

Site Safety Guidelines

Stora Enso Anjalankoski Mill



storaenso



INFO Stora Enso Anjalankoski Mill

- Established in 1872
- Approximately 500 employees
 - o Anjala Paper Mill 300
 - o Ingerois Board Mill 200
- Main products:
 - o Anjala Paper Mill:
 - Book paper
 - Improved newsprint grades
 - Magazine papers
 - o Ingerois Board Mill:
 - Coated folding boxboard
- Capacity:
 - o Anjala Paper Mill 435 000 t/a
 - o Ingerois Board Mill 280 000 t/a

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INTRODUCTION

These site safety guidelines include rules and regulations which one must obey while working at Stora Enso's Anjalankoski Mills. Each person working in the area shall comply with these rules and regulations regardless of their employer.

The contractor shall ensure that their management and the personnel under their supervision are familiar with and comply with the contents of these site safety guidelines. In addition, each contractor shall appoint in advance at least one person responsible for serving as their employer representative to ensure cooperation and communication with the customer and other companies or service providers working in the same location (Section 13 of the Act on the Supervision of Industrial Safety 44/2006).

These guidelines came into effect as of 1 June 1994.

Revised edition 15.01.2020.

SAFETY PRINCIPLES

Each person working at Stora Enso's Anjalankoski Mills is first and foremost responsible for their own occupational safety, and each person is obligated to comply with these site safety guidelines as well as other related instructions. The contractor's employer or the service provider themselves is responsible for operating according to Anjalankoski Mill's occupational safety principles and ensuring that each of its employees has received sufficient orientation and guidance regarding safety matters.

The general principles of occupational safety include:

- full compliance with these site safety guidelines, other instructions and directions provided by work supervisors
- performance of hazard identification and risk assessment of the job and the task itself in conjunction with the work supervisor before beginning any work
- risk assessment based specification of protection requirements for the persons performing jobs and those in surrounding areas
- determination of safe routes to the jobsite
- location of and familiarization with operation of firefighting equipment at the jobsite as well as determination of emergency exit routes from the jobsite
- agreement with the supervisor regarding commencement of the work and communication with customer representatives
- Stora Enso provides work permit for general purpose as well as special permit for hazardous circumstances before the work is started
- prevention of accidental equipment activation through the use of safety locks if necessary
- assurance of safe job completion through the use of valve isolation for jobs with risks related to the transfer of energy or movement of substances
- immediate reporting to superiors and supervisors in case of malfunctions, discrepancies and dangerous situations as well as accidents

- reporting of defective or insufficient equipment to the work supervisor if it is related to customer operations or equipment
- immediate reporting upon completion of work to the work supervisor or the appointed person

Stora Enso's Anjalankoski Mill's experts of safety organization are always available to give advice regarding safety-related issues. Occupational safety experts will also perform job site inspections if needed.

Anjalankoski Mill's occupational safety motto is: "Our choice – no accidents."

8 LIFE SAVING RULES

- 1. Always wear a seat belt in a vehicle**
- 2. Never exceed the speed limit or use a mobile phone without hands-free when driving**
- 3. Never drive or work under the influence of drugs or alcohol**
- 4. Always work under a valid work permit when required**
- 5. Always use safety gear when working at heights**
- 6. Always verify the isolation of energy sources before starting to work**
- 7. Never bypass or break safety critical equipment**
- 8. Never walk or stand close to working moving machinery**

SAFETY GUIDELINES FOR CONTRACTORS

All personnel working at Anjalankoski Mill must have:

- a valid Finnish Occupational Safety card or valid Swedish SSG Entre Access card
- an ID card with a photo, tax number, company name and business ID
- completed general Stora Enso Safety induction (Valid for 2 years) and local Anjalankoski Mill Safety induction (valid for 1 year)
- a hot work permit when performing hot work
- other required competences according to the performed work

Contractors:

- comply with all legal health and safety instructions
- have made instructions, rules and operating models to guide their occupational health and safety operations
- educate their employees in occupational health and safety and invest time to develop safety culture at their own organization
- measure, follow and report events concerning occupational health and safety

Contractors shall ensure that:

- their workers are familiar with the site conditions and possible risk factors and that sufficiently trained and qualified workers are used for each job
- the worksite DEPARTMENT'S CONTROL ROOM is aware of THE PRESENCE OF THE CONTRACTOR'S EMPLOYEES upon their arrival and that the production process situation is safe enough to complete the job. Permission to begin the job must always be obtained from the customer
- their workers write down their contact information to a department's enrolment board while arriving and remove the information when they leave
- the tools provided to employees are suitable for the intended job, in good condition, used correctly and sufficiently maintained
- work to be performed at the same time by personnel from different contractors is compatible with one another in regards to safety
- protective equipment suitable for the working conditions and demands of the work is provided to all employees and that maintenance of it is arranged for and usage of it is monitored
- employees work carefully and avoid taking unnecessary risks

The use of subcontractors by outside service providers must be agreed upon with the customer and the practical issues regarding their use with the work supervisor. The work agreement contractor is responsible for ensuring that the subcontractor observes Stora Enso's Anjalankoski Mill's occupational safety principles, safety guidelines and other instructions from the mill. The contractor must also ensure that the guidelines and regulations are comprehensible and that the subcontractor's employees have been sufficiently familiarized with and instructed regarding the work to be completed.

JOINT INDUSTRIAL SAFETY ACTIONS

The customer shall be responsible for the initiation of cooperation in the case of work which, due to the duration of the job or number of employees involved, requires joint industrial safety action. If necessary, an inspection group or groups may be established to report safety deficiencies discovered to those in charge of their rectification.

At sites requiring joint industrial safety actions, the contractor shall name a qualified superior to serve as liaison between the parties involved. The liaison's contact information shall be provided to Anjalankoski Mill's OHS manager before the commencement of work. In case of any dangerous situation or accident, the work supervisor appointed by the customer must be informed immediately.

SAFETY OBSERVATIONS, IDEAS AND NEAR-MISSES

All safety observations are documented to TURVA -system Anjalankoski. Making observations is an efficient way to prevent accidents beforehand.

1. Employee must remove, if possible, obvious flaws and deficiencies that may cause danger
2. Employee must report immediately to employer and occupational safety officer about obvious flaws and deficiencies concerning health and safety
3. Employer must announce what actions will be taken to address the situation

Safety idea

- Safety idea is a proactive idea to improve health and safety of a worksite

Safety observation

- Safety observation is an observation about circumstances which could cause safety risk or safety deficiency in future
- Safety observation can also be a positive observation

Near-miss

- Near-miss is an unplanned event which does not cause injury, illness or other harm but it could have caused results mentioned above, or it causes injury which does not need treatment from professional healthcare

Reporting accidents and severe near-misses are done during stoppage as follows:

- Superior has to inform customers representative or OHS manager immediately about accidents and severe near-misses in his/hers area
- All accidents and severe near-misses are investigated and reported to Stora Enso
- Customers representative documents the event to TURVA immediately and takes needed actions concerning the event

PERSONAL SAFETY EQUIPMENT

All Stora Enso personnel as well as all service providers and visitors must use intact, CE certified personal safety equipment as prescribed by the safety regulations in designated areas. Suitable safety equipment for the working conditions should be determined during hazard identification before starting work.

All superiors shall ensure that their subordinates have safety equipment as prescribed by the safety regulations and suitable for the working conditions and that the workers are able to use the equipment properly, to maintain it when necessary and to enforce its usage. It is each worker's obligation to intervene if they become aware of incorrect usage of or failure to use safety equipment.

Outdoors must be worn high visible work clothing in accordance with standard EN ISO 20471:2013 (replacing EN 471).

Guests

The host shall be responsible for the safety of their guests for the duration of their visit and shall provide guests with necessary personal safety equipment. The following personal safety equipment is obligatory for each guest visiting production areas:

- safety vests marked "Visitor" or similar high visibility clothing
- eye protectors
- hearing protectors
- safety helmet

Production area work

The following personal safety equipment must be used in production areas, storage areas, vehicles and external production areas (excluding control rooms and offices) during periods of normal operation and process malfunction:

- identifying protective clothing
- protective footwear
- safety cap
- eye protectors
- hearing protectors in designated areas
- visors (when handling chemicals and dosage equipment)
- respiration protectors, protective gloves or cut-resistant gloves when required for tasks requiring as defined by the employer or management
- high visibility clothing or safety vests when working outdoors in traffic areas, in storage areas or at loading stations
- personal fall prevention equipment for work involving the risk of falling
- properly secured safety harnesses when using a manual personal lift.

Shutdown period work

The same personal safety equipment required in production areas must be used during shutdown periods. However, safety helmet must be used instead of safety caps when the pulp pump is stopped.

The illuminated indicator boards located in the machine halls indicate when the usage of safety helmets is required during shutdown periods.

Welding

Welding masks or combined masks/safety hats must be used in all places and situations in which the use of safety helmet is required for production or maintenance operations.

Work in terminal area

Terminal area should have the following protective equipment:

- safety helmet
- CE-visible safety clothing or safety vest
- eye protectors
- safety gloves
- protective footwear

Work areas are very slippery during winter. Make sure you use protective footwear with studs or anti-skids to prevent slipping.

Using stairways

Hold on to handrail when using stairways.

Personal safety equipment usage in production areas



The following equipment must be used by guests visiting production areas:

- eye protection
- hearing protection
- safety vests
- safety helmets



The following equipment must always be used when working in production areas:

- eye protection
- hearing protection
- safety clothing or work uniforms
- safety footwear
- safety caps



The following equipment must always be used when working during shutdown periods:

- eye protection
- hearing protection
- safety clothing or work uniforms
- safety footwear
- safety helmets

ACCESS CONTROL AND LOCAL TRAFFIC

Entry to the mill area

The mill area may be entered only via the following official entry routes. Main entrances for mill areas are Anjala Paper Mill main gate (Ensontie 1) and Ingerois Board Mill Etelätie gate (Etelätie 3). Only persons possessing a valid entry permit will be allowed into the mill area.

Entry permits for work force are applied from Site Manager. If you do not have user access for the system, please contact your contact person or purchasing department of Anjalankoski Mills. Entry permits should be requested well in advance of arrival to the mill. Stora Enso Anjalankoski info, located at Pasilantie 6B 46900 Inkeroinen, will assist with entry permit issues if necessary. A person entering the mill area for the first time should be prepared to show their ID with a picture when retrieving their access permit from info. (e.g. passport).

According to occupational safety laws and the Stora Enso safety guidelines, all personnel and vehicles must be identifiable and their information recorded upon entering or exiting the mill area. The access control system cannot identify passengers inside vehicles so they are required to enter and exit the mill area via the personnel gate. Only driver is allowed to be inside vehicle when entering or exiting mill area.

Entry of vehicles to the mill area is only permitted when required by the nature of the work. Vehicle entry permits are granted mainly for entry via the Anjala Paper Mill or Ingerois Board Mill gates where vehicles and drivers are identified based on vehicle registration numbers.

At personnel gates personnel are identified through personal PIN-codes, RFID-stickers or identification cards. Only one (1) person at a time is allowed to go through personnel gate. Entry permit is personal. You are not allowed to give your PIN-code, RFID-sticker or identification card to someone else under any circumstance.

A camera monitoring system with recording capability is in use in the mill area and at the entry gates. The information about persons and vehicles arriving to the mill area is stored in the access control system for a fixed time period.

Companies granted long-term entry permits must ensure that the information provided in their permit applications is always up-to-date. Anjalankoski Mill's safety department must be informed of any changes regarding permits, such as changes related to personnel or vehicles, contact information or entry permit needs.

Vehicle entry permits are not granted for mopeds, motorcycles or quads.

In case of a problem at a gate contact Pasilantie info (via gate phone / phone 02046 26502) or customer.

If your identification card or RFID-sticker is lost or your PIN-code ends up in wrong hands, report immediately to Pasilantie info, customer or during office work hours to Jussi Vehmas (0400 958 946).

Entry permits for personnel and vehicles has to be returned immediately after permit is no longer needed.

Local traffic

General traffic regulations and designated speed limits must be obeyed in the mill area. The general speed limit for the entire area is 30 km/hour except for areas where a lower speed limit is indicated. The traffic signal lights at the gates must be obeyed at all times.

Vehicle parking is permitted only in designated parking areas. Repeated parking offenses will result in revocation of the entry permit. Stora Enso is not responsible for damages to vehicles and parking takes place always at one's own risk.

Extreme caution should be observed when moving about the mill area, especially in regards to vehicle, trucks and train traffic. Use of personal vehicles in the mill area is always at one's own risk.

Seatbelt must be used in moving vehicles at all times. Using phone while driving a moving vehicle is strictly forbidden without a hands-free device. Unnecessary idling of all vehicles is forbidden.

The use of roller blades, roller skis or personal kick bikes in the mill area is forbidden.

Bicycle storage in the mill area is permitted only at designated bicycle stands. Helmets must be used when riding a bicycle in the mill area and bicycle light must be used when dark. Bicycle tires must have studs during winter.

Marked walking/cycling paths and crosswalks must be used when inside the mill area. High visibility clothing must be used when walking or cycling outside marked paths.

Be aware of joggers and general traffic in the middle area of the mills.

General guidelines

- Removal of tools or supplies from the mill area without proper permission is prohibited. If necessary, security personnel may perform an inspection of the equipment or vehicle in an individual's possession
- Photography without proper permission is prohibited. This prohibition also applies to taking photos with a mobile phone
- Tools should be stored in designated, secured storage area
- All instructions and regulations given by safety department and security personnel must be followed at all times
- If you notice unauthorized movement inside the mill area report it immediately to a Stora Enso representative or the mill security patrol (phone 0400 359 093)
- Persons under the influence of drugs or alcohol are forbidden to enter or remain in the mill area. The possession of alcohol or other intoxicants in the mill area is absolutely forbidden. Persons committing alcohol-related offenses will be removed from the mill area and the incident reported to their employer, who is then obligated to provide the work supervisor with an explanation of further actions to be taken. All offenses involving narcotics will be reported to law enforcement authorities for further investigation

- A breathalyzer test may be performed to determine intoxication levels
- Smoking is prohibited in the mill area. This prohibition also applies to electronic cigarettes
- Designated areas for caravans are provided outside the mill area. Lodging in the mill area is forbidden
- Parking spaces equipped with electrical outlets for car heaters are reserved mainly for use by company personnel
- Transporting heavy mobile cranes to the mill area without proper permits is forbidden. The use of such equipment must be agreed on a case-by-case basis with the work supervisor

Areas requiring special authorization

Anjalankoski mill has a number of departments which are not allowed to go without a special permit. Places are generally marked with signs which provide advice on the authorization of the request and in the area of PPE required. The required special permits include:

- Anjala Paper Mill and Ingerois Board Mill product warehouses and other forklift traffic areas
- chemical department areas including the sulphur dioxide discharging area
- the waste water treatment plant including Salonsaari
- the fresh water handling chlorination area
- power plant operating areas and the steam power combustible matter field
- the wood yard and chips field

Moving in the terminal area

Stora Enso's wood field, chips field, and power plant's fuel field are located in Anjala Paper Mill area. In these terminal regions all unauthorized external traffic is strictly prohibited.

All the service and maintenance work must be agreed in advance with the person in charge of the terminal. External maintenance and service vehicles access has to be stated separately when requesting permission. Moving maintenance vehicles inside the terminal area has to be equipped with worksite warning lights. Before entering the terminal areas make sure to contact with persons who operate in the field by vehicles.

Visitors

It is forbidden to bring visitors to the mill area without proper permission. All visitors must be accompanied by a host, who is responsible for the safety of the guests according to the Anjalankoski Mill visitor guidelines and who will ensure that the guests are aware of safety regulations.

In production areas, visitors should be instructed to use safe routes intended for visitors, and a sufficient number of guides should be provided given the size of the visitor group. The host should ensure that visitors do not walk along machine maintenance bridges or enter conveyor system operating areas.

GENERAL ORDERLINESS AND CLEANLINESS

Disturbances

Contractors are responsible on behalf of their personnel and subcontractors for maintaining order in workplaces, work premises, storage areas, cafeterias and personnel facilities. Disturbances requiring action by authorities should be immediately reported to the mill security patrol (telephone 0400 359 093) or the Anjalankoski Mill info (telephone 02046 26502).

The customer reserves the right to refuse entry to persons who have acted dishonestly, behaved inappropriately or committed a serious breach of worksite or safety guidelines.

Cleanliness and maintaining order

All contractors are responsible for ensuring the cleanliness and orderliness of their job areas, work premises and storage areas.

Upon completion of work, the contractor shall immediately remove all of the following from the job site:

- tools and equipment
- extra supplies
- installation waste
- temporary structures and scaffolding

The work supervisor should be contacted regarding any questions concerning these guidelines.

At job sites where several contractors are working, the contractors are jointly responsible for the cleanliness of the area.

Traffic routes and exits and first aid supply cabinets, electricity distribution boards, switch boxes and fire extinguishing equipment should be accessible at all times.

PRODUCT SAFETY

Ingerois Board Mill ensures its products' suitability for foodstuffs, purity and hygiene by following standardized GMP (GMP = Good Manufacturing Practices), the purpose of which is to prevent impurities from coming into contact with the board, customers rolls or sheet pallets. We require that also our contractors will follow the product safety requirements and principles of Stora Enso.

To guarantee product safety workers at Ingerois Board Mill must comply with general product safety instructions such as:

- all production lines are kept clean
 - for example debris is sorted according to instructions
- all doors and windows are kept closed so insects, birds or small animals are prevented from entering the production areas
- consumption of food is permitted only in designated areas and eating inside production areas is strictly forbidden
- all breakable objects (for example, light fixtures) are treated with special care to ensure that no foreign objects come into contact with the board
 - taking glass objects to production areas is strictly forbidden
- smoking is prohibited inside the mill area
- suitable work clothing without open pockets is required

Hygiene areas

Winder, sheet cutters, Polar cutter and packaging lines are critical hygiene areas for product safety. These areas are marked with orange line.

Take care of product safety at hygiene areas during production:

- Avoid touching the product with hands
- Take care of cleanliness of hands
- Use of wrist watches, visible jewelry and piercings is forbidden
- Use of false lashes is forbidden
- Use of fake nails or nail polish is forbidden (alternatively use gloves)
- Take care of cleanliness of gloves and change gloves frequently
- Eating, drinking and use of bubblegum, snus and chewing tobacco is strictly forbidden
- Storing of medicines is strictly forbidden

Securing product safety during maintenance work:

- Chemical sprays used during production or near end product during shutdown must be approved to be used with foodstuffs
- Spray can must have FOOD PROCESSING SAFE –marking on it
- Before starting maintenance work, product safety risks caused by work tasks must be evaluated:
 - Can work cause potential hazard for the product (splashes, dust, smell etc.)
 - Is isolation needed for the work to be completed
- Cleaning after maintenance work
 - Marks of maintenance work must be cleaned before signing the task completed



ELECTRICAL SAFETY AND WORK IN ELECTRICALLY CLASSIFIED AREAS

All work done in electrically classified areas must be done according to electrical safety regulations. Work done in electrically classified or automation areas always require permission given by electrical work supervisor. Doors leading to these areas must always be locked when there is no work done in the area. Electrical work supervisor arranges key to the area for the workers and the key must be returned at the latest when the work is completed or according to contract.

All tools and equipment used on the job must comply with electrical safety regulations. A visual inspection and an operational test should be performed for all tools and equipment before beginning work. Work should not be started with tools or equipment which are worn or even partially broken. Instead, a defect report should be made, and the tools or equipment should be removed from the site. Only service or site electricity distribution boards should be used for tools and equipment.

Fault current protection

Stora Enso's Anjalankoski Mill requires the use of fault current protection in all maintenance, repair, rebuilding, project or similar work when using electricity from single- or three-phase outlets under 32 A. Not all service electricity distribution boards in the mills and mill area are equipped with fault current protection. In these cases, the following sign will be posted on the electricity distribution board: **"Huoltosähkökeskuksessa ei ole vikavirtasuojausta. Käsityökalujen käyttö edellyttää vikavirtasuojauksen käyttöä". (Service electricity distribution board is not equipped with fault current protection which is required for the use of hand tools.)** In this case, separate fault current protection must be used.

Safety switches

Virtually all electric motors and dangerous equipment are equipped with safety switches. Before beginning work, it should be double-checked that production process personnel has put the equipment in the safe mode and secured it using the safety switch according to the instructions. To ensure the safety of each worker throughout the duration of the job, a safety lock with the

worker's contact information should also be used. If a piece of equipment is not equipped with a safety switch, the work supervisor should be contacted.

Working in confined spaces

When working in tanks, shafts or similar spaces or in confined spaces where electricity can be conducted, the working guidelines for tanks should be followed.

SAFETY LOCKS

Proper use of safety locks should always be ensured before beginning such work in which accidental or unintentional starting, the production process, equipment or the energy state of the system (electricity, hydraulics, pressurized air, heat, steam, pressurized water, etc.) may jeopardize the safe performance of work. Dangerous machinery or equipment should be locked using a safety padlock with contact information.

Job commencement procedures

- Before any job commences, permission to start the work should be obtained from the work supervisor
- After this, the responsible operating personnel should secure the machinery or equipment, production process or energy supply by using safety switches and safety locks with their contact information
- The responsible operating personnel should place a sign reading "Käyttö kielletty – kunnossapitotyö käynnissä" ("Use prohibited – Undergoing maintenance") at the equipment's or machine's local control location
- The responsible operating personnel should enter the information about the job commencement in the control room logbook or in a similar record and confirm the information by recording the date and time the work was started as well as signing the entry.

Safety verification procedures

- The responsible operating personnel should verify that the procedures were performed on the correct equipment by performing a test start
- After the test start, the work supervisor may assign the job to the worker or work group responsible for performing the job
- The person responsible for the job should, on behalf of the work group, install a safety lock with their contact information (name, company, telephone number) on the locking device or box. Person can in addition install own safety locks to switches on the field
- If different groups (mechanical maintenance, automation, construction repairs, etc.) are working at the same site, the person responsible for the work group should put their safety lock on the locking device or box.

Job completion procedures

- Upon completion of the job, the person responsible for the work group should remove their safety lock and inform the person responsible for the job site that this has been done.

The responsible operating personnel should enter this information in the logbook or equivalent record

- The work supervisor should check the site and return the responsibility for it back to the organization of the operator when all work has been completed. The organization of the operator shall resume responsibility for the site and inspect the location and also remove their safety locks and locking devices
- The operating personnel responsible for operations should record the completion of the work in the control room logbook or an equivalent record by indicating the date and time the work was completed as well as signing the entry.

Machines and equipment without safety switch and safety lock procedures at electrically classified areas

- For safety lock procedures and electrical separation for machines and equipment, contact operating personnel responsible for the area or automation maintenance representative when devices and equipment in need of safety locks are located in electrically classified area
- Safety lock procedures in electrically classified area will be made by personnel from automation maintenance or operating personnel responsible for running automation according to safety lock instructions made for electrically classified areas
- After the work is completed the safety locks will be taken down in reverse order

The work supervisor should ensure that external workers are aware of these procedures and that they are followed in all cases.

Everyone is responsible for monitoring the use of safety locks at Stora Enso's Anjalankoski Mill. If safety locks are determined to be insufficient, the situation should be immediately reported to those working at the site, who must immediately rectify the situation. Any deficiencies observed should always be reported to the superior of the site personnel or the responsible supervisor.

SPECIAL WORK PERMITS

For work which carries the risk of accidents, sicknesses, fire or explosion, a special permit from the customer is needed before the work can commence. This type of permit can be provided by the work supervisor. Upon agreeing about the work to be performed, it is necessary to clarify who will provide the permit.

Work that requires special work permits includes, among others:

- hot work
- tank work
- electrical work
- asbestos work
- pressurized vessel repair
- scaffolding work
- lifting work
- work which includes the possibility of unintentional starting of equipment or machines
- work in areas with particular hazards such as
 - electrically classified areas

- hazardous chemical areas
- areas subject to special hazardous gas risks
- radiation hazard areas
- areas with risk of explosion (EX areas)

SCAFFOLDING AND LADDERS

At Stora Enso's Anjalankoski Mill, the current Council of State regulations (12.6.2008/403) regarding the safe use of and inspection of work equipment are followed in the construction and use of all scaffolding and protective structures for falling risk prevention.

At Stora Enso's Anjalankoski Mill, tools and equipment used (scaffolding, ladders, falling risk prevention equipment, lifting devices, slings, etc.) must be inspected before use in accordance with ordinance 403/2008.

The customer's work platforms, hydraulic work platforms, mobile boom lifts and similar equipment may not be used without the permission of the owner of the equipment (use of forklifts, maneuvering basket cranes and using bridge cranes require a written permit).

All scaffolding must be equipped with a scaffolding card and special instructions if necessary. A scaffolding card forbidding usage must be in place during erection and dismantling.

The service provider or worker themselves must ensure that the above instructions are followed for all work.

Scaffolding

The service provider should ensure the erection of scaffolding in accordance with ordinance 403/2008 unless it is agreed in the delivery contract that the customer will erect the scaffolding.

Special scaffolding and work surfaces

In the case that proper scaffolding, moveable scaffolding or work platforms cannot be erected, how working safety will be ensured must always be agreed with the work supervisor before the commencement of work.

Working with extension ladders

Extension ladders may not be used as a platform for working.

Extension ladders may only be used as a temporary walkway, for the securing or removal of lifting devices, for measurement and inspection tasks or similar short-term and one-off jobs. The worker performing the task may not reach over the sides of the ladder or in the opposite direction from the ladder.

Erection and removal of extension ladders

Ladders may only be used by workers who have received the appropriate instruction and training regarding their use.

Extension ladders should be positioned on a supportive base and placed according to the instruction manual at the correct angle to prevent slipping. A second person may assist in the erection of ladders if necessary. Extension ladders may not be erected at heights over six (6)

meters. Ladders must be erected so that they project sufficiently beyond the working level if a firm securing cannot be achieved otherwise.

The upright position of the ladder should be ensured through the use of safety catches. A second person should ensure that the ladder stays upright until the other person can install the safety catches which should firmly secure the ladder to the structure at the top of the ladder.

A multi-part ladder should be constructed from the bottom up ensuring that the joints are firmly secured together.

The ladder erection site must be separated from the surrounding area by rope or other barriers if there is a risk that the ladder can be struck by passing persons or objects.

Ladders should be dismantled in reverse order. While removing safety catches, a second person should ensure that the ladder stays erect and should then assist with the dismantling.

Ascending and descending ladders

When ascending or descending ladders, hands and feet should remain on the ladder at all times. It is forbidden to carry any tools or equipment when ascending or descending a ladder.

Working on A-frame ladders

A-frame ladders may be used for work up to the maximum height of 3.6 meters. A-frame ladders may be used as a work platform. Before ascending a ladder, it should be secured by locking its wheels and joints as well as by checking other factors affecting safe use of the ladder.

Marking of areas where ladders are in use

The ladder erection site must be separated from the surrounding area with rope or other barriers if there is a risk that the ladder can be struck by passing persons or objects.

HAZARDOUS CHEMICALS

Working with hazardous chemicals in indoor spaces or at various points in the process always requires a work permit from the chemicals supervisor of the site and a separate ATEX work permit for working in chemical handling areas at EX sites. The work supervisor is required to ensure that all necessary permits are obtained.

Several hazardous chemicals are used and manufactured in the mill area. The most important of these are (usage site is shown in parentheses; AP=Anjala Paper Mill, IK = Ingerois Board Mill):

- sulphur dioxide (AP chemical department)
- chlorine (AP water station)
- liquid oxygen (AP waste water treatment)
- caustic soda (all production departments)
- sulphuric acid (AP waste water plant and steam power plant)
- hydrogen peroxide (AP ground wood mill)
- boric anhydride (AP chemical department)
- carbon dioxide (AP chemical department and IK production)

- performic acid (IK production)
- ammonia (IK chemical department)
- powder silos / starch / dust explosion (EX sites) (IK chemical department and AP production)
- biocides (AP and IK production).

Before entering a job site and beginning work, always ensure that hazardous chemicals will not create dangerous working conditions.

Sulphur dioxide and chlorine gases have a pungent smell. They are poisonous when inhaled and may irritate the skin, eyes and mucous membranes.

IF UNCERTAIN ABOUT THE PROCESS, ASK ABOUT AND ENSURE THE SAFETY OF THE OPERATIONS WITH THE WORK SUPERVISOR.

More detailed information concerning chemicals possibly encountered at job sites is available from work supervisors.

Gas risks and hydrogen sulfide

In tunnels, cellars and waste water treatment areas oxygen depletion and toxic gases such as hydrogen sulfide may occur. Hydrogen sulfide originates at our mills as a result of decomposing, waste water neutralization and anaerobic activity. Hydrogen sulfide is heavier than air which makes the risk of hydrogen sulfide more likely in cellars, tunnels, tanks and waste water treatment areas (especially IK waste water treatment). Airflows can carry hydrogen sulfide to other areas of the mills as well.

Small levels of hydrogen sulfide smells like rotting eggs, but higher concentration will cause loss of the sense of smell very quickly. Risk of hydrogen sulfide is higher than normal during washing shutdowns and malfunctions of waste water treatment. Dangerous levels of hydrogen sulfide can be encountered both indoors and outdoors.

Passageways to gas hazardous areas are equipped with warning signs. While moving and working inside these areas, person or a team must have a gas meter and a lamp with them. Measurements should be started immediately when entering the hazardous areas. If gas meter sounds an alarm all work must be stopped immediately and others must be warned. After that head straight to outdoors. In addition, make sure to notify the supervisor and call the emergency center 112 in case of accidents.

Hydrogen sulfide concentration 10-20 ppm
1. Leave immediate vicinity - Move to upper floors when indoors and to crosswind when outdoors
2. Report to control room about elevated concentration
3. Shift supervisor initiate actions to: - Find out the source of hydrogen sulfide - Separate danger zone at least with ropes and signs - Remove the danger - Organize follow-up on conditions - Inform about danger and restricted movement in the area - Dismantle arrangements after danger has passed

Hydrogen sulfide concentration over 20 ppm

1. Alarm fire department (112) , which:

- Specifies danger zone by measuring
- Separates the area and prevents movement to dangerous zone (Concentration over 50 ppm)
- Evacuates danger zone and rescues injured people
- Locates the source of hydrogen sulfide and assists to eliminate the gas if needed
- Checks on the danger zone regularly by measuring the concentration

2. Report to alarm monitoring / info, phone 02046 26502

3. Report to AP waste water treatment if emissions come from waste water reservoirs

4. Report to shift supervisor, who:

- Initiates actions to inform about the danger and to prevent further consequences with operating personnel

5. Assist rescue personnel if needed

Hazardous gas incident

Gas alarms for incidents involving hazardous gases are sounded either in the departments themselves or in the entire mill area. Hazardous situations involving the entire mill area are signaled with the general danger warning which is a rising and falling tone (7 second intervals lasting a total of approximately 1 minute).

The all clear signal is a continuous tone (lasting approximately 1 minute).

Hazardous situations in a particular department are signaled by alarm devices and flashing red warning lights in the department itself, signal boards next to chemical department and info boards at gates if needed.

General danger warning

1. Take cover indoors
 - Turn off equipment you are using and leave them in safe mode
 - Move to indoors at once
2. After you get information about danger, inform your department and team about general danger in the mill area
3. Make sure everyone is informed
4. Close doors and windows after you
5. Shut down ventilation
6. Move to nearest **shelter**. Inform also others to proceed towards shelter.
 - Find out where is the nearest shelter to your work post beforehand

7. Report to your supervisor or customer
8. Make sure that everyone is present and avoid unnecessary use of phones
9. Stay at shelter until rescue personnel gives you permission to leave or follow the instructions given by rescue personnel

During hazardous gas incident leave the area towards crosswind. Wind direction can be seen from wind sock. People outdoors in the mill area has to assemble by upper gates of the mill if ordered separately.

End of general danger

End of general danger will be informed with all clear signal and internal announcement. The all clear signal is a continuous tone (lasting approximately 1 minute).

Alarm testing

Testing of electrical sirens is performed on the first working Monday of each month at 12:00 p.m.

LIST OF SHELTERS

Location of shelter:	Sheltering departments:
Debarking plant recreation room second floor	Debarking plant, wood department
In front of groundwood plant control room third floor	Groundwood plant
Chemical department control room	Chemical department
Combined cycle power plant, conference room first floor	Combined cycle power plant
In front of steam power plant control room third floor	Steam power plant
AP mill office recreation room	AP mill office
PM 2 wet end control room	PM 2, pulp and laboratory
PM 3 dry end control room	PM 3 and product warehouse AP
SST office lobby third floor	SST office + Empower maintenance
Thermomechanical pulp plant control room	Thermomechanical pulp plant
Supplies warehouse	Supplies warehouse
Internal transport recreation room	Internal transport + Kymen trukkipalvelu
Pasila cafeteria	Pasila
IK mill office huokausten silta	IK mill office, pulp and building departments
IK BM 4 in front of wet end control room	BM 4 wet end
IK BM 4 in front of dry end control room	BM 4 dry end, finishing, warehouse IK

TANK SAFETY

When working in tanks, shafts or similar spaces or in confined spaces where electricity can be conducted, the working guidelines for tanks should be followed. Before beginning the job, the personnel performing the work should ensure that the requirements of the tank work permit have been fulfilled and that, if the process involves dangerous equipment, accidental starting of all machines and equipment in the area has been prevented through the use of safety locks with responsible parties' contact information. In tank work in areas with risk of explosion, a separate work permit (ATEX work permit) is also needed.

LIFTING AND LIFT TRUCK SAFETY

At Stora Enso's Anjalankoski Mill, lifting work guidelines are followed when performing any lifting. A written lift plan should be made when lifting involves heavy or asymmetrical pieces, the crane operator cannot see the lifting area, the lift will be performed with two cranes or the lift will be performed near high voltage areas. The lift plan should be provided in advance to the OHS manager as well as the industrial safety officer.

Before commencement of the job, personnel using lift trucks and personal lifting equipment must be properly trained and in possession of a written operator's license granted by the employer and recorded in a registry maintained by the employer. The customer's work supervisor shall ensure that external service providers possess the necessary operator's license.

Mill equipment shall not be loaned to external contractors or provided without the necessary permit or relevant training. Permission to borrow equipment shall be provided by the employer's representative from the responsible department. The employer of the personnel using the equipment shall be responsible for operational permits and relevant training. It is also forbidden for Stora Enso's personnel to use external company's machinery or equipment without necessary permits or training.

Lifting of personnel may be performed only using equipment and devices intended for this purpose, and cranes and equipment must be approved for these purposes. Personal fall prevention equipment should be used by personnel when in personal lift equipment baskets.

ASBESTOS

An asbestos survey has been carried out at Stora Enso's Anjalankoski Mill. There is still asbestos in some old equipment and structures, but it is not the hazardous type. Before the commencement of work, the possibility of releasing asbestos into the air in the environment while working should be ascertained with the work supervisor. In all cases, asbestos shall be removed in accordance with the asbestos guidelines from job sites before commencement of the work itself. Asbestos demolition work is subject to a licence.

If sites possibly containing asbestos are discovered while work is being performed, the work must be stopped and the work supervisor, safety manager and industrial safety manager contacted immediately.

IN CASE OF AN EMERGENCY OR ACCIDENT

At Anjalankoski Mill, the fire department and ambulance service can be contacted by calling directly to the national Emergency Response Center (telephone 112). When reporting an emergency or accident, the location of the incident should be given (Anjala Paper Mill, Ensontie 1 or Ingerois Board Mill, Etelätie 3). Any calls to the Emergency Response Center should also be reported to the alarm monitoring / info, tel. 02046 26502, along with the location and nature of the assistance requested. Workers should be sure to always check the number of the door of the nearest exit before beginning work in order to assist safety supervisors in guiding rescue personnel to the correct location.



If a fire is detected, immediately warn those in the area and begin rescue and firefighting measures. Activate the fire alarm by pressing the fire alarm button and in addition call to Emergency Response Center (112) when you are safe.

After rescue and initial firefighting measures exit outside to a visible place and wait for instructions given by rescue personnel. Prepare to move to place of assembly near gate if needed.

- Choose another exit if there is smoke in the stairway. Do not expose to smoke
- Close doors behind you in order to prevent combustion gas from spreading
- Do not use the elevator
- All exits must be marked with signs
- Do not store anything even temporarily in front of exits. Exits must stay clear at all times.
- Find out beforehand where the nearest exits from your work post are located

When calling the Emergency Response Center:

- Report the location of fire: **Stora Enso Anjala Paper Mill, Ensontie 1** or **Stora Enso Ingerois Board Mill, Etelätie 3** and the department and building in which the fire has been detected
- describe briefly the events which have occurred
- inform if there are any persons in danger or any injuries
- request ambulances when necessary
- provide your name and your employer's company name
- do not end the call before given permission to do so

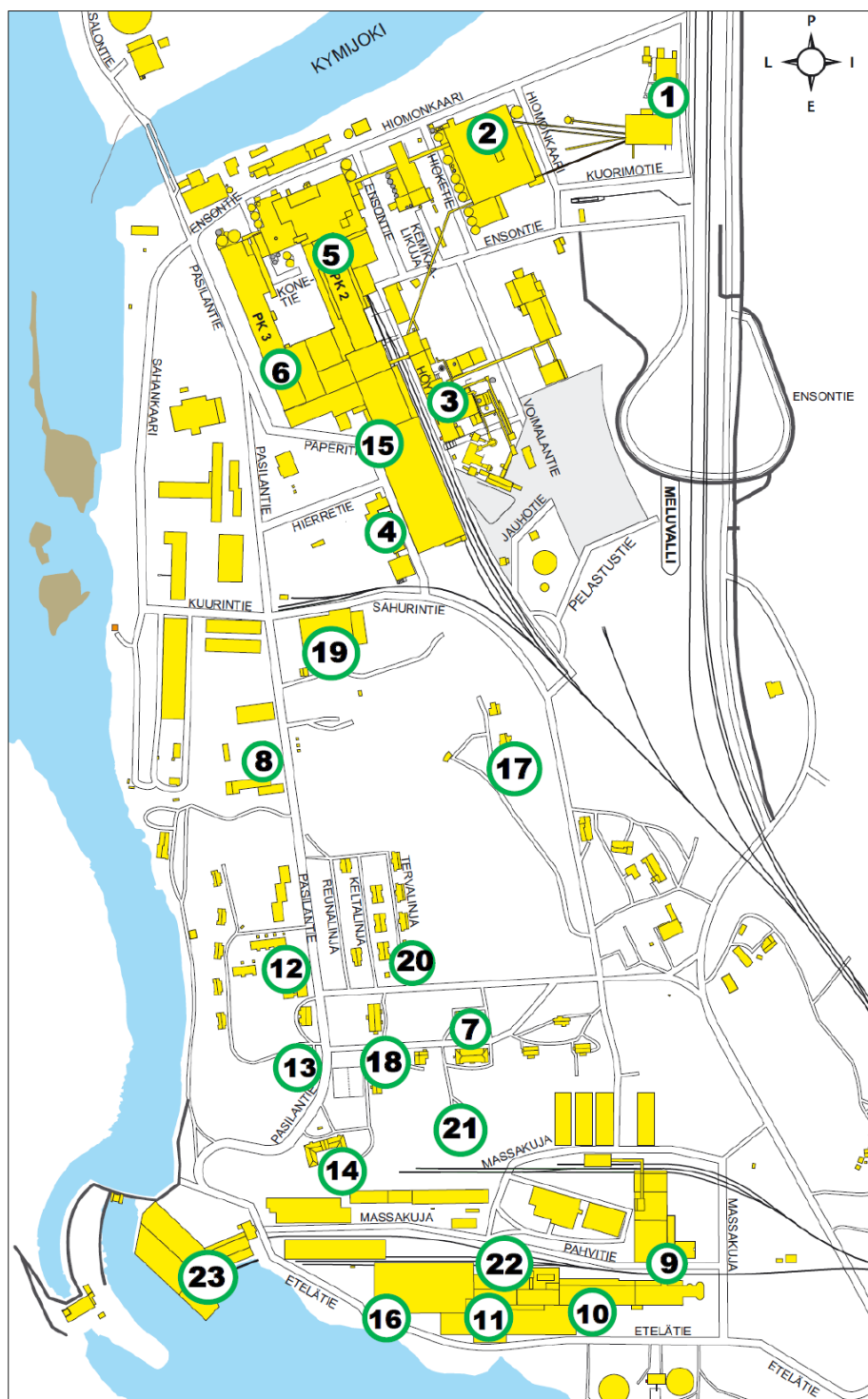
Actions in case of an emergency

- **RESCUE** those in danger, if you can do it without endangering yourself
- **EXTINGUISH** with initial firefighting equipment, if it is safe
- **ALERT** help by pressing fire alarm button and calling 112 when you are safe
- **WARN** others about danger in the area
- **LIMIT** fire by closing doors, windows and hatches, shut down ventilation
- **EXIT** to visible location outside. Wait for instructions from rescue personnel. Get ready to move to the nearest assembly point if needed.
- **INFORM** the alarm monitoring / info 02046 26502 that assistance has been requested
- **GUIDE** rescue personnel to the location of the fire, arrange a guide to the door

DEFIBRILLATORS AND THEIR LOCATIONS

Anjalankoski Mill areas have several defibrillators in order to be used as cardiopulmonary resuscitation by non-professional rescuers. In case of first aid if the patient doesn't wake up and breathe, immediately call emergency number 112. Start cardiopulmonary resuscitation immediately and ask others to fetch the defibrillator. Non-professional defibrillator advises the user with a detailed audio and text instructions in order to use it correctly. Defibrillator shock is only given if the patient needs it. Make sure you know where the nearest defibrillator is located.

Defibrillator locations at Anjalankoski Mill



- 1. Debarking plant**
Corridor near staff room
- 2. Groundwood plant**
Control room
- 3. Steam power plant**
Control room
- 4. Refiner groundwood plant**
Control room
- 5. Paper machine 2**
Wet end control room
- 6. Paper machine 3**
Dry end control room
- 7. Tehtaankerho, conference room**
Lobby
- 8. Fire station**
Fire truck RKY441
- 9. Ingerois mill office**
Bridge between the office building and board machine hall
- 10. Board machine 4**
Control room at the dry end
- 11. Ingerois Mill, Finishing**
Main control room
- 12. Varis -office**
1st floor lobby
- 13. Club house**
Lobby
- 14. Gym**
Lobby
- 15. Paper Mill product warehouse, control room**
- 16. Board Mill product warehouse, office**
- 17. Mäntyrinne 1**
Lobby
- 18. House of insurance fund**
Premises of first aid group
- 19. Material warehouse**
Coffee room
- 20. Occupational Health Care Office**
- 21. Majurinmäki**
Lobby
- 22. WCM Office**
- 23. Ankkapurha industry museum**

6.2.2018

FIRE PREVENTION

All contractors are responsible for working in their own area of responsibility in a manner that promotes fire prevention and corresponds with valid safety guidelines.

Supervision

The safety department personnel of Stora Enso's Anjalankoski Mill, such as the chief fire officer, fire department personnel and separately appointed fire surveillance personnel, perform fire safety surveillance and arrange fire safety training at the worksites. Their instructions should be followed at all times. In addition to the work of the personnel mentioned above, daily fire safety surveillance is carried out by security patrols, who also retain the right to check hot work permits, immediately stop work being performed and to order reassessment of work site safety.

Fire alarm

The contractor's management is responsible for informing their workers regarding the location of telephones and fire alarm buttons.

Entryways and exits

Doorways and routes indoors and outdoors must be maintained and accessible in order to facilitate firefighting and rescue operations as well as rescue of personnel. In addition, initial firefighting equipment must be accessible at all times.

Movable site buildings

Temporary and movable site and storage buildings should be located outdoors and in accordance with guidelines provided by the chief fire officer. Placement of such buildings indoors must be agreed on a case-by-case basis with the chief fire officer and fire department personnel. If necessary, the safety department will obtain approval for such placement from fire safety officials.

HOT WORK SAFETY

Hot work

At Stora Enso Anjalankoski mills a hot work permit is required for all hot work to be performed in temporary hot work areas. The personnel performing the work, the hot work supervisor and the granter of the hot work permit should all have a valid hot work card. Hot work permit has to be updated when circumstances of work change and it is valid for maximum of seven work days.

A separate ATEX work permit is necessary for hot work to be performed in areas with risk of explosion.

Special caution should be used in all work which involves handling fire. Detailed instructions for hot work are provided in the current hot work guidelines.

Hot work is defined as work in which sparks, flames or heat may be present. Such work includes, among others, welding, flame cutting, disc cutting, and metal grinding, as well as work in which gas burners and warm-air heaters are used. Also work involving diamond cutting and diamond drilling require a hot work permit.

Welding masks or combined masks/safety hats must be used in all places and situations in which the usage of safety helmets are required for production or maintenance operations.

Hot work should always be performed in permanent hot work areas when possible. If not possible, hot work may be performed in temporary hot work areas if safety procedures have been followed before commencement of the hot work.

All temporary hot work sites should be equipped with at two 43 A 183 B-C (ABIII-E) class extinguishers as well as the equipment required by the hot work permit.

Gas welding equipment must fulfil the requirements of insurance company's hot work safety guidelines regarding safety equipment. Gas welding equipment should be placed on a cart along with one 6 kg 27 A 144 B-C (ABIII-E) class powder extinguisher and safety gloves. In addition, the gas welding equipment must be equipped with a check valve and back fire arrestor, proper and intact hoses and pressure regulators.

Each contractor shall provide the necessary equipment for hot work. Fire hydrant hoses may not be used to speed up the process of ensuring that there is no longer any risk of fire igniting at hot work sites.

Fire-retardant fabric must be used in order to protect openings, cable racks and flammable material. Protective coverings are available from the mill supplies warehouse.

Hot work sites may be wetted down to prevent fires if allowed under the hot work permit conditions.

If the job site is equipped with smoke and heat detectors, the Pasilantie info or security patrol must always be contacted before the commencement of work so that the fire alarm system at the hot work location may be disengaged.

The contractor responsible will be invoiced for fire alarms caused by negligent actions.

Hot work on roofs

Hot work on roofs includes all roofing and waterproofing work which involves, among other things, the heating of bitumen and thermal fixing of roll felt roofing.

A written hot work permit must always be obtained for hot work on roofs. The operating guidelines for hot work and the C 7 safety guidelines of the If indemnity insurance company must be followed when performing hot work on roofs.

If hot work is to be performed on roofs in areas with risk of explosion or nearby such areas (for example, near natural gas pipeline exhaust pipes), a separate ATEX work permit is also needed.

Fire risk surveillance

Ensuring elimination of fire risks shall be performed by each contractor at their own work site. Sites should be kept under surveillance at least one hour after the completion of hot work, unless otherwise specified in the written hot work permit. Fire risk surveillance must also always be carried out during meal and coffee breaks. Security patrols will check hot work sites in the mill area, and their instructions and advice should be followed in all cases. After fire risk surveillance is completed, the site should be monitored at least for 3 hours. Monitoring can be done technically or by regular inspection rounds made by department personnel.

WORK IN AREAS AND SITES WITH RISK OF EXPLOSION (EX SITES)

A written work permit (ATEX work permit) is needed for work, except for that related to normal operations, in areas and sites with risk of explosion. Such work includes any activities which can cause the ignition of explosive substances in the air. Sources of ignition can be, for example, sparks created by mechanical or electrical tools, hot surfaces or static electricity

Before commencement of work in these areas, the personnel performing the work must ensure (by, for example, measuring concentration levels) that no hazardous explosive substances are present in the air at the site or in the surrounding area. If there is a risk of explosion, the devices and methods used must be chosen according to the conditions and site classification. Detailed guidelines regarding this are included in the work permit and site-specific guidelines.

Explosive substances may form from dust, combustible liquids and gases.

Areas with risk of explosion and safety principles concerning them are presented in the mill's "**Explosion Prevention**" booklet.

Areas and sites with risk of explosion are designated with EX signs.



HOT WORK

LOCATION	WORK PERMIT PROVIDER	SAFETY MEASURES	EQUIPMENT AND OTHER MEASURES	FIRE SURVEILLANCE HOT WORK SURVEILLANCE PERSONNEL		SUPERVISOR (Comments)
				DURING HOT WORK	AFTER HOT WORK	
PERMANENT HOT WORK SITES	No work permit or special prerequisites required	Inflammable structures or those with protective covering. Sparks can not travel outside work site. Non-combustible materials. Inflammable covers.	At least two 43 A 183 B-C class (AB-III-C) extinguishers and one additional handheld extinguisher in the immediate vicinity	No special measures	No special measures	Note: Hot work should always be performed, whenever possible, in permanent hot work areas
MECHANICAL MAINTENANCE WORK	WRITTEN PERMIT - foreman, work supervisor or nominated work group leader	Workplace cleaning, wetting, inflammable protective covers, sealing of openings, removal of flammable materials	Extinguishing equipment as required by hot work permit Fire alarm system disengagement if needed	Supervision as required by hot work permit	At least 1 hour of surveillance by hot work personnel	Granter of hot work permit
ELECTRICAL AND AUTOMATION SITES AND ELECTROTECHNICAL WORK	WRITTEN PERMIT - foreman or work supervisor - electrical work manager - chief fire officer	Workplace cleaning, wetting, inflammable protective covers, sealing of openings, removal of flammable materials, measures compatible with electrical safety regulations	Extinguishing equipment as required by hot work permit Fire alarm system disengagement if needed	Supervision as required by hot work permit	At least 1 hour of surveillance by hot work personnel	Granter of hot work permit
STRUCTURAL WORK	WRITTEN PERMIT - foreman - work supervisor - chief fire officer	Workplace cleaning, wetting, inflammable protective covers, sealing of openings, removal of flammable materials	Extinguishing equipment as required by hot work permit Fire alarm system disengagement if needed	Supervision as required by hot work permit	At least 1 hour of surveillance by hot work personnel	Granter of hot work permit
ROOFING AND WATERPROOFING	WRITTEN PERMIT - foreman - work supervisor - chief fire officer	Workplace cleaning, sealing of openings, removal of flammable materials	Extinguishing equipment as required by hot work permit and clearance equipment	Supervision as required by hot work permit	At least 2 hour of surveillance by hot work personnel	Granter of hot work permit
WORK IN AREAS WITH RISK OF EXPLOSION	HOT WORK and ATEX PERMITS - department ATEX - responsible person - chief fire officer	Workplace cleaning, wetting, inflammable protective covers, sealing of openings, removal of flammable materials. Elimination of risk of explosion. Tools and procedures in accordance with site classification	Extinguishing equipment as required by hot work permit and clearance equipment	Supervision as required by hot work and ATEX permits	At least 2 hour of surveillance by hot work personnel	Granter of work permit

ENVIRONMENTAL PROTECTION

The conditions of Anjalankoski Mill's environmental permit and its related emission limits and permit regulations apply to all persons working in the mill area. Permit regulations governing operations apply to emissions to water, air and ground as well as waste handling and noise and odor issues.

No substances may be released into the mill wastewater system, ground or air without a separate permit. Indiscriminate emissions into the wastewater system may, for example, destroy the operations of the entire biological waste water treatment plant.

Waste sorting

Each person working in the Anjalankoski Mill area is responsible for sorting waste at its point of creation, following waste sorting guidelines and ensuring the success of waste management in the mill. Customers using external workers are responsible for ensuring that the workers follow the guidelines provided.

Waste should be sorted into the allocated waste containers. Sorting instructions are posted on reject waste containers. Unmarked waste containers in offices are intended for combustible waste disposal.

The following color codes for waste sorting containers are used at Anjalankoski Mill:

- | | |
|------------------------------------------------|--------|
| • Combustible waste | Orange |
| • Residual waste | Gray |
| • Recyclable paper and board | Green |
| • Paper and data security sensitive waste | Violet |
| • Recyclable metals | Blue |
| • Biologic waste | Brown |
| • Hazardous waste (contents must be indicated) | Red |
| • Waste glass | White |

Unloading plans, including waste handling plans, should be made for unloading points. If waste results from operations and guidelines have not been established regarding its handling, the method for handling this waste should be determined in conjunction with the environmental manager. Procedures regarding all environmental matters should be clarified in advance by contacting the appropriate person:

Anjala Paper Mill	Heini Kukkonen	040 716 1563
Ingerois Board Mill	Matti Mäkelä	0400 495 075
Steam Power Plant	Antero Kokkonen	040 350 1616
Residential and administrative building areas	Raija Soimajärvi	040 847 0298
Hazardous waste	Jussi Vehmas	0400 958 946

SUPERVISION AND INSPECTION

In addition to contractors' own supervisors, the customer's own supervisors from various operational sectors must perform inspections of the worksites. Anjalankoski Mill's safety and occupational safety managers, chief fire officer, industrial safety officers and security patrol personnel may also perform inspections. In addition, separate worksite inspection groups will also often be appointed for larger work sites.

If one of the above mentioned persons suspends work due to potentially dangerous conditions, this may not be claimed as a reason for late completion of the contracted work. Suspended work may not be continued until the identified safety deficiencies are corrected. During inspections, special attention will be paid to construction and scaffolding, safety of openings and excavation areas, passage ways, hot work preparations, availability of fire extinguishing equipment as well as general orderliness and cleanliness.

Supervision and inspections performed by the customer do not release the contractor from their legal obligations regarding safety issues at worksites.

FIRST AID

The contractor must ensure that its personnel's first aid skills and equipment comply with section 46 of the Occupational Safety Act 738/2002. Unless otherwise agreed, each contractor must provide each work group with at least a SFS standard compliant 5737 first aid kit (for example a passenger vehicle first aid kit).

If an accident occurs, in separately agreed and non-urgent cases, the contractor may use the first aid services provided by Pihlajalinna at its Inkeroinen clinic. Appointments at the Pihlajalinna clinic should be made in advance by calling 010 312 011. In all urgent cases, ambulance service should be requested from the national Emergency Response Center by calling 112.

The contractor's insurance company will be invoiced for first aid services provided by Pihlajalinna for occupational accidents.

OCCUPATIONAL HEALTHCARE

Contractors must provide their employees with occupational health care in accordance with the Occupational Health Care Act 1383/01 as well as the Council of the State regulations 1484/01 and 1485/01.

TELEPHONE NUMBERS

National Emergency Rescue Center 112

- In case of fire or in need of an ambulance
- Inform the Anjalankoski mill central alarm monitoring as well **02046 26502**

Anjalankoski mill central alarm monitoring / Information service	02046 26502
Fire and safety manager	040 350 3698
Mill fire department	02046 26503
Pihlajalinna, health clinic	010 312 011
OHS manager	050 346 3199
Occupational safety officers	
- for blue collar employees	050 490 0894
- for white collar employees	040 652 8012 0400 804 710
Environmental manager	040 716 1563
Purchasing department	
- Purchaser	0400 346 891
- Purchasing manager	040 652 7969
Supplies warehouse, Empower Oy	
- Warehouse staff	0400 158 575
Local mill traffic	050 594 1436
Rail traffic	0400 958 946
Vehicle repair, Kymen Trukkipalvelu Oy	040 683 8090
Human resources	040 533 2575
Communications	040 716 6680
Wood terminal	040 352 8078

MAP



MAP Anjalankoski Mills

46900 Inkeroinen
puh. 02046 117

GATES OF THE PAPER MILL

1. Main Gate, Ensontie 1
2. Gate, Pasilantie

GATES OF THE BOARD MILL

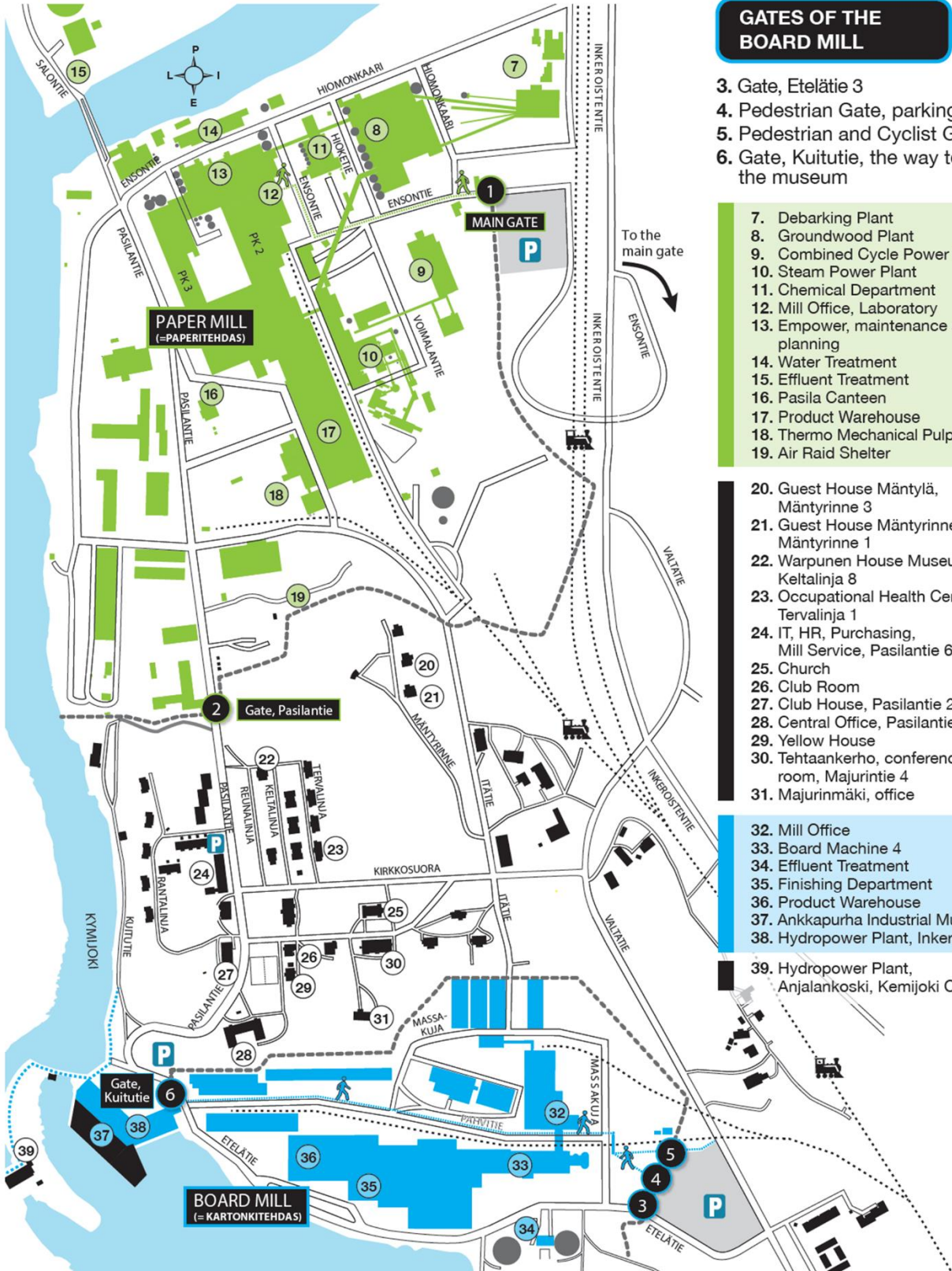
3. Gate, Etelätie 3
4. Pedestrian Gate, parking
5. Pedestrian and Cyclist Gate
6. Gate, Kuitutie, the way to the museum

7. Debarking Plant
8. Groundwood Plant
9. Combined Cycle Power Plant
10. Steam Power Plant
11. Chemical Department
12. Mill Office, Laboratory
13. Empower, maintenance and planning
14. Water Treatment
15. Effluent Treatment
16. Pasila Canteen
17. Product Warehouse
18. Thermo Mechanical Pulp Plant
19. Air Raid Shelter

20. Guest House Mäntylä, Mäntyrinne 3
21. Guest House Mäntyrinne, Mäntyrinne 1
22. Warpunen House Museum, Keltalinja 8
23. Occupational Health Center, Tervalinja 1
24. IT, HR, Purchasing, Mill Service, Pasilantie 6
25. Church
26. Club Room
27. Club House, Pasilantie 2
28. Central Office, Pasilantie 1
29. Yellow House
30. Tehtaankeho, conference room, Majurintie 4
31. Majurinmäki, office

32. Mill Office
33. Board Machine 4
34. Effluent Treatment
35. Finishing Department
36. Product Warehouse
37. Ankkapurha Industrial Museum
38. Hydropower Plant, Inkeroinen

39. Hydropower Plant, Anjalankoski, Kemijoki Oy



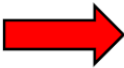







Stora Enso Anjalankoski Mills

Anjala Paper Mill
Ensontie 1
46900 INKEROINEN, Kouvola

Ingerois Board Mill
Etelätie 3
46900 INKEROINEN, Kouvola

INSTRUCTIONS FOR EMERGENCY SITUATION

IN CASE OF FIRE OR OTHER ACCIDENTS

- | | | |
|------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RESCUE |  | the ones in danger, if you can do it without endangering yourself |
| EXTINGUISH |  | with the initial extinguishing equipment if it is safe |
| ALERT |  | help by pressing fire alarm button and calling 112 when you are safe <ul style="list-style-type: none">- Tell your name- Tell what has happened- Tell what help is needed- Do not hang up until you have a permission to do so |
| WARN |  | others about danger in the area |
| LIMIT |  | fire by closing doors, windows and hatches, shut down ventilation |
| EXIT |  | to a visible location outside. Wait instructions from rescue personnel. Get ready to move to nearest assembly point if needed |
| INFORM |  | the mill central alarm monitoring 0204626502 that assistance has been requested |
| GUIDE |  | rescue personnel to the location of fire, arrange a guide to the door |

Fire department and
ambulance service

112