SAFETY FIRST
Safety Guidelines

PORT OF PORI LTD
2023

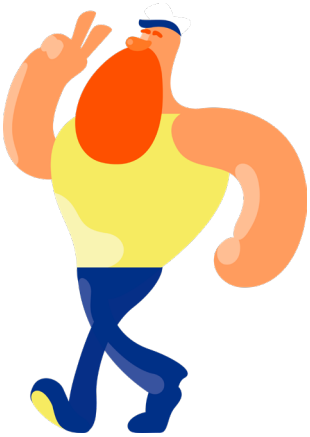
1. SAFETY GUIDELINES FOR THE PORT OF PORI LTD

The Port of Pori Ltd adheres to the requirements of the quality system standard ISO14001; 2015, ISO 9001;2015 and ISO 45001:2018. In order to achieve the goals in these systems, every employee and business partner operating within the Port of Pori is required to adhere to the drafted guidelines and regulations.

In addition to the requirements of our clients and other stakeholders, our operations are also subject to legislative requirements.

These safety guidelines are aimed at business partners operating within the port area, so that they would be able to act in accordance with our operating methods, as well as giving their own stakeholders up-to-date information regarding the safety and security issues regarding the Port of Pori Ltd.

The core idea of all safety operations at the Port of Pori Ltd is the comprehensive and continuous improvement of safety operations. That means the improvement of the functionality of systems, and the well-being of people. In order to achieve that, the port has focused on training its own staff, as well as that of its clients and its stakeholders.



2. THE PORT OF PORI AND SAFETY

At the Port of Pori, safety is an integral part of our operations. It improves our productivity, profitability, as well as the comfort of our staff and stakeholders. Safety is also a prerequisite for creating a good corporate image, and good quality.

We maintain and develop safety at the port continuously. We also ensure that our equipment, services, and staff adhere to high international standards.

By anticipating risks, we increase safety, everyone's mental and physical well-being, in addition to minimizing losses caused by possible damages.

With our common goals, we are responsible for the safety of our operations, by constantly evaluating and developing it.

We adhere to laws and regulations, as well as provisions and guidelines regarding safety.

We are actively developing our know-how, for improving the safety of our working environment, as well as of our staff.

We inspect and service our equipment in intervals specified by laws and regulations.

We are constantly training our staff, to make them familiar with new work safety principles as well as practical measures.

We also monitor and require our stakeholders to perform and monitor the unloading, loading, transportation and storage works of dangerous substances according to the regulations.

We expect everyone to prevent causing environmental harm on the port territory.

The professional, high-level safety know-how of any employees working on the port territory is a prerequisite for the start and continuation of a permanent or repetitive service relationship.

3. MOVING AROUND AND WORKING ON THE PORT TERRITORY

The port territory has been fitted with automatic gate systems that function with cameras and identification equipment. Moving around on the port territory requires a separate access pass. The misuse of access passes causes follow-up actions to be taken, incl. the removal of the pass, and making a notification to authorities regarding its misuse.

Access passes can be issued either by the Port of Pori Ltd, or a company authorised to do so by the Port, if the company has the issuing right of access passes as authorised by the Port, it can issue access passes for its employees and for its guests. All issued access passes are visible on the port's access control system, and can be manually checked from there. When moving around on the port territory, people must be ready to explain what they are doing there, and prove their identity, if necessary.

The port territory has a speed limit of 30 km/h, and valid traffic regulations are adhered to on the port territory. Transfers and movements on the port territory must take place mainly via the traffic routes in the designated area.

When working and moving around in the cargo handling and traffic area of the port territory, people must use high-visibility protection/warning clothing, with at least the CE1 markings. When working in the proximity of cranes, piers, warehouses, etc, an approved safety helmet and protective goggles must also be worn. In addition to the above-mentioned items, approved life jackets must be worn near vessel mooring and unmooring areas. Regardless of the size of the vessel, at least two people must be present at any given time for the mooring and unmooring of a vessel. Supervisors and the port administrator present at the time monitor the correct usage, functionality and working conditions of protective equipment.

Piers, warehouses, fields and passageways must be kept in a condition required for working safely. An unobstructed space of at least 1.2 metres must be left on the edge of piers. Vehicles left in places not designated for waiting and parking will be moved by the port, out of the port territory, for a corresponding fee. With intervals of 100 metres, all piers are fitted with an orange-coloured life buoy with a floating rope, ladders with carrier support on their top end, and a rounded hook with a long arm. Furthermore, fixed ladders painted with warning colours, with a handle on their top end on the pier.

When working on a load that is more than 1.5 metres high, or in other conditions with a falling hazard, the open edge must be protected; or, the falling hazard must be prevented in other ways, for example by using a safety harness.

The supervisor responsible for the loading and unloading of cargo must ensure together with the commander of the vessel that each work stage can be completed safely, and that communication and flow of information between everyone concerned is functioning sufficiently. Particular care must be taken to ensure that the proceedings are safe in suspension and emergency situations. During loading or unloading work, no other work can be carried out which causes excessive noise, dust, gases or other corresponding substances in the working environment.

The operator of the hoisting equipment, the driver of the transfer equipment, the signaller and the positioner must have good eyesight and hearing as well as sufficient professional skills. The driver of the port crane must have the relevant vocational qualification, or the relevant part thereof.

4. HAZARDOUS SUBSTANCES

Hazardous substances must be stored on port territory in appropriate conditions, and on an area especially reserved for them. The cumulative effect of such substances, and the careful separation thereof in the storage space must be taken into particular consideration. When loading and unloading hazardous substances, the relevant instructions established in international maritime transport must be taken into consideration where applicable.

An employee, who can use and who is familiar with the handling and emergency instructions outlined in the IMO (International Maritime Organization) code, must be present when handling hazardous substances.

NOTIFICATIONS ABOUT HAZARDOUS SUBSTANCES

ADVANCE NOTIFICATION

A written specification must be submitted to the port authority before the ship arrives at the port territory, if the ship's cargo includes any substances that are considered hazardous due to their explosive, combustible or other similar characteristics, as included in the IMGD code compiled by the Inter-Governmental Maritime Organisation.

NOTIFICATION OF A HAZARDOUS SUBSTANCE

Before the hazardous substance is delivered to the port territory, and well before the commander of the vessel starts the unloading process, the sender or the shipper must submit a written specification of the hazardous substance to the port, and to the supervisor responsible for the loading and unloading work.

NOTIFICATION METHOD

Notifications must be submitted to the port electronically 24 hours before the batch of goods arrives at the port territory. For any transportation taking place on weekends or on public holidays, notification must be submitted 24 hours earlier, on the preceding work day.

In case a hazardous substance has not been packaged or labelled in the above-mentioned way, or if no relevant notifications or advance notifications have been submitted about it, the port authority may refuse to have it unloaded from the vessel, or to have it enter port territory by land; or the port authority may take other safety measures.

Explosive and radioactive substances must not be stored on the port territory without a permission from the port authority.

ACCIDENTS WITH HAZARDOUS SUBSTANCES

In normal circumstances, the use and transportation of hazardous substances is not harmful for the environment. In this case, the substance remains in its packaging and in controlled conditions: at a set temperature, humidity level, pressure, etc. A substance becomes hazardous only when it leaks from its packaging, or if it ends up in an uncontrolled situation, such as a fire. Thus, accidents are caused by leaks or hazardous situations.

GAS LEAKS

In all cases, the pressure in the container drops, and the mass flow of the gas decreases. When the pressure of the container drops to a level similar to the external pressure, the flow speed will start decreasing, and the vortices created by the flow, as well as the dilution caused by these will lessen. In this case, the length of the flammable gas jet increase as the pressure drops. The area of toxic gas is a lot larger than the area of flammable gas.

LIQUID LEAKS

At normal temperature and – pressure, liquid substances are inside their packaging only in liquid form, with a mixture of substance vapours and air layered on top of the substance. Sometimes, the liquid is mixed with the solvent. When the vapour pressure of leaking liquid is below 1 bar, the leak will form a puddle. The evaporation of the puddle will depend on e.g. the speed of the wind, and the air temperature. The gases of several carbons are heavier than air, and therefore hazardous.

SOLID SUBSTANCE LEAKS

If the container of a solid substance has a hole below the surface level of the contents, the contents will leak out.

The mass flow of the leak is determined by various factors, such as the size of the hole, the granule size of the product, and its flowing characteristics. Leaking may stop if the granules block the leak hole. Several factors affect the outflow.

RADIOACTIVE RADIATION

If the transportation packaging of a radioactive substance becomes damaged, it is possible that the substance leaks or sheds from the packaging. This can be compared to the leakage of a toxic substance, and like a toxic substance, radioactive substance can enter the human body. It is important to remember that radiation is tasteless, odourless and invisible.

5. HAZARDOUS SITUATIONS ON THE PORT TERRITORY

The most important hazardous situations on the port territory are almost invariably caused the transportation and lifting of chemical cargo, regarding their mutual incompatibilities, or fires related to chemicals. In order to avoid hazardous situations, the following matters must be taken into consideration during work operations.

LOAD HANDLING

- Acknowledging the free liquid level during lifting and lowering.
- The right type of lifting equipment.
- The right lifting sections and weight distributions.
- The locking mechanisms in the right position.
- Lifting equipment and lifting aids checked in regular intervals.
- Information

VEHICLE TRAFFIC

- Adhering to speed limits.
- Avoiding collisions, and accidents on crossings.
- Taking the slipperiness of the traffic areas into consideration.

REPAIR AND MAINTENANCE WORKS

- Repair and maintenance works must not be performed in the waiting area of hazardous substances, or in the storage area of hazardous substances.

HOT WORK

- Due to the fire hazard related to hot work, alternative work methods must always be considered, if the location is risky.
- Performing hot work on a temporary hot work site always requires a safety certificate, or a hot work licence.
- Any hot work carried on a temporary site on the territory of the Port of Pori always requires a written hot work permit, which is issued by the control room of the Port of Pori (cf. contact information).
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In case of an accident, it is wise for everyone to be aware of the following

- The most common safety hazards of the work site and – object
- The method for making an emergency notification, and contact information
- The locations and contents of first aid equipments and - cabinet
- The location of initial extinguishing equipment
- The locations and functions of emergency showers

6. REACTING IN AN EMERGENCY SITUATION, AND FIRST AID

Evaluate the situation

- Forethought is often must more important than speed.
- Find out what has happened, how many people need help, and what kind of help is needed.

Rescue

- Approach the hazardous object carefully, without endangering your own health or that of others.

Prevent further accidents

- Warn those who are in the vicinity of a hazardous object

Start cardiopulmonary resuscitation

1. Can you make the person wake up?
    - Try to wake the person up by talking to them, and shaking them.
    - The person is not waking up.
2. Call the emergency number 112.

    You can also shout for help, and ask other people present to call the emergency number 112. You must follow the instructions given by the emergency response centre.

After this, turn the victim

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After this, turn the victim on their back, and find out if they are breathing normally?

3. Open the airway up.

    Position the victim's head so that the tip of the chin is pointing up, and use your other hand to press the victim's forehead down. At the same time, look, listen and feel for breath. Is the victim's chest moving? Can you hear the sound of breathing? Can you feel breath on your cheek? Evaluate whether the breathing is normal, abnormal, or non-existent. If you are in doubt, act as if the victim's breathing is not normal.

The victim's breathing is not normal, or it is non-existent.

4. Start resuscitation

   Position the palm of your hand in the middle of the victim's sternum, and put your other hand on top of that hand. Your fingers are overlapped. Keeping your arms straight, press straight down 30 times so that the chest will sink 5 – 6 cm. Let the chest restore its position between presses. The average pressing frequency is 100 times per minute, not exceeding 120 times per minute. Count the presses out loud.

5. Blow 2 times.

   Open the airway. Place your mouth tightly on the victim's mouth, and close the victim's nostrils with your fingers. Calmly blow air into the victim's lung. While you are blowing, check that the victim's chest is moving (rising).

Repeat the blow. The duration of the two blows is 5 seconds.

6. Continue resuscitation without stopping, at a pace of 30:2,

   Until the victim wakes up: the victim moves, opens their eyes and breathes normally, the authorities give you permission to stop, or when you are exhausted.

THIS IS HOW YOU MAKE AN EMERGENCY CALL

Pan-European emergency number
1 1 2

When you call,

1. Say what has happened: an accident or a seizure?
2. Location (port section /structure, pier, warehouse …)
3. Are there people in danger?
4. Answer any questions clearly.
5. Remember to guide helpers to the location.
6. Do not end the call before getting permission to do so.

HOW TO REACT IN CASE OF A FIRE

RESCUE

Rescue anyone in immediate danger

EXTINGUISH AND LIMIT

User fire extinguishers and fire hydrants. Prevent the fire from spreading. If the fire started on enclosed premises or warehouses, close the doors. **MAKE AN EMERGENCY NOTIFICATION**

Press the fire alarm button or call the emergency number 112. Also report the fire immediately to traffic supervisors 0447012623

GUIDE

Guide the emergency response units to the location, and give an overview of what has happened.

The initial extinguishing attempts must be sufficiently efficient, and the extinguishing equipment must be used in a preventative and restrictive way.

DO NOT STALL WITH MAKING AN ALARM, IF THE SITUATION IS IN ANY WAY DANGEROUS

When you notify port security of what has happened, port security will alert the port's own responsible employees to help the fire authorities.

CHEMICAL ACCIDENT: CONTENTS OF AN EMERGENCY NOTIFICATION

When making a notification to **the emergency number 112**

SAY

1. What has happened
2. Is anyone injured
3. Which substance(s) were involved in the accident (category and UN No)
4. Is anything burning or leaking
5. What the accident location is like (possible guidance to the area)
6. Is there any general traffic nearby
7. Wind direction on location

Also notify the traffic supervisors 0447012623.

When you are approaching to a scene of accident involving some cargo (not only hazardous substances), then:

- Remove any outsiders from the scene, and keep them away.
- Do not walk into our touch any leaked substances.
- Avoid inhaling vapours, smoke, steam, dust even in case of non-hazardous substances.
- Do not assume that gases or vapours are harmless even if these are odourless.

ACCIDENT WITHOUT A FIRE OR A LEAK

At first sight, an accident like this does not seem particularly worrying. However, there are situations where the transition from a stable and harmless situation to a major accident is swift.

A situation is definitely harmless if it can be shown clearly that there is no direct danger any more, and no such danger can occur. That is why it is always important to try to obtain as much information as possible about the substance in question, and about its transportation and storage conditions.

CHEMICAL SPLASHES ON SKIN AND IN THE EYES

Rinse the patient's wounds under an emergency shower or an eye shower continuously for 15 – 30 minutes, before sending the patient to follow-up treatment

Medical staff must always be alerted regarding which chemical caused the accident (e.g. material safety data sheet, safety instruction card or another document that specifies the active substance).

If a person is badly hurt, do not move them around unnecessarily, unless forced to do so by a hazardous environment.

Everyone is obliged to participate in the follow-up proceedings of accidents as well, which are primarily meant for preventing the repeat occurrence of similar events.

REACTION IN CASE OF AN OIL SPILL

The port's own oil spill recovery is based on practical methods, assisting the fire and rescue services in the response to oil spills, in all possible ways. How exactly oil spill recovery will take place, and how it will be prepared for, depends on the conditions of the time:

OIL SPILL ON DRY LAND

If the oil spill is so large that you need the help of the fire and rescue services to recover it, immediately make an emergency notification to 112. Also alert the traffic supervisors 0447012623 (on call 24/7), who will in turn alert the people responsible for the area. These people will work together with the fire and rescue services, assisting with recovery methods, traffic control, and the isolation of the area, if the situation so requires.

OIL SPILL IN THE SEA

Act like for oil spills on dry land. In winter conditions, ice will make oil spill recovery more difficult. In icy conditions, oil spill recovery is much more complicated than in summer. The oil spill recovery vessel is arranged by the fire and rescue services, if the situation so requires.

7. PORIN SATAMA – YHTEYSTIEDOT

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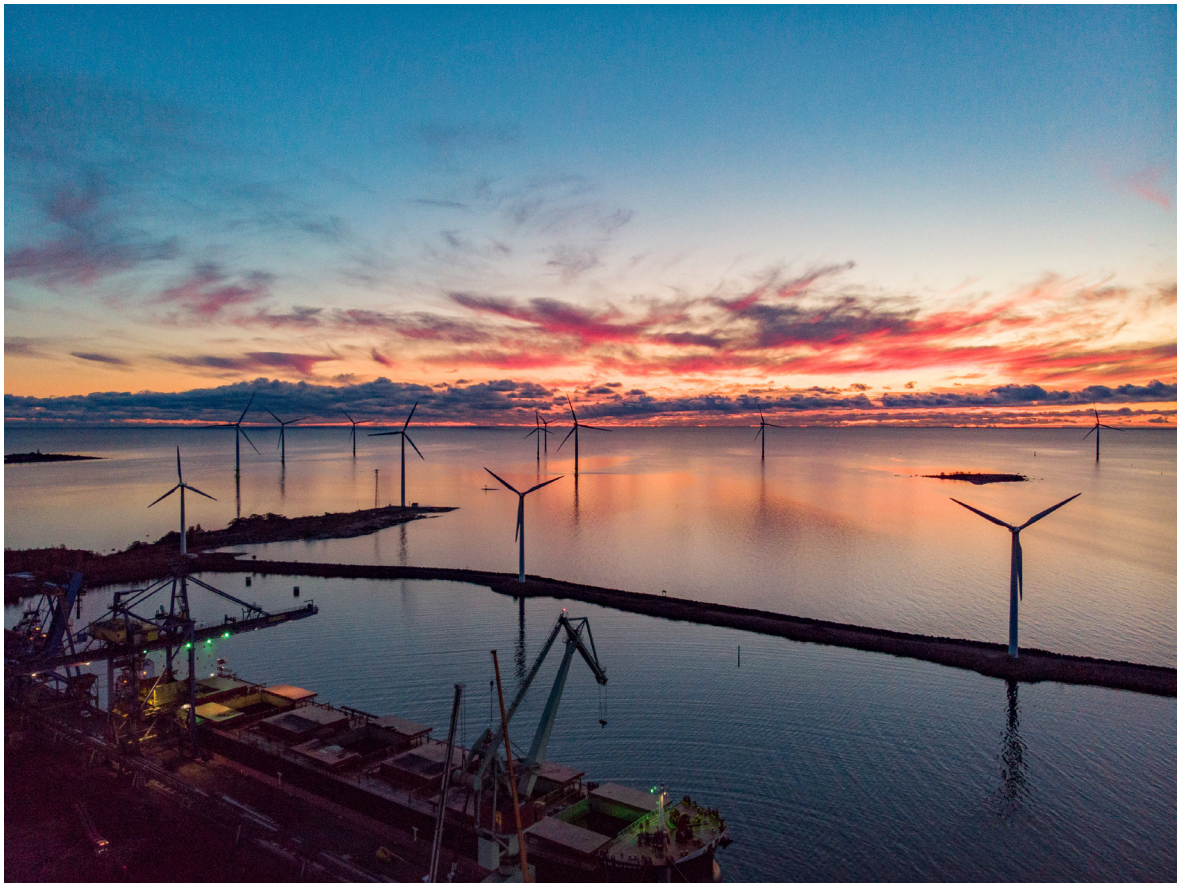
Satakunta emergency response centre 112



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