

TToU 008 General terms and conditions relating to safety for purchasing works and contracting

The updated sections of the instructions are marked in red font.

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1. Definitions

In this document,

Outokumpu refers to the legal entities Outokumpu Stainless Oy, Outokumpu Chrome Oy and Outokumpu Shipping Oy.

Client refers to Outokumpu's organization that procures work from an external company either as a contract or invoicing or acts as a developer.

Service provider refers to an external company with a direct contractual relationship with Outokumpu.

Subcontractor is another service provider who has a contractual relationship with a Service provider and performs work on its order

This document describes the safety requirements that contracting parties must comply with. If necessary, the Service provider's representative must request additional clarification on unclear points.

This document must be submitted together with the invitation to tender.

Entries that have been changed or added to the previous version of the document are indicated in red.

2. Responsibilities and obligations

2.1 Responsibilities and obligations of the Client

The Client is responsible for the safety of its own personnel and workplace in accordance with legislation.

The Client is also responsible for the hazards of its own operations, elimination and limitation of those, and familiarisation with those.

The Client defines the safety requirements of the work to be purchased before concluding the contract and, if necessary, they are supplemented during the duration of the work or the contract period. Key safety and environmental instructions can be found online: [Safety at Kemi and Tornio | Outokumpu](#)

The Client must appoint a contact person from its own organisation who is responsible for communication with the Service Provider.

The Client is obliged to provide the Service Provider with sufficient information on factors and requirements affecting safety related to the work performed and the risks caused to other parties by the Client's own actions.

The Client is responsible for the accuracy of the necessary information related to workplace safety and is obliged to provide the Service Provider with information on changes in working conditions or matters affecting the performance of work.

2.1.1 Safety orientation arranged by the Client

The Client is obliged to arrange safety orientation for the personnel of the Service provider company.

Safety training materials and training-related tests can be found and conducted online. Online training can be completed in Finnish or in English. Link to complete the trainings:

<https://www.outokumpu.com/fi-fi/locations/torniostainless-steel/safety-at-kemi-and-tornio>

Outokumpu has separate safety orientation training for the following areas:

- Safety and environmental training of the Tornio site area
- Safety and environmental training of the Kemi mine area
- Safety orientation of the Kemi underground mine
- Safety training of the Port of Röyttä

The trainings are valid for one (1) year. If the work continues longer than this, the training and the related test must be renewed so that the site access permit remains valid.

The Service provider is responsible for ensuring that the personnel sent by the company to the Outokumpu site complete **area specific** Outokumpu safety and environmental training. **The validity of the training is one of the conditions for granting a site access permit.**

The Service provider does not have the right to charge the Client separately for carrying out safety and environmental training (applies to training at the Tornio site, Kemi mine and Port of Röyttä), but any costs arising from these must be included in the purchase or hourly price.

The Service provider's representative or, if agreed, the personnel must participate in occupational safety and health training events and meetings held at the workplace and intended for them. The Service provider must continue to inform its own employees working in the Client's area of the safety issues presented at these events.

The Service provider is obliged to participate in the assessments required by the Client at the workplace.

2.1.2. Safety cooperation

The Client is responsible for arranging safety cooperation during the ordering, planning and execution of work.

When it comes to work, subject to construction safety legislation, a safety document complying with the regulations must be drawn up at the design stage. The developer is responsible for drawing up a safety document, based on which the main contractor draws up a safety plan. It will be supplemented during the implementation phase with supplier safety plans.

2.2 Responsibilities and obligations of the Service Provider

The personnel of the Service provider and its subcontractors must comply with current safety and environmental protection laws and subordinate regulations issued based on them.

2.2.1. Risk assessment

The Service provider is obliged to assess the risks of its work (employer's statutory obligation). The Service provider must be prepared for the fact that, for example, in project/contract work and long-term annual contracts, risk assessments will be discussed in the workshop in cooperation with the Client's representatives.

In these events, the Service provider is required to represent at least the project management / supervisor, preferably also the person performing the work. The duration of the event is 2-6 hours, depending on the situation. Representatives of the possible subcontractors are also required.

2.2.2 Work safety plan (WSP)

The Work Safety Plan (WSP) removes obstacles to safe work, such as inadequate identification of occupational hazards or employees' uncertainty about safe practices. The Service provider is responsible for drawing up the safety plan.

The Work Safety Plan is drawn up separately for each job and must include:

- a description of the operations, step by step
- the hazards and risks of the work carried out in relation to the operation in question
- measures to eliminate and reduce risks and hazards

The Work Safety Plan can be drawn up using the attached form template (**Annex 1**) or other similar work safety plan template.

The Service provider is obligated to provide the Client with safety plans for work at the work site in advance, no later than two (2) weeks before the planned start date of the work. **The safety plans must be reviewed with the Client's representative before work begins. The plans shall be made in writing and revised as circumstances change.**

In accordance with legislation, the Service provider is responsible for the safety of its personnel and operations.

2.2.3. Safety planning of construction work

Before starting construction work, the main contractor must draw up occupational safety plans in writing in accordance with the provisions of Section 10 of the Government Decree on the Safety of Construction Work 205/2009.

2.2.4 Service provider's contact person

The duties of the service provider's contact person include:

- Filling in the **Service Provider's Safety Assessment form (Annex 2)** in accordance with the instructions and delivering it to the Client

- Responsibility for ensuring that the persons, for whom the access pass is applied for, are suitable to work at the Tornio site area and/or the Kemi mine area.
- The responsibility for ensuring that the persons for whom the access permits are applied for are entered in the Finnish tax number register.
- Applying for access permits for Service provider's employees at the Outokumpu site area. Access permits are applied for through the Zeroni system (separate instructions exist). Access permits must be applied for at least three (3) working days before the employee arrives at the Outokumpu site area.
- When applying for an access permit, the Zeroni system automatically checks that the following requirements are met:
 - Outokumpu regional safety training validity. Successful completion of an education-related test is valid for one (1) year.
 - Validity of the occupational safety card
 - Validity of the hot work card for persons performing and supervising hot work
- If a subcontractor is used, the subcontractor companies must be approved by the Client. The Client's approval must also be sought for subcontractors coming in the middle of the contract period.
- Also providing other information that may be requested by the Client and required by Finnish legislation (e.g. concerning a foreign employee) in a separately instructed manner

2.2.5 Subcontractors

The Service provider may only use such subcontractors in its work, that the Client accepts. Subcontractors coming in the middle of the contract period must also be approved by the Client's representative (technical client or a person authorised by the Client). The approval must be documented. Subcontractors must meet the same requirements as Service providers.

The Service provider must add its potential subcontractors to the Zeroni system. When a subcontractor company is added, the system automatically checks with Finnish companies that the contractor's liability matters are in order (if the company is part of the Vastuu Group/Reliable Partner service).

If the company to be added is not part of the Reliable Partner service or is a foreign company, the service provider must request contractor's liability documents from the company. Once the contractor's liability documents have been received, reviewed and you have verified that they have been approved, you must save the documents and manually mark the approval and approval date in Zeroni system.

Upon request, the Service provider must demonstrate to the Client that the subcontractors meet the customer's requirements, for example in terms of safety, i.e. the requirements corresponding to the Service Provider's safety assessment form are met (see item 3.1).

The Service provider is responsible for familiarizing its subcontractors with Outokumpu's safety instructions and directing its subcontractors to apply for access permits for their personnel to the Outokumpu site area via the Zeroni system, as described above.

The Service provider is responsible for meeting the competence and safety requirements for subcontractors. Subcontractors must undertake to operate in accordance with this document.

The Service provider is responsible for the professionalism, training and familiarisation of the staff of its own and the subcontractors it uses, with legislation, correct and safe performance of work, workplace arrangements, hazards and protection against them.

2.2.6. Safety instructions

The service provider must follow Outokumpu's safety instructions when moving and working at the Outokumpu site area. The key safety instructions can be found at:

[Safety at Kemi and Tornio | Outokumpu](#) -website (more detailed instructions in the contract).

2.2.7 Personal protective equipment (PPE)

Unless otherwise agreed in the contract, the Service provider must provide its employees with CE-approved personal protective equipment required at the workplace and otherwise required by the work in order, to prevent work-related hazards. The supervisor of the service provider must supervise the use of the required PPE.

The service provider's employees shall always be prepared to use the personal protective equipment specified in this Guide.

The need for work- or department-specific PPE (e.g. respirators, closed goggles, full face shield) is determined separately by the person ordering the work.

The PPE requirements when working at the Outokumpu site in Tornio, Kemi mine and Port of Röttä are presented in Annex 3.

2.2.8 Accidents, incidents and other damage

All accidents, near misses, safety observations and dangerous situations occurring in the Client's site area, as well as fires, environmental damage and property damage, shall be reported immediately to the Client in accordance with the Client's instructions.

Any accidents occurring to the Service provider's personnel must be reported to Outokumpu's contact person without delay. Reporting takes place by email or by SMS to the Client's contact person.

Reporting needs to be done also via Outokumpu's mobile safety reporting system (MIA), if the Client has connected the Service provider as a user of the system.

It is recommended that the Service provider apply the Restricted work procedure.

In serious occupational accidents, the Service provider is responsible for statutory notifications to the police and occupational safety and health authorities and for reports of damage to its own insurance company.

2.2.9 Supervision and control

The Service provider company is responsible for managing the work assigned to it and supervising its employees at the workplace, unless otherwise agreed in writing.

The instructions regarding the performance of the work, given by Outokumpu supervisor to the Service provider's employees do not mean a transfer or removal of work management responsibility.

If separately agreed, the Service provider's employees may work under Outokumpu's management, in which case Outokumpu's representatives are also responsible for safety related to work.

2.2.10 Responsibilities and obligations of the employee

The employee must perform the work professionally in accordance with the instructions and regulations given.

The employee may not independently change the work plan or approved work permit. Changes in the content of the work may only be approved by a person acting as the Client's representative.

It is the employee's responsibility to notify the supervisors of any changes related to the work, before starting work or as soon as the change is noticed. This includes changes in the work plan, work method, detection of a hazard, insufficiency or ineffectiveness of protection or other safety measures and/or changes in the outcome of the work from what was planned.

Before starting work, hazard identification and/or risk assessment, Last Minute Risk Assessment (LMRA) in written or corresponding hazard assessment procedure by the Service provider shall be carried out in accordance with the Client's requirements in relation to the work and work site. **The employee performing the work must participate in the assessment related to the work site.**

Each employee must have the opportunity and necessary means to call for help and warn of danger in accordance with the instructions given by the Client. In particular, the functionality of the communication connection must be ensured when working alone.

Anyone who notices or becomes aware that a fire has broken out or another accident has occurred or is imminent and cannot immediately extinguish the fire or avert the danger, is obliged to notify those in danger without delay, make an emergency notification in accordance with the Client's instructions and take rescue measures to the best of their ability.

3. Safety requirements for Service providers and Service providers' personnel

3.1 Safety requirements for the Service provider

Approved Service Provider

The Service provider must successfully complete **the Service Provider's Safety Assessment form upon the Client's request (Appendix 3).**

Pre-audit

Before signing the contract, the Client may carry out a pre-audit of the Service Provider at one of the Service Supplier's work sites to determine the level of safety management, as well as audit the Service Provider **in accordance with the Service Provider's Safety Assessment form** or another audit procedure available to the Client.

HSEQ assessment

In contractual relationships lasting more than one year, Outokumpu may require the Service provider to be an HSEQ-evaluated company (the assessment must be valid) or to participate in the evaluation during the contractual relationship.

For more information, see: <https://hseq.fi/en/home/>

Safety observations, incident and accident reports

In contractual relationships lasting more than one year, the Service provider may be obligated to implement the **MIA safety reporting system, used by the Client, at the beginning** of the contractual relationship. MIA is used for reporting safety observations, incidents and accidents in the Outokumpu area. The Client notifies Outokumpu's contact person to the Service provider. **The use of the MIA system is free of charge for the Service provider.**

Order and cleanliness

The Service Provider is obliged to agree on the treatment and storage of waste with the Client.

Every Service provider must keep their working environment organized and tidy daily. The work also includes cleaning the workplace immediately after the end of the work, sorting waste and surplus supplies in accordance with the Waste Management Act and removing it from the workplace or moving it to a location designated by the Client.

If the Service provider does not take care of these obligations, the customer may have the cleaning done at the Service provider's expense without a separate agreement.

Fire safety

The Service provider must ensure that their operations do not pose a risk of fire or other damage. **All persons performing hot work and supervising it (e.g. welder, hot work guard, issuer of a hot work permit) must have a valid Hot work card.**

The Service provider shall ensure sufficient procurement of first-aid extinguishing equipment and hot work guarding, unless otherwise separately agreed in writing.

Outside permanent hot work places, in temporary hot work places, hot work always requires a written hot work permit.

In hot work, the hot work plan drawn up by the Client must be followed.

Hazardous chemicals, radiation sources

The Service provider must agree in writing with the Client on the hazardous chemicals and radiation sources used and stored at the construction site.

The import, use and handling of radiation-producing X-ray equipment, sealed and unsealed sources and tracers from external Service providers at the mill site always requires a written work permit from an Outokumpu representative.

When using X-ray appliances or other similar equipment, the Service provider shall close the danger zone with clearly visible signs or arrange the guarding of the danger zone at its own expense, unless otherwise separately agreed in writing. Only personnel using X-ray appliances and other radiation equipment may move in the danger area.

Information security

The Service provider must comply with the instructions supplementing the Outokumpu Security Policy "IT Instruction Contractors" when working with networks, systems and equipment at the Outokumpu site. The Client may, on a case-by-case basis, provide more detailed information security instructions that must be followed.

Work-related documents are the Client's property, unless otherwise specifically agreed. Service providers and others moving at the site may not disclose information about the production process, finances or other confidential matters to third parties.

Disposal of documents containing confidential information must be carried out reliably, while maintaining data security.

As a rule, all photography, videography and other recording in the Client's premises is allowed only allowed with the permission of the Client's communications department. Taking a picture is permitted when it is attached to an incident or safety observation report.

Posting images, videos or other content taken in the Outokumpu area on social media is prohibited.

Inspections by the security personnel

Those entering the plant area undertake to allow security personnel or another person appointed by the Client to perform inspections of their vehicles and belongings.

Deployment and site inspections

Before the deployment of machines or equipment, a documented deployment inspection is performed on them.

Site inspections confirm the condition of hoists, scaffolding and working platforms, work machines and storages, and so on, and monitor the implementation of site plans and general order and tidiness.

3.2 Safety requirements for Service provider personnel

The safety requirements below apply to both Finnish and foreign workers.

- **The personnel of the Service provider company are obliged to participate in the safety induction arranged by the Client, as presented above in Section 2.1.1 Safety induction arranged by the Client**
- All employees must be of legal age (18 years).
- **Employees must be able to communicate in Finnish or English. If this is not possible, the Service provider is obliged to arrange an interpreter at its own expense.**
- All **employees working in Outokumpu areas** must have a photo ID card indicating the person's name and tax number, and the employer's (payer of salary) name and Business ID.
- A tax number is primarily required of foreign employees only if the person comes to work at a construction site. However, the Client has the right to require a tax number in other specified work, as well. The Service provider is responsible for registering its own employees in the tax number register.
- A valid Occupational safety card is required from everyone participating in or supervising installation, maintenance and construction work, as well as persons working on joint sites / construction sites. The only accepted Finnish occupational safety card is the Occupational safety card[®] issued by the Finnish Centre for Occupational Safety (TTK). Corresponding safety cards from other countries must be submitted to Outokumpu's Occupational safety and health manager for approval. No occupational safety card is required from a foreign specialist (e.g., a representative of the equipment manufacturer).

- All persons performing hot work and supervising it (e.g. welder, hot work guard, issuer of a hot work permit) must have a valid hot work card.
- The conditions for issuing an access permit for those working in the Kemi underground mine:
 - First-aid fire extinguishing training (extinguishing an initial fire with a portable fire extinguisher or a fire blanket, for example). Training can be completed also as part of Hot work card training.
 - For regular and continuous work in an underground mine, the granting of an access permit is subject to certain health requirements (health specifications for those working in an underground mine), which are separately instructed by the Client.
- When the applicant for an access permit arrives in the Outokumpu area for the first time (at the gate of the Tornio site area or at the Kemi mine information point), the applicant must
 - prove their identity (an official ID or passport)
 - show the validity of the Work Safety Card and, when participating in hot work, the validity of the Fire Safety Card.
- The Service provider is obliged to return the access permit card when the person's access permit / construction site / work in the site area or the employment relationship ends.
- Each team or group must have at least one person with valid first aid training for every 10 people in the working group.
- The Service provider is obligated to procure, at its own expense, any portable gas detectors or multi gas meters that may be necessary for its work (e.g. carbon monoxide (CO) meter, O₂ - CO - flammable gases multi gas meter).
- Machinery operators must have the driving licence, operating licence and training required by the work machine. More detailed driving licence requirements are presented in Outokumpu Guide TO 500 Driving vehicles in Outokumpu site areas (**Annex 4**).

4. Violation of guidelines

Any action that violates the guidelines will be subject to the current sanctions policy. An occupational safety sanction and a Safety Improvement Agreement are used, which the buyer appends to invitations to tender, and orders and contracts drawn up.

The responsibility for acting in the occupational safety sanction (submitting a complaint to the system) lies with the Occupational safety manager, while in the case of Safety Improvement Agreement, the responsibility for action lies with Procurement. In situations where both sanction practices apply, the Safety Improvement Agreement applies.

If the same Service provider repeatedly fails to act or the negligence is particularly egregious, the contract may be terminated, and the Service provider may be banned from operating in the factory area for a fixed period. Failure to do so may also result in a fine.

5. Post- and interim assessments

Contractual partners undergo assessment by the Client at a frequency and in a way suitable for the case concerned, such as at the end of a project or after individual work periods (e.g., annual maintenance shutdown). The purpose of the assessment is to improve cooperation and increase the Service provider's safety level.

The Service provider may also present its own views on how cooperation and safety could be improved. Besides the development of cooperation, assessment is used in the tender comparison phase.

Previous assessments can affect the selection of a Service provider.

ANNEXES

- Annex 1 Work Safety Plan (WSP)
- Annex 2 Service Provider's Safety Assessment
- Annex 3 PPE requirements when working at the Outokumpu site in Tornio, Kemi mine and Port of Röyttä
- Annex 4 TO 500 Vehicular traffic in the plant area