

Name: Nevel partners' safety guidelines

Version: 1

Approved by: Hanna Viita, 6.5.2022 17:23

# NEVEL PARTNERS SAFETY GUIDELINES – HOW WE WORK

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## INTRODUCTION

The purpose of Nevel Safety Guidelines document is to clarify to Partners' the actions and policies related to safety and environmental issues, and to make sure Partner can act and assist others in various situations. Please familiarise and also familiarize your own employees working for Nevel with this document. A person who does not follow the instructions can be removed from the Nevel site.

## 1 SAFETY, ENVIRONMENTAL AND QUALITY REQUIREMENTS AT NEVEL

At Nevel, we take safety issues seriously. Even one accident is too much. We want all employees to get safely home after each workday. Safety and corporate responsibility have a significant role at Nevel. It guides our business and is a starting point to the way we operate. The target is to build safety culture to the highest level possible. We want to create a safe work environment to employees of our own, our partners and our customers.

In addition to our own objectives, Nevel is affected by occupational safety and environmental law, regulations and acts. These require managing safety and environmental landscape, providing leadership and reducing risks actively. Nevel is certified with ISO 9001 quality standard and ISO 14001 environmental standard which require continuous enhancements on quality and environmental issues.

### SAFETY OBJECTIVES OF NEVEL

Nevel aims to be a leading company in terms of safety among comparable Nordic industrial companies in its business. During 2022-2024, we follow the progress with following metrics:

- zero accidents among our own and partner employees (TRIF index 0)
- All work is subject to a risk assessment before starting work
- Ensure safety of our partners' with safety policy.

## 2 SAFETY WORK AT NEVEL

Nevel exercises primary control over the joint workplace unless otherwise agreed in writing. Nevel is responsible for making sure that the working environment is safe and healthy. Partners adhere to occupational safety related regulations and instructions given by Nevel.

Every Partner of Nevel plays a role in safety work to reach our target of zero accidents. An employee of the Partner must inform his/her supervisor and Nevel's contact person immediately after noticing an issue or risk concerning safety.

The Partner must comply with the general collective agreement in its field for its employees working in Nevel location and with the provisions of labor and social legislation.

The Partner must comply with applicable laws and regulations, general safety instructions, general fire and environmental protection guidelines, rules of procedure, working time regulations, employer

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obligations, laws concerning the prevention of the gray economy and Nevel's own and jointly approved guidelines.

The Partner and the Partner's personnel comply with the safety rules of the service object prepared by Nevel, as well as other instructions and regulations concerning occupational safety issued by Nevel, and are responsible for the planning and implementation of occupational safety in its own operations. Partner employees must comply with Nevel's safety guidelines.

The hazards and risks associated with the Partner's own organization and the activities of the Partner's subcontractor organization must be assessed and managed.

The Partner undertakes to notify Nevel of any safety deviations it detects, to report any near misses, environmental damages and accidents to Nevel's system and to participate in their investigation without separate compensation.

### **3 IN CASE OF INCIDENT**

An incident is a deviation from what is regarded as normal process, and it has or may have a negative impact on health, safety, environment or company reputation. In case of an incident, Partner will report immediately to Nevel's contact person.

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### **3.1 General emergency procedures**

In urgent, genuine situations where someone's life, health, property or the environment are threatened or in danger, the first step is to call emergency. If you are unsure whether an event can be considered an emergency, it is always better to call the emergency number than to not call. It is always better to call too soon than too late.

#### **EMERGENCY CALL INSTRUCTIONS**

1. Call 112.
  2. State your city and specific address.
  3. Tell what has happened.
  4. Answer questions you are asked.
  5. Only end the call when you are given permission to do so.
  6. When help arrives, guide them in a clear way to the emergency scene.
- One guiding person must go the junction to the yard on the roadside. If there are many junctions to the yard, every junction should have a guiding person in place or clearly visible from it.
  - When you see that help arrives, wave your arms crossed above your head to signal that you know where help is needed. Use hand signals to guide help to the next guiding person.
  - A guiding person must be clearly visible to be noticed by the arriving help. Wave your arms, and if it is dark, use flashlight, visibility vest, safety reflector, etc.
  - To make sure help reaches the emergence scene quickly by the fastest route, there should be a guiding person in front of the correct entrance to give specific guidance to the scene.

**In emergencies, try to keep outsiders away.**

### **3.2 In case of fire**

In case of fire, follow these instructions:

#### **SAVE**

- If the building is on fire or has smoke in it: save yourself and those in danger.
- Warn others in danger by shouting.
- Do not inhale smoke (in case of fire, smoke is very toxic). If you end up in smoky space, keep your head down while moving.
- Show others out via a safe exit route. All the designated emergency exits can be accessed without a key. Do not ever use a smoky exit. Do not use an elevator.
- Always close the doors behind you. Every closed door slows down the fire.
- Immediately inform help officials, if someone is missing. Do not return inside and do not go to rescue.
- Go and leave only after given the permission.

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- Wait for rescue personnel. If needed, state your location to the rescue personnel by shouting from window or balcony, or call 112.

**CALL 112**

- See 3.1 General emergency procedures.

**EXTINGUISH**

- Extinguish, if it is safe to do. Initial extinguishing probably at least slows down the fire, even if it would not wholly be extinguished.
- Do not inhale toxic smoke! Always keep your breathing airways below the smoke line.

**LIMIT**

- Close doors. Every closed door slows down the fire.
- Remove flammable objects and substances from the vicinity.
- Cover sensitive and crucial machines and devices against damage, such as water damage.

**GUIDE**

- See 3.1 General emergency procedures.

**CALL NEVEL'S CONTACT PERSON AND OPERATION CENTER****THINK BEFORE YOU ACT, DO NOT RISK YOUR OWN SAFETY****3.3 *In case of accident***

In case of an accident, follow these instructions:

1. Give **immediate first aid and/or try to minimize damages**.
2. **The injured person informs her/his own supervisor and Nevel's contact person about the accident.**
  - If a person is unable to make the contact, it is made by another person aware of the accident.
3. The injured person's company operates in accordance with Partner's own practice. The self-investigation report will be sent to Nevel.
4. **Incident investigation is started according to the Nevel's investigation process. The Partner is obliged to participate in Nevel's incident investigation.**

**3.4 Other incident**

- Try to minimize damages
- First save those who are in danger of death
- Approach the object judiciously without endangering your own health or the health of others
- Prevent further incidents and damage (eg by switching off the machine with the emergency stop button or closing the valves)

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- Inform the Nevel contact person and the operation center

## 4 WORKING ON NEVEL'S SITE

Safe work on the site is promoted by safety induction given to every Partner's employee before starting work. Every partner's employee is, for his/her part, responsible for safety of the site by following Nevel's safety instructions. Violation of the safety instructions will result primarily in a notice, secondarily in a written warning, and if the non-compliance with the instructions persists, the person will be removed from the site.

### 4.1 Working at site

Every employee working at a site must undertake an occupational safety training before starting work. Furthermore, each employee is provided with in-depth orientation to operations at the site and the safety instructions before starting to work. If electrical safety allows, an employee must always carry a mobile phone when working at the site. The Partner and its staff are obliged to request further information / information if they feel that they have not received sufficient information on the site.

#### 4.1.1 Personal Protective Equipment (PPE)

To ensure safety of the partner's employees, they must have the necessary personal protective equipment (PPE) in accordance with Nevel's instructions. The protective equipment is to be used always in accordance with the task and the working instructions. The purpose of this equipment is to protect each employee from injury and weather conditions.

**The following Personal Protective Equipment (PPE) is to be used in Nevel sites:**

- Work jacket and trousers (fireproof and visible clothing)
- Safety shoes
- Hearing protection (use of hearing protection shall be shown by risk assessments from the signs on the site)
- Eye protection
- Safety helmet, with chinstrap always in use
- Respirators (chosen according to the safety data sheet and risk assessment)
- Protective gloves
- As well as other protective equipment required for the job (e.g. fall protection).

## 5 ALCOHOL AND DRUGS

Using recreational drugs can cause various kinds of harm at work. Working intoxicated can seriously endanger occupational safety, work quality and company image. Nevel aims to provide a drug-free and safe work environment to all its own and Partners' employees. In practice this means that it is forbidden to work intoxicated. Furthermore, it is forbidden to consume or possess intoxicants while working for Nevel. Nevel has the right to inflate a partner's employee if drug abuse is suspected.

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The intoxicated person is immediately removed from Nevel's work. Nevel always reports intoxicated persons to a partner company.

## **6 SMOKING**

All Nevel locations are smoke-free, and smoking is only allowed outdoors at designated smoking areas. Smoking is forbidden in near vicinity of the main entrance of each Nevel location and in Nevel vehicles. The purpose of these instructions is to ensure safety, protect non-smoking employees from passive smoking and to conform to legal requirements.

## **7 VISITS**

External visitors must always be approved by Nevel's contact person. External visitors must always be represented by a partner or Nevel and at production sites must have personal protective equipment (see section 4.1.1). The host is responsible for the visitor throughout the visit.

## **8 TIDINESS AND ORDER**

Tidiness and order are part of Nevel's safety work, and every own and Partner's employee must, for her/his own part, maintain tidiness and order at workplace.

Goods may only be stored in designated areas, and escape routes must never be blocked.

## **9 PERFORMING WORK SAFELY**

Occupational safety and health legislation states that within a workplace there may not be any unidentified risks or such disadvantageous or dangerous aspects that are forbidden by law. Identified disadvantageous or dangerous aspects must be remedied or decreased to the lowest level possible. Nevel makes sure that dangerous aspects are identified and remedied with its risk management policies.

### **9.1 Risks**

Risk management constitutes an essential part of Nevel operations, and every Partner's employee is responsible for reporting any occupational safety risk she/he has noticed and stopping work immediately after noticing such a risk. Risks are assessed in accordance to Nevel's risk management process and risks are assessed specifically for each site. Familiarise with your site's risk assessments and act accordingly.

If an aspect is not assessed or if a risk assessment seems to not be correct, the Nevel "think before you act" assessment tool in Gurufield system is used to identify risk and perform work safely.

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## 10 OTHER ORIENTATION

Every Nevel location has its own induction plan. The Partner is responsible for ensuring that all of its employees or subcontractors working on the Nevel site are instructed by Nevel or a person authorized by Nevel. The orientation covers more important site and safety issues. This instruction is not a substitute for on-site orientation.

## 11 OPERATING VEHICLES SAFELY

Nevel utilises vehicles for various purposes (such as cars, mobile machinery, trucks, tractors and trailers.) The use of vehicles operated by Nevel requires the written permission of Nevel or a person authorized by Nevel.

## 12 INFORMATION SECURITY

Information systems are important tools for Nevel, and the company protects its information systems against security threats. All the information technology devices owned by Nevel (such as laptops and mobile phones) are tools that must be used accordingly. Each member of the partner's staff is responsible for complying with Nevel's information security. The partner or employee of the partner must not share any information about Nevel with an outsider.

## 13 PERSONAL SAFETY

Nevel aims to provide a safe workplace to all its employees. If you notice an unknown person who acts in an abnormal manner within Nevel premises, call the police (112.) If the situation is threatening, go away, if possible. Take pictures of the situation, if that is possible, but remember first and foremost the safety of yourself and your coworkers. Inform your supervisor and Nevel's contact person of the incident.

### 13.1 Access IDs

Everyone at Nevel premises has to wear a visible access identification (ID) with a photo. The passcode and / or keys are acknowledged in person and the partner's employee undertakes to take care of it responsibly. At the end of the contract or during long vacations, the keys must be handed over to Nevel.

The lost key must be reported immediately to Nevel's contact person. If the Partner's personnel lose or misuse the keys / access codes they have received, the Partner is obliged to renew the lock / serialize the lock at its own expense.

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## 14 ENVIRONMENTAL SAFETY WORK AT NEVEL

Nevel's environmental safety aims to reduce emissions and other adverse environmental impacts. Every Nevel Partner's employee plays a role in environmental work to reach our targets. An employee must inform supervisor and site's staff and act immediately after noticing an issue or risk concerning environmental safety.

### 14.1 *Chemical safety*

Chemicals must be used and stored in a way that prevents danger to people or environment. The safety data sheets of chemicals are on display at the site for all to see. It is mandatory to use Personal Protective Equipment when working with chemicals. The equipment is chosen in accordance with Nevel policies and instructions.