When welding a welding mask fixed to helmet must be used
- Hearing protector
- Protection shoes: CE mark, marking S
- Goggles or protective visor: CE mark, EN 166
- High-visibility clothing (EN ISO 20471:2013, class2)
  - Using only HiViz jacket or trousers is allowed when minimum Class 2 clothes are used.
  - Class 1 trousers are not allowed to use without HiViz jacket or shirt
  - HiViz vest is not allowed for those who are conducting production or maintenance work.

## **7.2 Isolating the work area from operating power**

In order to prevent accidental starts, the work area must always be isolated from operating power before work is started. The isolation shall be done in accordance with the local guidelines (e.g. work permit and/or separate isolation instructions). The contents of the guidelines must be checked with Finnsementti supervision.

The safety switches of electrical equipment must be switched to 0 position and locked during the work. In addition to electricity, also other forms of energy such as hydraulics, pneumatics and stored mechanical energy have to be kept in mind.

## **7.3 Working at height**

Working at height means working at a height of more than 1 meter without any protection provided by railings or other structure. Those working at height must use harnesses or safety nets unless protection against falling is otherwise ensured.

The seller's supervision shall control the use of protective equipment.

## **7.4 Personnel lifts**

Personnel may only be hoisted using equipment and tools manufactured and accepted for the purpose. Anyone operating a personnel hoist must have received a written permit from his employer for operating the machine in question. (Finnish state council decree on the acquisition, safe use and inspection of machinery and other work equipment used at work 403/2008). When a forklift and personnel basket are used, the applicability of the forklift for personnel lifts must be ascertained. Safety harness must always be used in personnel lifts.

## **7.5 Scaffolding**

The scaffolds, work platforms and walkways have to be safe. They have to be built carefully and in accordance with valid general standards or, if so agreed, local factory standards. The materials used must be suitable for the environment where they are used. If there is a risk that items may fall from the scaffolding on those working underneath, safety nets have to be used.

Scaffolds have to be equipped with scaffolding cards and inspected before use by a person with sufficient qualifications. Scaffold condition must be inspected weekly and the inspection must be noted on the scaffolding card. After the work has been completed, the scaffolds have to be dismantled.

## **7.6 Forklifts, trucks and other working machines**

Trucks, bucket loaders and similar machines used in internal traffic in the area of Finnsementti must have a warning flasher, reversing camera and reversing buzzer. Forklifts used within the area of Finnsementti must also be equipped with a warning flasher and a reversing buzzer but no reversing camera. All machines must have a safety belt preventing the driver from falling from the cabin if the machine turns over.

Anyone operating a forklift must have received a written permit from his employer for operating the machine in question. (Finnish state council decree on the acquisition, safe use and inspection of machinery and other work equipment used at work 403/2008).

## **7.7 Lifts**

If the work involves lifts or moves that are important in terms of safety, it is obligatory to make an acceptable plan for them and to deliver the plan to the buyer before starting the work. The plan needs to explain e.g. the following matters if needed:

- loads
- lifting routes and the related precautions
- forklifts and their applicability for the work in question
- lifting accessories
- fastening and the related precautions
- supervision and control of lifting and isolation of the area

Only inspected and approved lifting and transport equipment may be used in lifts. It must be easy to determine the weight of movable parts.

## **7.8 Fire safety**

The seller has to ensure that its operations do not cause any risk of fire or damage at the work site. Hot works may only be carried out by a person with a valid hot work card. Outside of permanent hot work locations, hot works may only be carried out by a person who has received a hot work permit.

### **7.9 Order and cleaning**

It belongs to the tasks of every seller and work group to keep the work environment orderly and tidy. Moreover, the work site must be cleaned immediately as the work has been completed, and waste and surplus supplies have to be removed or transported to a location advised by the buyer. If the seller does not take care of these obligations, the buyer can clean the place at the cost of the seller.