

Company: \_\_\_\_\_

Author(s): \_\_\_\_\_

Contact person and contact information: \_\_\_\_\_

Date: \_\_\_\_\_

**1. Description of the work to be done, machinery used and working methods**

-

**2. Risk assessment**

<b>Assessment of the size of the risk</b>	<b>Likelihood of incident L</b>	<b>Consequences C</b>
	L = 1 Unlikely	C = 1 Minor
	L = 2 Possible	C = 2 Harmful
	L = 3 Probable	C = 3 Severe

Stage of work	Dangers	Size of risk L x C	Measures to reduce risk	Residual risk L x C	Person in charge

**Example:**

Assembling of roof elements	Falling	2 x 3	Assembling of safety rails	1 x 3	N.N.
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**3. Inspections of machinery, tools and lifting accessories used on site**

*Instructions: The Supplier carries out commissioning inspections of machinery, tools, lifting equipment and lifting accessories it has imported or rented at the construction site. The customer of a mobile crane must complete the erection inspection protocol in cooperation with the crane operator.*

-

**4. Falling prevention**

*Instructions (more precisely Government Decree 2009/205): Work platforms and walkways from which it is possible to fall from a height of two metres, must be equipped with guardrails. If it is not possible to use fall-prevention structures, a fall-preventing safety harness shall be used. (Note! Pay attention to the customer's instructions regarding the use of A-ladders: "TO 002 Protection against falls")*

-

## 5. Tidiness and order of the working site

*Note: Storage of materials on site must be avoided. Prefabrication must be carried out as far as possible outside the construction / work site. The supervisor of the work assigns to each contractor the necessary place for storage and prefabrication. If supplies or waste may fall on workplaces or walkways, the work area must be demarcated by fencing, canopies, warning signs or other safety devices.*

Wastes and waste handling:

-

Daily cleaning of the work site:

-

Materials stored on site:

-

Prefabrications:

-

To delimit the work area:

-

## 6. Special work requiring the use of specific personal protective equipment

*Note! Mandatory PPE at all Outokumpu work sites: High-visible protective clothing, safety shoes, safety helmet, hearing protectors and eye protection.*

Safety harness and lanyard:

-

Respirators:

-

Full goggles or visor:

-

others:

-

## 7. List of chemicals used (Material safety data sheets attached)

-

## 8. First aid competences

*Note: Each team or group must have at least one person for every 10 people with valid first aid training.*

-

## 9. Other

*For example, other plans and appendices, lifting plan, demolition plan, excavation plan, element installation plan, etc. A written lifting plan must be drawn up whenever more than one crane is used simultaneously for lifting a load or, where lifting involves a particular hazard.*

-





## PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

When working in Outokumpu Tornio site, Kemi mine and the Port of Röyttä, **the service provider's personnel shall** have the personal protective equipment (PPE) described in this appendix.

Due to working conditions, there are additional requirements for protective equipment used in certain areas and in certain work, which are presented in this Guide. Such works and areas include:

- Welding work
- Work on acid areas
- Work in fiber risk areas
- Work in an underground mine
- Work in the port of Röyttä

On a case-by-case basis, other work or areas may also require PPE that differs from that described in this Guide. These requirements are described separately for each job.

## BASIC PPE IN OUTOKUMPU AREAS IN TORNIO, KEMI AND RÖYTTÄ HARBOUR

### Protective clothing: Overalls or work jacket and work trousers or work jacket and bib & brace overalls

- The uniform of persons must clearly indicate the employer and the person's name.
- The top layer of protective clothing (both summer and winter clothing) must comply with EN ISO 11612 class A1 B1 C1 E2/E3 F1 (protects the person from short-term flame contact, thermal radiation and splashes of molten metal)
- Protection against electric arc thermal hazards; IEC 61482-2 Class 1
- A high-visibility vest or protective clothing with a **Protective clothing** colour that meets the requirements of EN ISO 20471:2013.

### Exceptions

- When working in the Kemi mine area, EN ISO 11612 class A1, B1, C1, E1, F1 is sufficient for the top layer of protective clothing in terms of heat and fire protection.
- In the area of the Port of Röyttä, high-visibility protective clothing that meets the requirements of standard EN ISO 20471:2013 or high-visibility safety vest (EN ISO 20471:2013) over other protective clothing.

### Safety helmet

- Safety helmet with chin strap that meets the requirements of EN 397

### Safety shoes

- Safety shoes with toe protection, penetration protection and heat-resistant sole (HRO marking) that meet the requirements of EN 20345.
- **When working at the steel melting shop and in the melt processing areas of the ferrochrome plant**, safety shoes must have, **in addition to** the above requirements, a heat-resistant cover and heat-resistant stitches.

### Protective gloves

- Protective gloves according to the requirements of the job, such as cut protection gloves (EN ISO 13997) or chemical protective gloves.

### Hearing protectors

- Hearing protectors according to standard EN 352
- Hearing protectors must be worn when the noise level exceeds 80 dB(A) and whenever instructions have been given for use in the area or premises.
- For safety reasons, listening to radio or other programming sources through hearing protectors or earbuds is prohibited in the factory area.



### Eye protection

- In accordance with EN 166, recommended class B, at least class F.
- In work with a high risk of eye injuries, such as the use of an angle grinder, grinding with a band grinder, chipping work and dusty work phases, class B eye protection, full goggles with laces or face shields providing an equivalent level of protection shall be worn
- Eye protection or visor integrated into the helmet is not accepted as the only eye protection. An exception is the port of Röyttä, where a visor integrated into a safety helmet is also accepted as eye protection.
- Due to the risk of dusting, safety goggles are recommended to be worn whenever moving around the factory area.

### Respiratory protective equipment

- Respiratory protective equipment shall be worn in tasks and areas designated by the subscriber
- The minimum requirement for respirators is a filtering half mask that meets the requirements of standard EN 140.
- For work lasting more than 2 hours requiring respiratory protective equipment, a breathing apparatus covering the whole face with a fan must be used, the protection class of which is sufficiently effective for the work in question and the conditions in the work area. In this case, the following options are considered:
  - Respirator with fan in accordance with the requirements of EN 12491 with helmet. Protection class TH3 of the combination.
  - Respirator with fan, in accordance with the requirements of EN 12942, with full face mask. Protection class TM2/TM3 of the combination.
- The respiratory protective device must be equipped with a particulate filter P3 or, if necessary, a combined particulate and gas filter ABE1P3 or ABEK1P3.
- Disposable respirators (FFP1-3) do not meet Outokumpu's respirator requirements

### Personal security lock with personal key

- Safety lock to prevent equipment and machinery from unexpected starting
- **Colour black**, 75 mm palate, headband thickness 4-6 mm and custom (company name and sequential numbering)

### IN ADDITION TO THE BASIC PPE, DEPENDING ON THE TASK OR WORK AREA, FOLLOWING MAY BE REQUIRED:

#### Multigas meter

- Portable multigas meter for measuring concentrations of carbon monoxide (carbon monoxide), oxygen, flammable gases (LEL).
- In certain areas, such as a ferrochrome plant, a portable carbon monoxide meter (carbon monoxide meter) is sufficient.

### Fall protection equipment

- Fall protection equipment shall meet the requirements of standard EN 361
- Fall protection should be equipped with trauma bands. Trauma bands are an accessory for fall protection that can be used if you have fallen on the harness and have to hang for a long time.
- In addition to the standard connecting rope, a two-pronged connecting rope with a shock absorber (meets the requirements of EN 354 and EN 355)
- Rope grabber and rope (Compliant with EN 353-2)
- Metal sling for anchorage (Meets EN 795)
- harnesses, ropes, lanyards, shock absorbers, pole straps and rescue equipment

## WELDING EQUIPMENT

### Protective clothing: **Overalls or work jacket and work trousers or work jacket and bib & brace overalls**

- The uniform must clearly indicate the employer and the person's name.
- The top layer of protective clothing (summer/winter model) must meet the requirements of EN ISO 11611 class 2 and be equipped with a high-visibility colour.
- The clothing underneath must be cotton, etc. non-combustion-promoting material, must not be artificial. Fire-retardant underwear is recommended.
- In addition, additional protection such as hoods, arm warmers or leggings must be used if necessary.

### Safety helmet

- In areas where it is mandatory to wear a safety helmet, a helmet must also be worn when welding. In this case, it is a question of a respirator with a helmet with a fan and complying with the requirements of standard EN 12491.

### Protective gloves

- Protective gloves suitable for welding (according to EN 12477, class A or B depending on the job)

### Face shield

- Welder's face shield or automatic mask that fully covers the face (approved for welding work)

### Goggles

- If you do not have a fan helmet, safety goggles must also be worn under the face shield / welding mask. Recommended class B, at least class F- class EN166.

### Respiratory protective equipment

- TH3P class respirators are used for welding
- Respirator with fan in accordance with the requirements of EN 12491 with helmet
- When welding in an enclosed space, use insulating respirators, such as compressed air equipment
- When welding paint, plastic and zinc coatings, a filtering protector shall be used and the filter shall be ABEKP3 or ABEP3.

### Safety shoes, earmuffs, personal safety lock with personal key, multigas meter and fall protection as in BASIC EQUIPMENT

## EQUIPMENT OF ACID ZONES (MAINLY CERTAIN AREAS OF COLD ROLLING MILLS)

### Basic equipment, in addition:

- Helmet visor
- Helmet head restraint
- Chemical gloves; Chemical to be handled in material selection (maximum use time 8h)
- Chemical resistance of the top protective clothing layer according to EN 13034 PB [6].

## EQUIPMENT FOR ASBESTOS AND OTHER FIBRE RISK AREAS

### Asbestos areas

### Basic equipment, in addition to which

#### Red asbestos risk zone (significant risk)

- Respirator with fan in accordance with the requirements of EN 12491 with helmet. Protection class TH3 or TM2/TM3 of the combination.
- In addition, a type 5 chemical protection suit (Tyvek overall) that protects against dust is worn over a normal work uniform
- Gloves to protect against dust (e.g. full leather work glove or chemical glove).

#### In the yellow asbestos risk area (potential risk)

- Respirator with fan in accordance with the requirements of EN 12491 with helmet. Protection class TH3 or TM2/TM3
- In maintenance work and dust-raising work, wear a type 5 chemical protection suit (Tyvek overall) that protects against dust over a normal uniform.
- Gloves to protect against dust (e.g. full leather work glove or chemical glove).

#### Other fiber work areas

##### Basic equipment, in addition to which

- Respirator with fan, complying with EN 12491 with helmet. Protection class TH3 or TM2/TM3 of the combination.
- In addition, a type 5 chemical protection suit (Tyvek overall) that protects against dust is worn over a normal work uniform
- Gloves to protect against dust.
- **In very dusty work**, e.g. demolition of furnace insulation materials or asbestos demolition, a respirator with a fan complying with the requirements of standard EN 12491 must be worn with a helmet with protection class TM3.

**Example assemblies of fan-equipped respirators (motorized blower protectors).** PPE from other manufacturers that meets the requirements described above is also acceptable.



- **TH3 Class Fan Protection 3M Versaflo M-300** Helmet visor + TR-600 fan unit equipped with combination filter.



- **TM3 class buff 3M Scott Promask FM3** full face mask + Scott Proflow SC 160 blower unit equipped with combination filter.

#### EQUIPMENT FOR THE UNDERGROUND MINE

In addition to personal protective equipment, **at least the following mining equipment** is required from those working in an underground mine.

- Escape device with an operating time of at least 60 minutes and meets the requirements of EN 13794.
- Mine belt
- Mine lamp or hand lamp
- Carbon monoxide meter
- Digital walkie-talkie (DMR) with mine channel specification

Everyone working in an underground mine is personally responsible for ensuring that the above-mentioned mining equipment is available in working order when working in an underground mine.

# Service supplier safety assessment



Versio: 1.4 (09/2023)

General Information	
Information to be given	
Date	
Full Name of Company	
Address Line 1	
Address Line 2	
Post office and Post/Zip code/Address	
Company Identity / Registration Number	
Company's branch of industry	
Personnel amount	
Name and title of the person completing the questionnaire	
E-mail address of the person completing the questionnaire	

	Y / N	Comments	Evidence
1 Has there been any Prosecutions, Enforcement's or Prohibition notices relating to Health & Safety issues served on the company in the last three years?			
2 Do you have access to competent Safety Advice, if so, who provides it?			
3 Do you have a structured system to consult / communicate / involve your staff in Health & Safety matters?			
4 Do your managers and foremen have regular, standardized safety walks in production places / work sites?			
5 Have you documented procedures and work instructions that cover all of your safe Systems of work?			
6 Do you have an annual Health & Safety plan that reflects objectives, targets, actions and responsibilities to improve Health & Safety performance?			
7 Do you have procedures and checks for auditing and reviewing compliance with your companies policy, procedures and instructions?			
8 Have you a formal system for the investigation of work-related accidents, incidents, near misses, ill health and diseases?			
9 Do you provide an occupational health services to your personnel - Please provide details of the service supplier?			
10 Do you monitor occupational injury frequency / amounts?		If yes, please describe here below, what was the incident frequency of accidents that caused at least 1 day of absence (LTA) per million work hours, total number of recorded incidents (TRI) and their total frequency (TRI) per million work hours during the past three (3) years? In companies with less than 10 employees, the number of accidents (LTA & TRI) are sufficient. Year xxxx Year xxxx Year xxxx	
11 Do you have a formal system for qualifying your suppliers and sub-contractors?			
12 Do you have a formal risk assessment process that identifies hazards, quantifies risks and ensures the implementation of the associated control measures?			
13 Do you provide Personal Protective Equipment for your employees when it is required?			
14 Please submit an example of a Risk Assessment (RA) that is relevant to the scope of work being undertaken.			
15 Please submit an example of a Method Statement / safe system of work that is relevant to the scope of work being undertaken.			
16 Do you have a structured training system to provide appropriate Health & Safety Training for all employees?			
17 Do you have a system in place that ensures all employees who will be contracted to Outokumpu have basic safety training?			
18 Do you plan and monitor training needs?			
19 Is the training documented / recorded and can it be produced on request?			
20 Do you have an induction programme for new employees?			
21 Do you have a system for evaluating employee satisfaction?			
22 Can you produce the appropriate licences on request?			
23 Please give the names of 2 previous company's you have carried out similar work or tasks for			
24 Please confirm that these company's can be contacted or visited to give a reference for your company and its safety performance			

Please, send the completed form in e-mail: [supplier.documents@outokumpu.com](mailto:supplier.documents@outokumpu.com)



## TO 500 Vehicular traffic in the plant area

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### 1 Vehicular traffic in Tornio plant area and at Kemi Mine

These general instructions concern work machines and vehicles when they are used in the Outokumpu Tornio plant, harbor and Kemi Mine plant area. There are also separate instructions for work performances, for example for forklift truck work, personnel hoists, excavations, etc.

The plant areas are subject to applicable laws (the Road Traffic Act, the Occupational Safety and Health Act) and the same principles and regulations as road traffic in general (with a few exceptions). In addition, the plant area has its own additional regulations. "Plant area" refers to an area closed from public traffic, enclosed by a fence and gates.

The vehicle access control system in the plant area uses license plate readers and remote sensors, and complying with instructions and traffic rules is monitored.

- A vehicle entering the plant area may carry only the driver. Any other persons must enter through the personnel gates.
- The general speed limit in the areas of the Tornio plants and Kemi Mine is 30 km/h, unless traffic signs specify a different speed limit.
- Due to heavy vehicles operating in the areas, special care must be taken and speed limits must be observed.



- Marked routes must be used and traffic rules must be followed. The creation and use of temporary shortcuts or routes without the client's permission is prohibited.
- Roadways and other access ways must be kept free for emergency vehicles (emergency access road). If it is necessary to limit or block access to outdoor access routes because of excavation or hoisting work, for instance, always report this to the main gate and other necessary stakeholders (work permit procedure).
- Vehicles must not be parked nor obstacles placed in front of overhead doors as they will hamper materials transport and rescue operations.

Unloading and loading of goods must be organized so that they do not hamper other operations.

- Unloading may only take place in the assigned unloading zones.
- When unloading/loading, the area must always be restricted in order to ensure the safety of bystanders.
- When unloading and loading, it must be taken into account that some of the overhead doors in the departments close automatically. When you work near an automatically operated overhead door, set the door to the manual control, control the door to up position and set the door to "stop" mode. After the work is completed, set the door back to the automatic mode.

When transporting hazardous chemicals, the driver must know the contents of the load, the behavior and reactions of the transported substance and the action to take in case of an accident (safety data sheet).

Gas bottles must be transported in designated baskets.

Parking areas within certain department for work machines may be agreed upon in the agreement if the work machines/vehicles must be parked close to the place of work when not in use. If a department has no room for parking or it is unable to provide a safe parking area, the vehicles and work machines must be parked outside the plant area. Using the visitor parking lots for parking work machines or heavy vehicles must be agreed upon in advance with the security manager of the Tornio plants.

When moving in the plant area on mopeds and ATVs owned by Outokumpu, the driver must wear a helmet approved for vehicular use. Studded tires must be fitted to the company's bicycles which are used outdoors during the winter season.

## 2 Rules for vehicular traffic

- The driver of a vehicle or mobile work machine must be at least 18 years of age.
- The driving permit is license number-specific.
- Vehicles may be parked only at designated parking lots or in places where parking is not specifically prohibited and where the parked vehicle does not block/endanger other traffic.
- Driving in the industrial area takes place at one's own risk.
- No visitors can be brought to the plant area without a prior visitor report or report to the area control center or cargo terminal.
- On entry, only the driver is allowed to be in the vehicle. Other passengers in the vehicle must enter the site through the personnel gate.
- Material cannot be transported in the vehicle out of the plant area without a permit, which must be presented to the security personnel.



- Security guards in the plant area have the right to inspect vehicles entering and exiting the area or moving within the area.
- The driver is responsible for the condition, cargo, loading and safe transport of the vehicle they are driving. All loads must be tied or otherwise secured in order to ensure that no cargo falls off and no protruding objects present a risk to other road users.
- Headlights of vehicles and work machines must be switched on.
- The drivers and passengers of vehicles and work machines are obligated to wear a seatbelt. (excluding defined exceptions\*)
- When you are about to use a mobile phone or a radiotelephone, stop in a safe environment for the duration of the use. Use a hands-free device for receiving calls.
- It is the driver's responsibility to clear the vehicle's windows of dirt/frost/ice and snow.

### 3 Driving permits and how to obtain one

A driving permit for the plant area may be granted once the person applying for the driving permit has a valid site access pass and needs to drive a vehicle in the plant area in order to carry out their work duties. Access passes are obtained from the Tornio plants' area control center at the main gate or the Kemi Mine's information point. The access pass is personal. Misuse (such as using another person's access pass) will be processed according to the sanction practices.

The issuing of access passes is based on a specific individual agreement between the client and the service provider.

There are two types of driving permits for the plant area: a day permit and a long-term permit. The day permit is intended for short-term use by visitors and service providers carrying out small jobs. Driving permits are issued by the main gate of the Tornio plants or the information point of the Kemi Mine, at their discretion and in accordance with issuing guidelines, on the basis of an application by the technical supervisor or a visitor notice.

Long-term permits are not issued for passenger cars, except in exceptional cases. Such exceptions may include, for example, health reasons, multiple jobs in the plant area (e.g., managerial positions at transport companies) or other valid reasons. For example, a long walk to the contractor's place of work or work site is not a valid reason for getting a driving permit for a passenger car.

Day permits cannot be used successively for more than three days in a row. A long-term driving permit will be valid for the term of the agreement between the client and the service provider (e.g. three years). Exceptionally (for example, in case of production-related sudden downtime at the weekend or at night), the shift manager can file a visitor notice and driving permit application for a fixed period of time, so that production can continue as soon as possible.

A driving permit application must include the following information:

- name of holder of vehicle
- name of driver
- name of company/plant/department served by the vehicle
- driver's mobile telephone number
- name of contact person at client organization
- date of expiry of driving permit



### Driving permits of different vehicle types

Contractors who need to deliver goods to the industrial area may be granted a day driving permit if the Kemi Mine information point, Tornio main gate or cargo terminal deems it necessary. If necessary, the area controller contacts the person in charge of the contract at Outokumpu. If a contractor is granted a day permit without a technical subscriber's application, the technical subscriber of the work in question must be notified by email.

Vehicles of Posti and courier services are entered in the access control system as soon as they are changed or renewed.

Heavy vehicles have been instructed to drive via the cargo terminal. Heavy vehicles mean trucks, lorries and mobile work machines. When heavy vehicle drivers need to register at access control device, they are directed to the main gate of Tornio plant area.

Vehicles arriving through the cargo terminal to deliver raw materials or to pick up finished products are excluded from the driving permit system due to implementation difficulties. These vehicles are controlled by the cargo terminal where the vehicles are weighed, for example. The truck traffic must be monitored separately using the methods available, for example at the cargo terminal. "Well-known" truckers operating under a service contract are included in the driving permit system.

## 4 Mobile work machines and vehicles

At the Tornio plants, the maximum permitted axle load is 70 tons. In addition, there are zone-specific weight restrictions indicated by traffic signs in the area. Special transports exceeding these limits must always be planned on a case-by-case basis.

The following rules apply to all mobile work machines and vehicles in the plant area:

- The vehicles must be insured even when they are not registered.
- Work machines' warning lights must be switched on when performing a duty, outside of official traffic routes and while driving if the work machine doesn't have headlights.
- The safety devices (seat belts, brakes, headlights, etc.) in the vehicle/work machine must be in order and used.
- Work machines operating in the plant area must carry at least one 6-kilogram dry powder fire extinguisher.
- Vehicles with more than 50 liters of oil must be equipped with an oil spill response kit for primary oil spill response. The kit must contain an oil collection vessel/bag with a volume equaling the vehicle's oil volume and oil-absorbing sheets.

A unregistered vehicle must be provided with a written vehicle condition report indicating that the vehicle meets the safety requirements (e.g., axles, wheels, suspension, steering and control system and braking system) according to these instructions and the Government Decree 19.12.2002/1245 – Government Decree on the Control of Roadworthiness of Vehicles Used in Traffic. The report shall be stored in the vehicle and in the company's premises, and available on request. The inspection and report must be renewed annually. The driver of the work machine is responsible for ensuring that the machine meets the requirements. The condition of the vehicles is controlled by the security guards in the plant area and



an outside operator. If they stop a vehicle for inspection, they must be shown the vehicle condition report, among other things. They are also entitled to inspect the vehicle, if necessary.

Front and rear visibility must be good in work machines and vehicles. If necessary, in order to improve the visibility or to avoid collision, the work machine or vehicle must be equipped with a separate camera or backup monitor.

The operator or driver of a machine or vehicle must have a valid license to operate or drive the machine or vehicle in question. However, when driving vehicles of departmental fire extinguishing teams in the plant area, a B-class driving license is sufficient to drive vans registered as lorries. (NB. Outside the fenced area, these vehicles cannot be driven without a C-class driving license.) On request, the operator of the machine or his supervisor must present a documentary evidence of the operating license and training received for the machine in question.

Forklift trucks are subject to separate safety guidelines "TO 107 Operating a forklift truck".

### **Mobile cranes**

When the mobile crane is being taken into use at the work site, the responsible supervisor of the work site carries out an installation inspection of the mobile crane. The installation inspection is carried out by the responsible person and the driver of the mobile crane. For special lifting work, a lift work supervisor carries out the installation inspection.

An Outokumpu document or the crane supplier's corresponding document is used as the installation inspection's record. The record of the installation inspection will be documented by the responsible person of the work. (Appendix 1).

## **5 Traffic control in Tornio plant area and at Kemi Mine**

Traffic control at the Tornio plant area is carried out by the plant's own personnel and security guards. Activity that jeopardizes traffic safety in the plant area can also be detected through technical surveillance means, such as a recording video surveillance system.

Security guards in the plant area regularly control vehicle speeds by means of a Stalker speed gun and check the use of safety belts, among other things. The security guards are required to report any safety irregularities and any incidents to a representative of the client. If speeding is detected, the driver in question (or their supervisor) is promptly informed and the identity of the driver is verified. Public roads (such as Kromitie) leading to the plant area are subject to normal traffic control measures carried out by the authorities.

In the event of accidents the drivers of the vehicles or work machines involved are subjected to a breathalyzer test in accordance with Outokumpu's guidelines. If necessary, the police will be called (e.g., in case of a traffic accident involving personal injury).



## 6 Traffic violations in Tornio plant area

Traffic violations in the plant area are treated as violations of labor and safety regulations in the line organization in accordance with Outokumpu's sanctioning practices. In respect of our own personnel, details can be found in the O'net document "Seuraamusten käsittely.docx". The relevant forms are in Lotus Notes templates under HR in section "Reminder/Warning". In respect of external service providers, the sanction practices are included in the material attached to the request for tender as information and they are also attached to the order/contract. If necessary, the cases are also recorded in SafetyLog. More detailed personal and vehicle information is sent to supervisors and, in the case of external service providers, to the client's contact person by e-mail.

The violations are assessed on a case-by-case basis, for example, based on the severity and intentionality of the violation. If something particular comes up, it will be investigated according to incident investigation procedures and any sanctions will be decided on the basis of the investigation.

The consequences (reminders and penalties) depend on the gravity of the violation as follows:

- Employees of Outokumpu and service providers: On a case-by-case basis: Verbal notifications, written reminder/warning, driving ban in the plant area for a fixed period of time and renewed safety training.

## 7 Guidelines for traffic violation cases

If speeding or other traffic violations are detected, immediate action shall be taken. If the offender can be interviewed, for example, at the information point, main gate or the cargo terminal, they are immediately informed of the violation and of the possibility of subsequent penalties. After the interview, the security guard submits an incident report describing what happened and where, to whom, the registration number of the vehicle, and other relevant findings such as the conditions at the time. In cases involving heavy vehicles, even minor speeding offences should be addressed immediately and reported.

In certain extreme cases, the security personnel may immediately cancel the driving permit. Such cases include grave disregard for road safety, such as gross speeding in the plant area, driving under the influence of alcohol, and actions that may endanger the safety of people or vehicles in the plant area.

Everyone who observes a traffic violation can at least make a safety observation if they cannot intervene in the situation immediately. A safety observation is informed to the plant area's occupational health and safety manager by including them in the distribution of this observation.

## 8 Special guidelines and requirements for vehicle traffic at Kemi Mine

Vehicles entering the area of Kemi Mine shall comply with the document "TKaYht 100 Access control and security arrangements in the mine area". Only the driver is allowed to be inside the vehicle as it enters the mine area. Any passengers in the vehicle must walk through the personnel gates and make



sure that their entry into the mine area is registered. In case of an underground mine, the provisions of the document "TKaKaiv 002 Underground traffic" apply.

All vehicles driven inside the gates must carry a valid driving permit. The driving permit must be visible in the vehicle and it must be returned to the information point upon expiry. Careless driving or failure to follow the instructions may result in the cancellation of the driving permit.

All vehicles and work machines in the mine area must carry fire extinguishing equipment according to the instructions (TKaYht 101 Fire extinguishers in vehicles and work machines).

## 9 Special guidelines and requirements for vehicle traffic at Röyttä port

Safety at the Röyttä port is based on the conventions of the International Maritime Organization (IMO). The safety and security mechanisms at the Röyttä port are based on the provisions of the SOLAS convention on international maritime safety and the related ISPS Code, which aims to increase safety in ports and on board ships.

Driving permits for the port area are issued on the basis of an application made by Outokumpu responsible person. Driving permit applications are processed by the Port Security Manager and the driving permits are maintained in the access control systems. Driving permits are valid for the term of the contract or other fixed term agreed between the client and the service provider, up to the end of the following year at maximum.

An access pass for the plant area does not give permit to access to the port area and vice versa.

There are two kinds of access passes to the Röyttä port area:

- Short-term visits; visitors to ships, deliveries of goods, simple maintenance jobs, etc.
- Long-term passes

Short-term access passes and visits

Short-term access passes to the port area can be obtained:

- On the basis of a notification by an shipping agent of Outokumpu Shipping; e.g., visitors to ships, maintenance personnel
- On the basis of a notification by Outokumpu Shipping work supervision; e.g., short-term maintenance jobs in the port area
- On the basis of a notification by a ship's security officer; e.g., visitors to ships, maintenance personnel
- On the basis of a visit notification by Outokumpu Shipping personnel; meetings at the port office, etc.
- For other maintenance work in the area subscribed by Outokumpu Stainless; e.g., asphalt work



## Long-term passes

Access passes (access cards) to the port area are issued by the Outokumpu main gate or cargo terminal. Obtaining an access pass for the area requires that there is an agreement between the client and supplier and that

- an application for an access pass has been filled;
- Tornio plants' general safety training has been completed;
- the port's ISPS safety training has been completed.

## 10 Other provisions concerning traffic in the plant area

In the Tornio plants, all traffic matters are handled by the plants' traffic work group. The work group discusses topics such as new traffic rules, traffic-related safety observations and incidents etc. The traffic work group includes the Tornio plants' health and safety representative, employee's representative, the occupational health and safety manager, the security manager and a representative of Mill Services.

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- \* Vehicles which driver or passenger is not required to wear a seat belt:
  - Standing driven work machines (there is no seat in the work machine, for example certain types of reach trucks)
  - ATVs, mopeds, scooters, personnel hoists (no seat).
  - Fire trucks in certain alarm situations where the seat belt cannot be worn.
  - Slag pot vehicles when transporting slag load.
  - CRM automatic train (no seats)



# APPENDIX 1

MOBILE CRANE Installation inspection document				
When the mobile crane is being taken into use on the work site, the crane must be inspected by the responsible supervisor of the work site.				
Inspection site / work site		Work number	Responsible supervisor	
Brand and model of the crane			Date	
Brand and manufacturer of the personnel lifting basket			Crane number	
Owner				
INSPECTION OBJECTS	In order	Must be repaired	Repaired date	Notes
1. Structural inspections have been done for the crane - reinspection - 3 month inspections - Shortages and defects marked in the inspection report have been repaired	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2. The crane is accompanied by the necessary operating and maintenance instructions and adequate load charts	<input type="checkbox"/>	<input type="checkbox"/>		
3. The crane's performance and positioning are adequate for the intended lifting work (if necessary, a separate lifting plan must be made)	<input type="checkbox"/>	<input type="checkbox"/>		
4. Crane's - supporting equipments - location of use Soil quality of the work platform - stability of the platform  Power lines and wires  Excavations  Traffic areas  Weather conditions (wind etc.) are such that the lifting work can be carried out safely	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
5. The crane is located so that there is sufficient moving and bypassing area and access to narrow spaces is blocked (if necessary, the danger area must be closed by barrier bars or ropes)	<input type="checkbox"/>	<input type="checkbox"/>		
6. There is sufficient lightning within the crane's operating range	<input type="checkbox"/>	<input type="checkbox"/>		
7. Lifting equipments used are suitable for the purpose and have no defects or shortages leading to rejection	<input type="checkbox"/>	<input type="checkbox"/>		
8. If necessary, functional check is carried out for the crane which ensures that safety limit switches, load control equipments, lights, brakes and controls are working properly	<input type="checkbox"/>	<input type="checkbox"/>		
9. The crane operator has the necessary competence	<input type="checkbox"/>	<input type="checkbox"/>		
SIGNATURES OF THE INSPECTORS				
Responsible supervisor or his/her representative (OHS Manager)		Driver of the Vehicle		Employee Representative