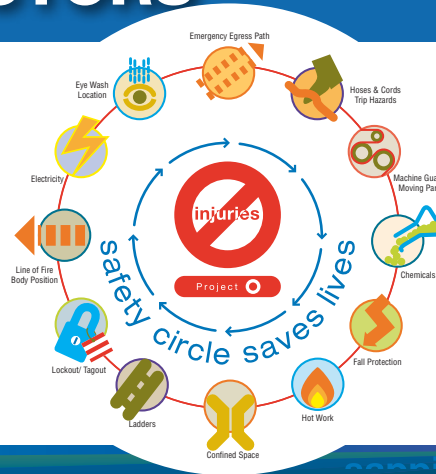


Sappi Kirkniemi

SAFETY GUIDE FOR CONTRACTORS



sappi

Turvallisuusohjeet Safety instructions

Yleisrajoitus 30 km/h



General speed limit 30 km/h

Varo junaa



Railway crossing

Tupakointi vain merkityillä alueilla



No smoking except in designated areas

Valokuvaus kielletty



No photography

Alkoholi ja huumeet kielletty



No drugs or alcohol allowed

Kunnioita ympäristöä



Respect the environment

Pysäköinti vain merkityillä paikoilla



Parking in designated areas only

Kameravalvonta



Video surveillance in use

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WELCOME TO KIRKNIEMI

Safety and environmental protection comprise our most important principles in all of our operations at the Kirkniemi paper mill. Through this safety guide, we want to make it possible for everyone working in the mill area to receive information about our operating methods and know how to act correctly in their work and in case of any accidents.

Kirkniemi paper mill is situated by Lake Lohjanjärvi approximately 10 km southwest of the town of Lohja. The mill manufactures different types of coated publication papers on three paper machines with a total capacity of 750,000 tons per year through continuous production. Exports comprise more than 90% of all production. Raw materials used in production include



mechanical pulp produced at the mill out of spruce, chemical softwood pulp, water, and various filler and coating pigments. Furthermore, production uses a number of auxiliary and additional chemicals.

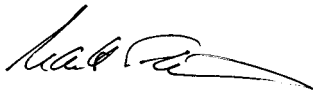
In addition to paper machines and the pulp manufacturing plant, the mill area includes a raw water station, departments for debarking and repulping, a product warehouse, a effluent treatment plant and a power plant.

Welcome to Kirkniemi for healthy and safe working!

Sappi Kirkniemi

Martti Savelainen

Mill Director

A handwritten signature in black ink, appearing to read 'Martti Savelainen', with a long horizontal flourish extending to the right.

Safe working

Everyone must follow the instructions and regulations given in this safety guide in the Sappi Kirkniemi mill area regardless of which employer they are working for.

Every contractor must:

- know who their contact person in the mill is
- participate in the mill's general induction (valid for 3 years)
- present a national workplace safety card when asked
- use appropriate personal protective equipment, tools and other equipment
- be easily identifiable; company and person's name visible on work outfits.



Do not start working if you are uncertain of your safety!

AEO (Authorised Economic Operator)

- Our AEO certificate indicates that we are an authorised reliable economic operator
- We ensure the safety of the mill area and our products
- Information about anyone coming to the mill must be given to the mill in advance
- On arrival identity must be proved on request.



Non-disclosure agreement

- A non-disclosure agreement is applied at the Kirkniemi mill
- All contractors must sign it
- Personnel agrees to keep all information received and seen when visiting Sappi Kirkniemi confidential.

Accessing and exiting the mill area

Everyone must follow the instructions and regulations given in the safety guide in the Sappi Kirkniemi mill area regardless of which employer they are working for.

- Persons visiting the mill area regularly will receive an entry pass with a chip, if it is justifiable
- Individuals who visit the mill area temporarily register at the mill gate
 - Information about everyone coming to the mill must be given to the gate in advance
 - A host/contact person will receive the visitors.

**Access to the wood yard only with permission
from the wood and chip receiving point!**

Read the special instructions of the area before accessing the wood and wood chip yard, the product warehouse or the effluent treatment plant.



Traffic regulations and signs must be followed in the mill and parking areas.

Vehicle

- traffic is only allowed if it is absolutely necessary
- parking only in marked areas.



Beware of trains! Observe level crossings and warning lights!



The mill area contains a recording camera surveillance system.

The gate guard has the right to check for access permission.

Transportation of goods is subject to a permission to be presented at the gate.

**There is a lot of heavy vehicle traffic in the area.
Special caution must be followed!**

Stop and think before acting!

Before starting work, ensure that

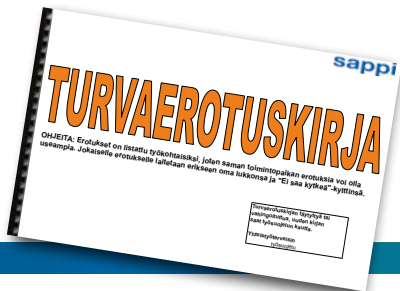
- your contact person has given you a site induction
- the personnel in the area is aware of the work to be started
- you are familiar with the lock out practice (prevention of unexpected start) and that you have followed it
- you make a written pre-work risk assessment.



Always notify your contact person of any hazards you notice.
By reporting hazards and faults you can ensure
your own safety and the safety of others.

Lock out practice

- 1) Always go to work via the control room.
- 2) Communicate of the starting the work with the personnel in the area.
- 3) Ensure that all necessary lock outs are in place and entered in the lock out records in the control room.
- 4) Employees sign acknowledgements in the lock out records.
- 5) Ensure on site that lock outs are in place.
- 6) Make a pre-work risk assessment at the work site.
- 7) Inform the personnel in the area that the work is completed and mark the work in the lock out records as finished.



Tasks subject

Before starting any work of this type, notify your contact person!
The following tasks are subject to a work permit, induction or qualifications:

Hot work	Hot work card and a written permit
Hot work on the roof	Written permit by the fire department
Pressure vessel repairs	Certificate of qualifications
Work in confined spaces	Tank work permit
Working with scaffolding	Scaffolding card
Tasks involving the danger of falling	Task specific risk assessment

et to a permit

Maintenance of hazardous chemical equipment	Chemical work permit and required qualifications
Use of forklifts	Forklift licence
Use of cranes	Crane licence or similar training, user training and induction, if required
Mobile lifting platform	Employer's permit, induction
Working near radiation sources	Work permit
Working in EX facilities	Work permit
Management of electrical work	Certificate of qualifications
Working with asbestos	Certificate of qualifications

Käytettävät
henkilösuojaimet

Required Personal
Protection Equipment

Turvakengät



Safety shoes

Kypärä



Protective helmet

Kuulosuojaimet



Ear protection

Silmäsuojaimet



Eye protection

Turvaliivi
(puukentät, paperivarasto)



Safety vest
(wood yards, paper storage)

Kolhulippis



Bump cap

Käytä henkilösuojaimia oman
turvallisuutesi takia

Use PPEs
for your own safety

Hot work

Sappi Kirkniemi follows a hot work permit which specifies the hot work guarding, protection methods, equipment and tasks.

In particular, cables must be protected against sparks!



Doing hot work requires a personal hot work card.

Because hot work involves the risk of fire, alternative working methods should always be considered.

Hot work done at a temporary hot work site is always subject to a written hot work permit. The permit is granted by a person employed by the Kirkniemi mill.

It is strictly forbidden to remove portable fire extinguishers from their places at the mill and carry them to the temporary hot work site.

The mill has hot work trolleys and hot work fabrics freely available to all.

**Smoke detectors detect smoke, vapour, dust and fume!
Notify the fire department for switching off the fire protection systems
if your working produces smoke.
Tel. +358 10 464 2582 or +358 10 464 2617**

**If hot work causes a fire due to neglecting the hot work permit requirements,
Kirkniemi will invoice any costs arising from the fire alarm.**

At a hot work site

- it must be verified whether switching off fire alarm or fire extinguishing equipment is required for the work to be done
- must have at least one portable fire extinguisher with a capacity of 12 kg, another extinguisher with 12 kg capacity in the immediate vicinity can be replaced by two extinguishers with a capacity of 6 kg or a quick fire hydrant
- the gas content at the site must be measured and the area must be ventilated, if required
- the equipment used must be in the condition required by governing safety regulations and equipped with safety devices prescribed in insurance companies' safety guidelines.

Work in an EX area

An approved EX work permit is required before work can be started in areas with danger of explosion. In addition, a hot work permit is required for hot work. Areas with danger of explosion have been marked with black and yellow EX signs.



Environmental protection

Mill operations in Kirkniemi are subject to permits. These permits contain regulations governing the handling of effluent, waste management, the use and storage of chemicals, emissions to the air as well as noise. Permit obligations also apply to contractors.

Environmental protection must be taken into consideration in all work-related planning.

The mill's water system consists of two separate sewer networks.

- Effluent removed from processes is conducted to the effluent treatment plant through sewerage. No substances other than water can be drained into the sewerage without proper permission.
- Pure cooling and sealing water are conducted to Lake Lohjanjärvi through fresh water channels. No foreign substances may be drained into them.



Material for oil destruction operation is freely available. Material can be found in designated cabinets.

**There are special instructions for working at the effluent treatment plant.
Find out and follow the protection instructions!**

Substances hazardous for biological purification include oils, acids, alkalis, dyes and biosides as well as washing and defoaming agents.

Hazardous substances may generate a failure and, in the worst case, all purifying microbes may die.

If you see that a foreign substance has accessed the channel or sewerage, immediately notify the shift supervisor of the pulp, energy and water department (Tel. +358 10 464 2363) and your contact person of the situation.

Waste management and recycling

All waste produced in the mill area is to be placed in designated waste containers that

- are clearly marked by waste fraction
- can be moved to a work site, if required, but must be returned to their original place.

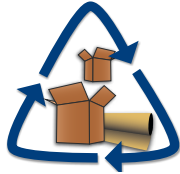
All oily waste comprises hazardous waste and must be placed into containers for solid oily waste.

Contractors are responsible for maintaining orderliness among their personnel in all premises where their personnel are working, moving or staying.

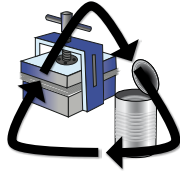
If the housekeeping obligations are not fulfilled, any cleaning costs can be invoiced from the supplier.



Paper



Board



Metal



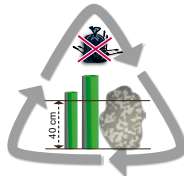
Bio waste



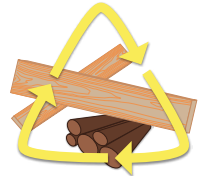
Hazardous
waste



Energy
waste



Landfill
waste



Wood

Waste management is the responsibility of each individual working at the Kirkniemi mill.

Safe tools

Work may only be done with machines/tools that:

- meet the regulatory requirements relating to them
- are in proper working condition and are suitable for the work to be done and the purpose
- have been inspected in accordance to regulations.

Lifting equipment is inspected annually. The user must always carry out a visual inspection of any lifting equipment when taking equipment into use.

Inspection colours for lifting equipment:

2016 white	2017 green	2018 orange	2019 blue	2020 yellow	2021 white
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Signs for substances hazardous to health in the mill area

Acute toxicity



Hazardous to health/Irritant



Explosive



Flammable



Hazardous to the environment



Chronic health hazard



Corrosive



Compressed gases



Oxidising



Prevention and reporting hazardous incidents

In case of hazards, everyone must identify the following in advance:

- the most common risk factors at the work site
- how to make an emergency call at the mill
- the location and quality of first aid equipment
- meeting places.

All near misses and accidents as well as environmental incidents must be reported immediately to the mill personnel.

**Everyone is obligated to participate
in the post-incident investigation.**

Calling for help in case of an accident:

- fire
- gas leak
- incident
- chemical or other accident.

Call the mill's emergency number +358 10 464 2300 or raise an alarm by using the fire alert button and then call the mill's emergency number.

In case of an accident:

- 1) Evaluate the situation
- 2) Save
- 3) Give a warning
- 4) Raise the alarm
- 5) Extinguish the fire or

give first aid and ensure that the emergency services are given directions to the site.



At the mill:

Time clock machine at PM3, 3rd floor
Shift supervisors office at PM1/2, 3rd floor
Power plant control room

Alarm signals:

Fire alarm / first aid



- Even signal of one minute
- Fire alarm does not require action if you are not in the vicinity.

Gas alarm



- Intermittent alarm for one minute
- Go inside to the nearest meeting place and stay there
- Close all doors, windows and vents and turn off all ventilation equipment
- Wait for instructions peacefully
- Do not use an elevator
- Avoid using a telephone to avoid lines getting overloaded
- Do not leave the area unless requested to do so by the officials.



General alarm signal

- A continuous ascending and descending signal refers to imminent danger threatening the population.
- Instructions regarding gas alarms to be followed.



All clear signal

- Given when a gas or general danger is over.



Monthly tests of alarm equipment

- First Monday of each month at noon
- An even signal of 7 seconds.

Sappi Code of Ethics

The purpose of the Code of Ethics is to help the company's personnel to act correctly in their daily work and to identify what kind of behaviour complies with laws and regulations as well as Sappi's values and principles.

Our operations are based on integrity and courage. We make smart decisions which we execute with speed. Our values reflect our commitment to ethical conduct and our way of operating.

We require that even our contractors commit to following Sappi's Code of Ethics while working at the Kirkniemi mill.

Our Code of Ethics is available on the Sappi website at

www.sappi.com - About us - Sappi Code of Ethics.

Check list

- I have informed persons working in the vicinity
- I have checked that the tools are intact and suitable for the work to be done
- I have read and understood any special and safety instructions related to the task
- I have verified the location of the closest
 - emergency exit
 - meeting place
 - first aid equipment
 - fire extinguishers
 - emergency shower/eye rinsing station.

I will carry out my work safely!

I will evaluate safety, environmental, fire and property damage risks caused or related to the work task before starting to work.

Important to remember

1. Follow this guide
2. Make sure who your contact person is
3. Ask if in doubt
4. Evaluate risks before starting work
5. No foreign substances can be drained into water channels/sewage.
6. In case of an incident, report the situation immediately
7. Work in a safe manner.



For more information about safety at the Sappi Kirkniemi mill, contact your supervisor, contact person, the mill's supervisors and employees, or the safety personnel.

Do you know your safety circle?



Imagine a safety circle of five metres around you.

What hazards are inside the circle?

Think of what could go wrong.

Recognise and understand all hazards before doing any damage.

Emergency number of the mill**2300****Emergency number from mobile phones****010 464 2300**

General emergency number

112

Switchboard

010 464 2999

Mill gate

010 464 2201

Occupational health centre

010 464 2200

Safety Manager

010 464 2470

Fire chief

010 464 2582

Deputy fire chief

010 464 2617

Environmental manager

010 464 2116

Power plant control room

010 464 2360

Occupational safety representative (blue-collar workers)

010 464 2306

Occupational safety representative (white-collar workers)

010 464 2115

Technical services assistant

010 464 2455

Reception centre for wood and wood chip

010 464 2317

My contact person at the mill: _____

sappi