

1 STATUS OF THESE INSTRUCTIONS

- 1.1. In these Meyer Turku Oy general working instructions (working instructions), the shipyard, as a customer in accordance with the main contract, is referred to as the Buyer, and the other contracting party as the Supplier. Unless the parties have otherwise agreed in writing, these working instructions shall be complied with in all orders made by the Buyer as of February 1, 2020, of which consist of or contain a performance of work. The Buyer reserves the right to update these working instructions at any time, in which case the updated working instructions are applicable to all orders made by the Buyer on or after such date.
- 1.2. In these working instructions, a contract is an agreement between the parties, including its annexes, as a part of which these working instructions have been agreed. The name of the contract does not affect the applicability of these working instructions in the contract between the parties.
- 1.3. In these working instructions, the Buyer's area means that particular Buyer's shipyard or other area, including the vessel or other project under construction, where the Buyer exercises main authority, and where the work specified in the contract is to be performed. These working instructions are applied at the Buyer's area and, when applicable, outside the Buyer's area, when work ordered by the Buyer is performed on board a vessel or some other building site for guarantee, repair or installation works.
- 1.4. The Supplier warrants that he has prior to the conclusion of the contract reviewed and approved these working instructions and accepts that all work performed at the Buyer's area shall be done in their strict observance. When the Supplier confirms the contract or commences performance of the work at the Buyer's area, he will be considered – in addition to the contract – to ensure that his possible subcontractors comply with these working instructions as a whole as well as the contract itself and documents mentioned therein, if applicable.
- 1.5. Once the Supplier has been provided with these working instructions, they will not be provided again without a separate request if a new contract is signed, but a reference to these working instructions binds the Supplier to comply with them. If required, printed working instructions can be obtained during the Buyer's normal working hours from the Buyer's commercial liaison specified in the contract.

2 GENERAL

- 2.1. In addition to the general regulations and orders, the Supplier shall comply with the orders and instructions submitted by the Buyer in relation to the performance of the work specified in the contract. The Supplier shall undertake for his part to inform on his employees and contract partners the working instructions as well as regulations and instructions issued by the Buyer and supervise the compliance with the aforementioned terms, regulations and instructions. When working on board a vessel, the Supplier must also comply with the vessel's own instructions and regulations.
- 2.2. The Supplier shall inform other employers and employees working at the Buyer's area about the potential danger caused by his employees' work and about the necessary safety measures. Information and agreement on required procedures shall be rendered well before the commencement of such work in which machinery, materials or working methods may involve danger.
- 2.3. For the work concerned, only those employees shall be used complying with the professional skills required by the work and the Buyer. The Supplier is responsible for the fulfilment of the professional skill requirements regarding the labour force as well as subcontractors employed by him, and for providing and observing safety instructions on an adequate basis.
- 2.4. Only machinery, equipment, substances and materials complying with the requirements of the Buyer and the authorities shall be used. In addition, the Buyer's instructions of use are to be followed. The Supplier shall always take care of the warning signs and the protective measures necessary in his work to prevent harm and danger. The supplier is also responsible to remove the signs after the work is done.
- 2.5. All companies operating at the Buyer's area shall report without delay all accidents at the Buyer's area leading to medical treatment or absence as well as all near miss cases and all initial fires broken out at the building site to Buyer's HSE department.

- 2.6. All persons working at the Buyer's area shall have a valid occupational safety card and, if required by the work performed, hot work card/pass and electrical safety permits. Proof of the completion of the aforementioned trainings should be presented on demand.
- 2.7. The Supplier must see to it that his employees are particularly familiar with the following matters and that they observe the instructions and orders provided on these points concerning:
- Access rights to the Buyer's area, the use of protective equipment and the Buyer's equipment's use provisions (see Section 5).
 - Hazards related to internal traffic and importance of visual/reflective clothing while moving in the shipyard area (see Section 5).
 - Hazards related to the performance of hot work, the necessary protective measures and notification to the Buyer's firemen in the case of work involving a fire risk (see Section 6).
 - Monitoring the condition of machinery and equipment, the supply of electric power and other energy and the elements of danger related to their use, such as electric connections, cables, extension leads, hoses and gas burners as well as gas pipes and other pressurized piping (see Sections 7 and 8).
 - Instructions for the use of substances presenting health risk along with methods of protection, also taking into account other persons working inside the hazardous area (see Sections 9, 12 and 13).
 - Notification of HSE observations and near misses.
 - Agreement on the sequence of work and the reporting of possible changes in the arrangement of work.
 - Contacting the fire brigade or an ambulance, emergency numbers, the means of escape on the vessel, places of assembly and counting of people in the event of an emergency.
- 2.8. On the matters above and actions relating to them, instructions are available in the Buyer's field's occupational safety manual "Safety, Health and Environmental Manual for Shipbuilding and Offshore Industry" as well as these working instructions. When necessary, the Buyer's liaisons give additional instructions. The Supplier must present on demand by the Buyer written proof of how he has handled instructing and supervision of compliance on these aforementioned issues.
- 2.9. The Supplier shall provide his employees with adequate and sufficient locker, dressing, washing and personnel facilities as required by the Occupational Safety and Health Act (23.8.2002/738). Employees of the Supplier and his possible subcontractors working at the Buyer's area full-time should have social facilities at the Buyer's area.
- 2.10. The Buyer leases social facilities to the Supplier and possible subcontractors when possible. Leasing and location of office or storage barracks and leasing of barracks with facilities for employees as well as required electric and ICT connections must be agreed on with the Buyer's maintenance department. ICT connections must be agreed on separately with the Buyer's data administration department.

3 WORK CONTENT AND PERFORMANCE

- 3.1. The Supplier shall receive a specification of work-related content with the contract. Deviations from this shall occur only if the matter is separately noted in the contract. If during the performance of the work it is found necessary to make changes in the work as already agreed, this must be done in writing and the document must be signed by both parties.
- 3.2. The Supplier must comply with the Buyer's relevant working method and material standards.
- 3.3. The Supplier is responsible for identifying the risks and coordinating the agreed work as well as supervising his employees at the workplace. The Supplier must provide his supervision with the adequate resources and time for safe work performance. The Supplier ensures his employees' professional skills and their guidance on the safe performance of the work concerned, as well as their recognition of surrounding hazards pertaining to the workplace and the actions to be taken in a hazardous situation or in the event of an accident.

- 3.4. The Supplier bears the responsibility for the Buyer's equipment, parts and materials provided for him for installation and shall indemnify any damage that he may have caused to them. If these equipment, parts and materials do not meet the Buyer's quality or applicability requirements, the Buyer shall be notified immediately thereof. The Supplier is responsible for the quality and applicability for Buyer's requirements of the equipment, parts and materials purchased by the Supplier.
- 3.5. Unless otherwise agreed, only the Supplier's tools, protective equipment and machinery are to be used for the performance of the work. The Buyer is not responsible for their loss or wear. The Supplier is responsible for damage to the machinery and equipment provided for him by the Buyer. Normal wear is not regarded as such damage. In the event that a machine or equipment provided for the Supplier by the Buyer is damaged or lost, the Supplier is responsible for the repair costs or, in case of loss, purchase cost of said machine or equipment.
- 3.6. The Supplier shall comply with all instructions concerning fire and occupational safety as mentioned in the contract and these general terms as well as instructions submitted to him separately. Additionally, the Supplier shall comply with the laws and statutes in force in Finland and all instructions and provisions confirmed and generally accepted concerning fire and occupational safety.
- 3.7. Such work that may present a hazard to other persons' safety, health or property, shall not be commenced before the Buyer and other parties involved have been notified and safe working methods regarding the performance of the work have been agreed on with the Buyer. When necessary, the Supplier shall place warning signs prior to commencing the work, carry out the work outside normal working hours and build protective walls and sheds or use other similar protective measures.
- 3.8. The Supplier must take care not to damage or spoil finished work or materials of their own as well as that of others. The Supplier shall, when necessary, protect finished or semi-finished work in the surroundings. The Buyer's superfluous material shall be returned to a store indicated by the Buyer's liaison. The Supplier is liable to pay indemnity for the Buyer's material he may have spoiled or lost and for other damage he may have caused in said way. The Supplier is obliged on demand to specify the use of material provided for him by the Buyer.

4 OCCUPATIONAL SAFETY OBLIGATIONS OF THE EMPLOYER EXERCISING THE MAIN AUTHORITY AT A SHARED WORKPLACE (BUYER) AND OF AN OUTSIDE EMPLOYER (SUPPLIER)

- 4.1. In accordance with Section 50 of the Occupational Safety and Health Act:
- 4.2. "[t]he employer exercising the main authority at a shared workplace shall, taking the nature of the work and activities into consideration, ensure that the external employers organizing work at the workplace and their employees have received the necessary information and instructions on the hazards and risk factors concerning the work at the workplace as well as on the directions for action related to the safety of the workplace and the work. Such an employer shall also ensure that the external employers receive the necessary information on action in connection with fire control, first aid and evacuation and on persons appointed to these tasks".
- 4.3. To ensure that the Supplier and his employees receive sufficient knowledge and instructions on the matters mentioned in the Occupational Safety and Health Act, all Supplier's employees working at the Buyer's area, as well as his first line superiors, shall participate in a shipyard specific occupational safety orientation arranged by the Buyer at their earliest convenience but no later than the time specified by the Buyer after commencing the work. Additionally, all employees working in production at the Buyer's area must have completed occupational safety training and have a valid occupational safety card.
- 4.4. In addition to this supplier regulation, the Buyer will also provide the Supplier with the occupational safety manual of the field "Safety, Health and Environmental Manual for Shipbuilding and Offshore Industry", a hot work control plan and other necessary occupational safety instructions, depending on the type of work. The Supplier is obligated to instruct his employees to comply with the provided instructions and to supervise their compliance. To ensure this, the Supplier must, prior to commencing work at the Buyer's area, provide the Buyer's liaison with a name list, in which all employees working at the Buyer's area confirm with their signature that they have familiarized themselves with the aforementioned occupational safety instructions. This list shall always be updated on the part of new employees prior to that employee commencing work at the Buyer's area.
- 4.5. The Supplier ensures that the occupational safety instructions mentioned in this Section are also complied with by his subcontractors and supervises that his subcontractors also comply with and supervise the compliance with these obligations.

5 ACCESS TO AND MOVING AT THE BUYER'S AREA AND CATERING FACILITIES

- 5.1. The Buyer has the primary statutory liability to check the backgrounds of its contracting partners in compliance with the Act on the Contractor's Obligations and Liability when work is contracted out. The aim is to ensure that the companies operating at the shipyard follow Finnish legal provisions and fulfil their obligations as employers operating in Finland. Before the Buyer concludes a contract with the Supplier concerning work to be performed on the site (planning, installation, commissioning etc.), the Supplier will be requested to provide necessary documents to the Permit Office.
- 5.2. Applications for employees must be delivered well in advance to Permit Office by the Supplier.
- 5.3. Only those employed by the Supplier or his subcontractor and working for the Buyer have the right to enter the Buyer's area. The Supplier shall provide the main entrance or other named entrance with a name list and personal data forms of his employees working at the Buyer's area and keep it updated. Everyone is provided with a personal access badge according to the personal data forms. The access badge has to be presented at the entrance and at the Buyer's area when requested. The badge can only be used and presented by the person it has been issued to. The Supplier is obliged to supervise that the access badges are used correctly.
- 5.4. A person who has been issued a personal access badge is allowed to move on only those parts of the Buyer's area and workplaces relevant for the said person's work. Bringing visitors to the Buyer's area is allowed only with advance permission from the Buyer's liaison.
- 5.5. If an employee of the Supplier or his subcontractor disregards the occupational safety instructions provided by the Buyer or otherwise endangers their own safety or that of others, Buyer's work instruction on "Intervention in negligence" is applied. The Buyer can authorize also a third party (e.g. Security guard, Fire guard or HSE Officer) to supervision and application of the work instruction.
- 5.6. If an employee of the Supplier or his subcontractor causes harm to the Buyer or a third party by criminal activity, disturbs others by ways considered criminal or causes danger at the Buyer's area, the Supplier is obliged to remove this person from the Buyer's area immediately, and the Buyer has the right to deny this person to access to the Buyer's area indefinitely. If the Buyer has reason to suspect an employee of the Supplier or his subcontractor of said criminal activity at the Buyer's area, the Buyer has the right to deny this person's access to the Buyer's area for the duration of investigating the matter.
- 5.7. A driving permit to the Buyer's area is issued at need with assistance of the Buyer's liaison. A driving permit can be issued only for material transports. Separate instructions are provided with the driving permit concerning traffic at the Buyer's area. In case the relevant instructions are not observed, it leads to the withdrawal of the driving permit.
- 5.8. Every person working at the Buyer's area outdoors shall wear visible clothing.
- 5.9. Catering facilities at the Buyer's area are available to the Supplier's employees on times announced separately.

6 FIRE SAFETY

- 6.1. Fire and flammable or explosive or other hazardous substances shall be handled with care and sufficient precautions shall be taken. Sufficient precautions shall be taken when engaging in hot work or repairs or other work that substantially increases the risk of fire or other accident. Everybody has the right and the obligation to stop any hot work performance in the case of fire risk. Fire risk assessment is basis for all hot work activities.
- 6.2. Safe hot work is regulated in Finland by hot work standards SFS 5900 (Fire precaution of hot works) and SFS 5991 (Fire safety of hot work in the roofing insulation and waterproofing industry). All personnel performing hot work at the Buyer's area shall be familiar with shipyards specific hot work system and have a valid shipyard's own hot work pass / card education and act according to the instructions.
- 6.3. All fires shall be reported to shipyards site's fireman or make emergency call to the main gate and give clear information, what has happened. Shipyard fire brigade has readiness 24/7. Firemen are dedicated to preventive fire safety work at the shipyard and they have capability to start fire rescue including smoke diving in minutes after emergency. Firemen are dedicated to gas testing and in case of accident they are the first response team and consider the need for further medical treatment.

- 6.4. Shipyard has an authority verified emergency response plan, which covers different possible accident scenarios at site.
- 6.5. All materials on board shall be heat-resistant and flame retardant. All protection material from board which is not flame retardant on non-flammable must be removed immediately. Shipbuilding classification of building and protection materials shall be B1, B-s1 d0 (standard DIN EN 13501). The foil for protection of carpet must be suitable for carpets. It is prohibited to store any materials closer than 5 meters to unfinished block boundaries or in the bottom of shafts in dry dock stage.
- 6.6. In painting works it should be ensured that the fire-hazardous area is clearly marked with signs prohibiting hot work. The time of starting paintwork always has to be agreed first with the person responsible for the Buyer's area and then reported to the vessel's fireman or the fire station. The Supplier shall remove all warning signs immediately after the paint has dried and there is no more risk of fire. The Buyer's painting department provides instructions for arranging ventilation as well as detailed instructions relevant to the paintwork.
- 6.7. In glueing works performed at a vessel under construction, only resealable glue jars shall be used. Waste and trash bins in the vessel should be lidded.
- 6.8. Temporary social areas (coffee makers, microwave ovens, water heaters etc.) are not allowed on board.

7 THE SUPPLIER'S MACHINERY AND EQUIPMENT

- 7.1. The Supplier may bring to and utilise at the Buyer's area only such machinery and equipment that are essential to the performance of the work and that meet the authority regulations valid in Finland. In addition, the Supplier shall follow the instructions provided separately by the Buyer regarding inspection procedures, use and storing of machinery and equipment. Equipment must be marked according to shipyard specific instructions. In case a machine uses liquids classified as flammable, their storage places and quantities of use shall be agreed on with the Buyer's chief fire officer. Only the Buyer's electrician may carry out possible electrical installation work to Buyer's electrical network.
- 7.2. Hoses used in gas welding and gas cutting shall be specially manufactured for this purpose. Oxygen, acetylene and liquid gas hoses taken to a vessel under construction shall be inspected and marked.
- 7.3. The Supplier's machinery, equipment and materials shall be marked so that they can be easily and unambiguously identified and status of mandatory periodic inspections verified.
- 7.4. The Supplier's hoisting gears and lifting practices shall fulfil the Buyer's safety requirements.
- 7.5. Fork-lift drivers at the Buyer's area should have fork-lift training approved by the Buyer's safety organization. Approvable trainings must include a practical part with a driving test.

8 USE OF THE BUYER'S MACHINERY AND EQUIPMENT

- 8.1. Use of the Buyer's machinery and equipment is allowed only with a separate prior consent. Before the use of any machinery or equipment, the Buyer should be ensured that the employees using the machinery and equipment have received required training and orientation of use. The Buyer's machinery, equipment or materials shall not be taken away from the Buyer's area.
- 8.2. Only those persons who have training and experience in binding loads and using a crane shall be entitled to operate the crane. Only specifically trained persons shall be allowed to use a radio-controlled crane.
- 8.3. Compressed air and welding gases shall be distributed into the network only on working days from 7.00 am to 11.00 pm. The use of the network outside these hours shall be agreed on separately with the Buyer's maintenance department.
- 8.4. Should the Buyer's equipment be found faulty, the Supplier shall notify it without undue delay to the Buyer's liaison or the Buyer's representative at the workplace. Moreover, if the defect may cause damage, a fire, or danger to the user's or other persons' health, the work must be immediately stopped and measures taken to prevent damage or danger.
- 8.5. Modifications to the temporary gas and energy network on the vessel or at the Buyer's area can only be performed by the Buyer's skilled employees from the department in question.

9 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 9.1. The Supplier shall equip his employees with personal protective equipment required for the work. The Supplier shall also supervise his and his subcontractors' employees' use of personal protective equipment and ensure that all employees working at a vessel under construction have a functioning flashlight with them. The Supplier shall, at his own expense, arrange the maintenance of said protective equipment and flashlights. The welder's mask has to be helmet attached. The use of safety helmets, workwear, safety shoes and eye protectors is mandatory for every person working at the Buyer's production areas and in the vessels. Additionally, other PPE shall be used according to the risks related to the work task.

10 ORDER AND CLEANLINESS

- 10.1. The Supplier commits himself to maintain, on his working site, the level of cleanliness and order required by the Buyer. Work sites shall be cleaned daily of the waste originating from work and of superfluous work material. Refuse creating fire load, such as burnable package waste, must be removed immediately.
- 10.2. The vessel shall not be used as a place of storage; therefore the materials should be brought on board for one day's work only. Hazardous waste must be separated and handed over to the chemical container on the outfitting or dry dock quay.
- 10.3. The Supplier shall immediately take actions towards repairing and cleaning water, chemical or other damage caused by him. The said damage should always be informed to shipyards site's fireman or make emergency call to the main gate to the Buyer's fire station. In case the Buyer must take responsibility for or participate in the said damage repair or cleaning work, the measures required by such damage shall be charged to the Supplier.
- 10.4. If the Supplier, despite of a reminder, neglects maintenance of cleanliness and order at his workplace, or causes disorder to another area by his actions, the Buyer can do himself or contract out the work in question at the Supplier's charge and deduct the costs involved from his next payment to the Supplier. The Supplier shall also perform the work site's final cleaning at his own expense before the work is finally accepted.

11 WORK AT HEIGHTS

- 11.1. If falling is possible and most probable consequences are significant, shall falling risk to be reduced by e.g.:
- ordering guardrails
 - using scaffolding that is suitable for the work task
 - using mechanical person lifter that is suitable for the work task. Fall arrest system is also required.
 - using personal fall arrest system which can be anchored properly in the work area.
 - Openings shall be protected in a way that the structure stays in place and is durable enough related to expected load.
- 11.2. Foreman is responsible for that the work area is safe and scaffoldings are suitable for the work area. Foreman has to also make sure that each worker who will use personal fall protection have been given instructions how fall arrest system shall be used.
- 11.3. Scaffolding contractor is responsible to ensure that scaffolding is designed and erected according requirements and they are inspected before use and weekly after they have been taken into use. Scaffolding contractor is allowed to use only skilled scaffolders and work area has to be barricaded when scaffolding is erected or dismantled. It is forbidden to take scaffolding in use if there is no accepted inspection card attached.
- 11.4. Users of mechanical person lifter shall have a written permit given by the employer and they shall be familiarised. A mandatory helmet sticker shall be attached after approval of Buyer's HSE department.

- 11.5. Stepladders can be used for work on an even surface that does not yield when it is not reasonable to provide separate scaffolding. Maximum working height is 3 meter.
- 11.6. Leaning ladders can be used only in temporary short term tasks like fastening or removing lifting devices. Leaning ladders can also be used as a temporary passage way. Ladders shall be secured to avoid them sliding or falling down.

12 PAINTING

- 12.1. Paintwork and the preceding cleaning of the surface shall be rendered in accordance with the painting schedule, at a point of time agreed upon in advance, following the possible additional specifications provided by the Buyer's liaison. Paintwork in accordance with the painting schedule can only be performed by companies approved by the Buyer's surface treatment department.
- 12.2. Prior to commencing the work, the Supplier, together with the Buyer, must make sure that the preconditions for performing the work exist. The work is performed in accordance with the contract and the included list of obligations as well as the Supplier's possible additional instructions or orders. The Supplier shall inform his personnel participating in the work about possible related dangers, as well as safety measures, and ensure through supervision that the given instructions are followed.
- 12.3. The Supplier shall be responsible for providing and maintaining the protection and ventilation of the object in indoor and outdoor spaces in accordance with the list of obligations. The Supplier shall inform in advance other persons possibly working in the same facilities about the commencement of a particular stage of paintwork, in order to avoid overlap. The Supplier shall mark the area with prohibitory and warning signs. The signs must include the setter's contact information (company, supervisor and his phone number) and how long the work takes, so other people know when it is safe to return the area. All signs must be removed immediately after the work is done.
- 12.4. The Supplier is responsible for protection and its removal, for the surfaces that are not painted. If the paint for some reason has spread to these places, the Supplier is obliged to clean them. The Supplier is responsible and takes care, that the cleaning or spray dust produced during work would not pass outside the working object and especially, that the spray dust would not pass outside the shipyard's territory. See also environmental protection clause 14.5 below.
- 12.5. The spray guns must be earthed to the object being painted, for example the vessel's hull. This earthing shall be controlled by means of a test lamp. Spray painting with solvent-based paints in the vessel's tanks and indoor spaces must always be carried out outside normal working hours, unless otherwise agreed. Spray painting on board a vessel shall not commence before a written permit has been issued by the Buyer's fireman.
- 12.6. Only the amount of paint needed during that particular day shall be brought to the work site. The paint cans shall be marked with the name of the company using the paint or an agreed identification color. Usable paint should not be disposed, but should be stored appropriately for subsequent use. Solid painting waste is hazardous waste and must be kept separately from non-hazardous waste such as ship construction waste. Hazardous waste is collected in separate collection points. If the Supplier disregards the instructions on the use and waste treatment of paints, the Supplier is obliged to compensate any expenses caused to the Buyer by said disregard.
- 12.7. The spray gun and hoses shall be protected with a fire-retarding cloth and stored so that they do not present any danger or harm to other people or the work site. The material used for protection of the object and related requisites must be removed immediately on completion of the work as well as taken ashore from the vessel unless reused at once.
- 12.8. Application of antifouling paints in outdoor areas shall always be agreed on in advance with the Buyer's liaison. Prior to commencing spray painting, the Supplier must make sure that no people are working at the particular worksite or nearby who could be exposed to the paint mist.
- 12.9. In storing and handling paint, the legislation in force in Finland and the Buyer's separately given instructions are to be observed. See also Section 13, Chemicals Used in the Work by the Supplier.

13 CHEMICALS USED IN THE WORK BY THE SUPPLIER

- 13.1. Prior to initiating the work, the Supplier must make sure that the safety data sheet of the chemical in question has been delivered to him and is also available to employees. The chemicals must be used as instructed in the safety data sheet.

In case the Supplier uses chemicals that he has purchased himself at the Buyer's area, the safety data sheets and a list of chemicals must also be given to the Buyer's liaison and to HSE-department (chemicals@meyerturku.fi).

- 13.2. In the first instance, the chemicals should be stored in original packaging. If the chemical is for some reason moved to another utilization container, it has to be clearly marked with the following information: trade name, contents, owning company, date of commissioning, liaison and his phone number. The marking shall be made weather-resistant and be in Finnish or English.
- 13.3. If the Supplier uses chemicals provided by the Buyer, and some is left over, for example, in the utilization containers, the Buyer is responsible for the disposal or nullification of harm presented by the substance. The Supplier is responsible for sorting the chemicals at the hazardous waste collection station. The chemicals are not allowed to be disposed to the non-hazardous waste containers. The disposal or nullification of harm presented by the substance must be agreed on with the Buyer's liaison. If the Supplier procured the substances, he is responsible for their disposal or nullification of potential harm as well as all costs thereof. .
- 13.4. The storage and use of chemicals at the Buyer's area shall be agreed on with the Buyer's HSE-department. Shipyard's gates may perform spot checks of inbound chemicals. Regard to painting, the Supplier is always obligated to act in accordance with the instructions received from the Buyer's fire protection personnel. Regarding painting, see Section 12.

14 ENVIRONMENTAL PROTECTION

- 14.1. Basis for the regulation:
It is expected that the Supplier takes environmental protection into account in all his actions. The Supplier must be aware of the obligations of Finnish environmental legislation, especially the Environmental Protection Act (527/2014) and the Buyer's environmental permit (no. 106 YLO, dnro LOS-2004-Y-1040-111) and act in accordance with them.
- 14.2. Noise and times of operation:
Noise from the Yard operations to the nearby area shall not exceed 55dB during day time (7am-10pm) and 50dB during night time (10pm-7am) measured based on equivalent (LAeq) levels. Works causing loud noise shall be conducted during day time 7am-4pm.
- 14.3. Raw materials and chemicals:
The Supplier needs to be aware of the quality and injurious effects of the chemicals used. All the chemicals are required to be environmentally as harmless as possible.
- 14.4. Storing and soil pollution:
Flammable liquids, solvents and liquid hazardous waste shall be stored and transported in a manner that emissions of such substances to environment and water systems are avoided in possible fault- and emerge situations. The measures for avoidance could be e.g. using double layer containers or a basin or equipping the storing or handling locations with border elevations. Storage premises and protective basins shall not be sewaged. In order to avoid possible leakages, an adequate dope and barriers need to be available within areas where hazardous substances are stored or handled.
- 14.5. Surface treatment:
In order to avoid dusting, the direction and speed of the wind shall be taken into account when blasting is done outdoors, and the cleaning must be made primarily at the time the wind takes the dust away from residential areas. Whenever possible, the area under cleaning must be covered e.g. with tarp, wall or equivalent so that spreading of the dust is prevented. Whenever needed due to weather conditions, a roller shall be used instead of spraying when painting works are done outdoors so that spreading of the paint by air is restricted.
- 14.6. Energy consumption:
The Supplier is responsible for paying attention to the energy efficiency of its operations. Where possible, the Supplier should use methods that save energy and raw materials.
- 14.7. Waste and wastewater management:
The Supplier is responsible for the appropriate sorting of wastes created by his performance. The amount of unsorted ship building waste should be attempted to minimize by carefully removing recycle material. All waste is allowed to be disposed only for adequate handling, which is in accordance with the Turku Shipyard Environmental Guide and approved according to the Environmental Protection Act (527/2014). Waste shall always be primarily utilized as recycled material or as energy and secondly delivered to landfill. Waste shall be sorted primarily at their production place.

Only waters not causing harm to operation of the waste water treatment plant or to placement of silt, is allowed to be discharged to the city sewing system.

Urban runoff and surface waters of the Buyer's area need to be handled and discharged in a manner that no contamination of the soil, groundwater or water systems is caused. Waters from machinery washing shall be discharged to the water systems through an oil separator.

14.8. Hazardous waste:

Hazardous waste should be kept separate from other types of waste and marked with marks indicating the quality and level of hazardous as well as delivered for further treatment appropriately packed in adequate containers, taking into consideration also what has been noted in Section 13. Great amounts of hazardous waste may not be delivered to the hazardous waste collection points of the Buyer, but the Supplier shall be responsible for disposal of these. The Supplier is responsible for ensuring that hazardous waste does not present a hazard or damage in the territory of the Buyer.

Hazardous waste must be stored in covered premises and on an underlay from which possible leaked hazardous waste can be safely collected.

For example all chemicals that have a hazard label are classified as hazardous waste (e.g. corrosive, flammable, environmentally hazardous). In addition, the safety data sheet may indicate that a chemical must be treated as hazardous waste. All medicines, oil filters, fluorescent tubes and batteries are also hazardous waste. Hazardous waste is identified by the colour red. Containers should be labelled with the contents of the container and clearly labelled as waste.

The Supplier is responsible for keeping a record on its hazardous waste and a transportation document shall be made on deliveries of Hazardous waste. The Buyer's liaison gives further information on the record-keeping, required transportation documents and collection containers for hazardous waste.

14.9. Reporting:

If the Supplier has taken care of the waste management by his own initiative, he is responsible for annual reporting to HSE department of the amount, delivery places, quality, transportation and handling methods of the waste. The report shall be given by the end of each year. If the Supplier's works at the Buyer's area is continued for a period less than a year, the report shall be given at the latest at the end of the working period in question.

An exceptionally loud noise is regarded as disturbance, of which the Buyer is obligated to notify both the authorities and neighbour inhabitants. The stages of work causing exceptionally loud noise must be notified by the Supplier to the Yard's fire department in advance, so that the report obligations required by legislation can be carried out.

Occasions damaging the environment such as when higher levels of emission are led to air, waters or soil than normally, shall be immediately reported to the fire department of the Buyer, where preventive equipment is available in case of environmental accidents.

14.10. Responsibility for environmental damages:

Environmental damage is related to the pollution of the soil, air and water, or other environmental disturbance. Severe environmental damages will be investigated by the Buyer's HSE department. The Supplier is responsible for the expenses and damage caused by environmental damage caused by the actions of the Supplier, his employees, his subcontractor or his subcontractor's employees.

15 OCCUPATIONAL HEALTH SERVICES AND FIRST AID

15.1. The Supplier is responsible for providing his employees occupational health services required by the Occupational Health Care Act (21.12.2001/1383) The Supplier is responsible for expenses caused by this service. Occupational health care consist of risk management and preventive actions for work related diseases and usually includes the general health care as well. Occupational health care services can be organised due private or public health care service providers. Ask your local contacts in Turku for service providers.

15.2. Because the shipyard is crowded with people there is risk for transmitting infection disease. To prevent them is strongly recommend to take vaccinations beforehand. Vaccinations needed are tetanus/difteria, MPR (measles/mumps/rubella), pneumococcus and influenza.

15.3. In cases where immediate first aid is required for worksite accidents, the services of the Buyer's health centre or fire station can be used. The Supplier is responsible for any expenses caused by this service. When the health centre is

closed, first aid services for mild cases are provided by the Buyer's fire station. The Supplier should ensure that all his employees know the procedures for calling help to injured person to the work site.

15.4. In case of other injuries and illness health care is organised in Turku by private clinics and public hospitals.

16 DEALING WITH INTOXICANT ABUSE PROBLEMS

16.1. **In the shipyard there is a zero tolerance for intoxicant use.** A person found intoxicated at the Buyer's area shall be removed immediately from the area **by sanctions list**. If the person in question is employed by the Supplier or his subcontractor, the Supplier shall take actions so that intoxicant abuse will not recur. In case the situation recurs, despite actions taken, within a year, the person must be removed from the Buyer's area for the duration of the labour or the order in question, for at least one month's worth. If the situation still recurs, this person is denied the right to work at the Buyer's area indefinitely. Similar actions will also be taken if the person under the influence of an intoxicant: conducts himself violently and resists his removal, threatens other employees or otherwise behaves grossly; or violates occupational safety regulations and causes danger at the worksite.