

Safety instructions for external service providers, subcontractors, and contractors

General

These safety instructions apply to all service providers and subcontractors operating at Kuusakoski service locations as well as all Kuusakoski partners operating at customer sites. Below, "contractor" refers to all of the above. For Kuusakoski operations, contractors include but are not limited to:

- Machine contractors and their employees operating at service locations
- Transport companies and their drivers
- Contractors operating at Kuusakoski service locations and customer sites
- Other service providers

Kuusakoski Oy may issue other safety instructions and rules for work and service locations as well as organise induction events for contractors and their employees regarding work and worksites. At the minimum, contractors are always required to meet the statutory requirements.

Kuusakoski reserves the right to organise safety training or require contractors to organise it at their own expense if significant safety failures have been observed at worksites or if serious accidents, other accidents, or dangerous situations have occurred or if the training is otherwise absolutely required for occupational safety.

Contractors are obligated to participate in the inductions and safety training organised by Kuusakoski at their own expense.

Safety management

Work supervision for safety

The contractor and Kuusakoski's representative must always agree upon who is responsible for supervising the work. Based on the scope and difficulty of the work being carried out, the party responsible for supervision must ensure that the worksite is managed and monitored sufficiently. Contractors operating outside of Kuusakoski's service locations must also consider any other requirements set for their worksite.

Contractor induction and safety duties

Contractors are responsible for inducting their employees with regard to workplace conditions and duties, unless otherwise agreed upon. Inductions must be documented. Contractors are responsible for ensuring that their activities do not endanger others inside or outside the workplace. Contractors are responsible for the safety of the machines, devices, materials, and working methods used by their employees. All of the above must also be used in accordance with Kuusakoski's instructions. If a contractor uses hazardous substances, copies of their material safety data sheets must be delivered to Kuusakoski's representative before the substance is used or introduced to the Kuusakoski worksite.

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Contractors must comply with the Occupational Safety and Health Act and occupational health and safety regulations, plans, and current collective agreements. Contractors are responsible for complying with the buyer's requirements for equipment and the occupational safety and environmental instructions of machine manufacturers. All contractor employees working at Kuusakoski worksites must possess valid occupational safety cards and hot work cards, if necessary (excluding interior cleaning, IT installations, etc.). Contractors are responsible for the official permits required for their operations, such as motor vehicle driving licences, and the commissioning and acceptance inspections of their work equipment.

Contractors are responsible for employing the required warning markings and protective measures.

Contractors must communicate all safety instructions and rules to their employees and subcontractors and monitor compliance for their part.

Accidents and near misses

Contractors are obligated to report all accidents and near misses suffered by their employees at Kuusakoski worksites to Kuusakoski's representatives. Accidents are investigated jointly with Kuusakoski's representatives. Contractors are responsible for reporting serious accidents to the Regional State Administrative Agency's occupational health and safety department and the police as well as Kuusakoski.

Equipment and protection

Quality and safety requirements for equipment

Machines and devices must comply with their respective safety regulations. All machines and devices used for work must be safe and fit for purpose. Contractors are responsible for the safety of the machines and devices they employ.

Use of personal protective equipment

Contractors are responsible for providing their employees with the personal protective equipment (PPE) required for the work. At the minimum, Kuusakoski's PPE instructions must be followed. Contractors are responsible for ensuring that the issued PPE is also used. The following equipment must be worn at Kuusakoski service locations and other Kuusakoski areas and customer worksites, regardless of position or role:

- High-visibility working clothes or jacket/vest, minimum garment visibility class 2, EN 471
- Safety footwear, minimum class S3
- Safety helmet, EN 397
- Protective eyewear, EN 166 F/B/A

In addition to the basic equipment, other personal protective equipment must always be used when necessary due to dust, splashes or other reasons leading to exposure.

Safety planning

Kuusakoski's requirements for all contractors:

- Work involving special hazards must be planned carefully
- Sufficient safety expertise must be used for planning
- Risk assessments and plans for hazardous work must be completed before the work is started

Examples of work involving special hazards:

- Working inside tanks
- Working with tanks or pipes for flammable liquids and gases
- Working in explosive atmospheres (ATEX)
- Hot work
- Electrical work
- Work at height
- Difficult lifting work
- Demolition work, including asbestos removal

The essential parts of the above plans must be prepared in writing. Upon request, contractors must deliver the essential planning documents in good time to Kuusakoski for informational purposes and approval, if necessary. Kuusakoski reserves the right to instruct contractors regarding planning and to issue requirements for the planning of other work and work stages.

Fire safety

Contractors are responsible for maintaining fire safety for their part. In general, hot work is carried out according to Kuusakoski Oy's hot work plan, and the necessary hot work permits are issued by the representative named in the Kuusakoski hot work plan. The contracted company's hot work plan may be followed instead at Kuusakoski sites upon separate agreement. In this case, it must be ensured that the plan guarantees a level of fire safety equivalent to that of the Kuusakoski hot work plan. Before work may start, the contractor's hot work plan is reviewed, archived, and may only be approved by the persons named in the Kuusakoski hot work plan.

At the minimum, contractor hot work plans must cover the following:

- Person responsible for hot work safety who maintains the hot work plan and verifies that the requirements are possible to implement in practice
- Persons authorised to issue hot work permits
- Persons authorised to carry out hot work
- Availability of the required protection materials and first extinguishing equipment, as well as hot work guarding arrangements
- Variables related to production, facilities, the environment, and other such factors that affect hot work safety and must be considered
- Permanent hot work sites

Only persons issued a hot work permit and possessing a valid hot work card may carry out hot work at temporary hot work sites.

