

SECURITY GUIDE

KOKKOLA INDUSTRIAL PARK



PORT TOWER

Satamatie 330,
67100 Kokkola



KOKKOLA
INDUSTRIAL PARK

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IMPORTANT INFORMATION

Entry passes in KIP:

Port Tower Visitor Center
Satamatie 330
67100 Kokkola

63°50'35" N
23°3'48" E

portti.kokkola@kipservice.fi

Visitors / Info (weekday 7-16)
+358 (0) 10 505 9513

Drivers (24/7)
+358 (0) 10 505 9511

All calls are recorded.

In exceptional situations (accident or danger situation, general disturbances...) notify immediately the guards about the situation. +358 (0)10 505 9510 (24/7).

**IN CASE OF EMERGENCY,
REMEMBER TO CALL FIRST
THE EMERGENCY NUMBER: 112**



**We are building
a responsible industry
for future generations.**





WELCOME TO KIP!

Kokkola Industrial Park a.k.a. KIP is the largest inorganic chemical industry ecosystem in Northern Europe. There are 17 industrial plants and about 60 service companies in the area, for a total of almost 80 operators. These companies employ around 2,250 people. KIP covers an area of 700 hectares.

KIP is a pioneer in occupational safety. Our common goal is to create a safe and responsible working community and environment for every employee and visitor in the area. It requires the commitment of all parties to develop security at work. This manual tells you about the guidelines and regulations in our industrial area, rules that everyone working in the factory area must follow.

You can also download this safety guide to your smartphone with the QR code provided. The instructions and regulations are based on Finnish legislation and on the safety regulations of companies operating in industrial areas.

In addition to the general instructions presented in this manual, you must follow the work and safety instructions given separately, such as the regional safety guide, the work instructions for each specific workplaces, the work permit system, the fire protection instructions and, of course, your own judgment.

Everyone who moves or works in the area must be familiar with the contents of this guide and follow the instructions at their work!

We are building a responsible industry for future generations!

More information about the KIP can be found at www.kip.fi




1. GOOD TO KNOW BEFORE ENTERING KIP

Obtaining an entry pass to KIP requires an invitation from the host and/or employing company. Find out in what role you arrive in the area.

Are you

 a visitor

 a driver

 working in the area

Take the security exam according to your role either in advance online (turvallisuustentti.service.kip.fi), by email invitation or at the Port Tower Visitor Center.

The area is always reached via Port Tower Visitor Center.

The area is always reached via Port Tower Visitor Center. After proving your identity, you will receive the required pass. The pass is always person- or vehicle-specific. The pass must be returned to Port Tower or to the mailboxes at the gates.

You are liable for not returned entry passes and vehicle identification.





The port area has its own security guide. The guide is available from Port Tower or by downloading it with the following QR code.



KIP area is subject to a national regulation on residence and movement. The area is fenced and under permanent camera surveillance. The guards have the right to check on people's movement in the area. In exceptional situations and emergency situations, security personnel need to know who is in the area. Therefore, do not give or transfer your entry pass to another person or vehicle.



SMOKING

Smoking is allowed only in designated smoking areas. This also applies to the use of e-cigarettes.



SUBSTANCES

The area has a zero tolerance (0.00 ‰) for intoxicants and narcotics.

Violators of this provision shall be removed from the area immediately and the person's employer shall be notified of the removal. The area is occasionally tested for substance abuse by guards.



PICTURE AND VIDEO

Filming in KIP is prohibited without a representative of the company / subject in question. The representation ban applies to all shooting (video, camera, drone and aerial photography). Companies and security have the right to review the material before publication.

2. MOVEMENT IN KIP - GENERAL INSTRUCTIONS

Movement in KIP is subject to a permit and requires a pass. The access permit is an access control key, driving permit or visiting card. All passes are valid for a limited period. The pass is always personal. Vehicle permits are vehicle-specific and may not be transferred to another vehicle.

Transitions to and from the area are ALWAYS registered with a pass ID.

Vehicles with their drivers drive through the vehicle gate. Passengers, however, must badge in their passage with their own access control key.

Pedestrians and cyclists walk through the revolving doors.



Go directly from the gate to the agreed destination. If you can't find the agreed destination, stop and contact your host or the Port Tower Visitor Center on 010 505 9513

CONVEYANCE

In KIP, the general traffic rules are followed and the usual road traffic law and signs in the area are applied.

The general speed limit is 30 km / h.

Always observe the speed limits for each destination! They may differ from place to place.

Driving is only allowed on marked routes.

Parking is only allowed in marked parking places.

Request a temporary parking permit for parking places near the gates.

Mopeds and motorcycles are not allowed inside the fenced areas.

Take special care when crossing train railways. The road user must leave unobstructed sight of the train and other equipment on the rails. The railway area must be kept free for at least three meters from the track and at level crossings there must be at least 120 meters of unobstructed view of the railway parallel to the track, in both directions.

When driving in the port areas, a flashing yellow-orange light or emergency lights must always be used.

3. PERSONAL PROTECTIVE EQUIPMENT

BASIC LEVEL

When working in the area, you must use:

- approved and visible protective clothing
- safety footwear
- safety helmet
- eye protection

Personal protection for visitors is the responsibility of/provided by the host.

OCCUPATIONAL PROTECTIVE EQUIPMENT

In addition to the basic personal protective equipment, each company has defined additional protective equipment according to its own work sites and tasks:

- Respiratory protection, face and eye protection must be worn to the extent specified on the safety data sheets in the various industrial sites of the area.
- Work-specific or safety data sheet specified:
 - respirator
 - Face shield
 - full body protection (protective suit) and
 - hearing protection
- Also observe the requirements for potentially explosive atmospheres, especially antistatic footwear.





4. FIRE AND EXPLOSION HAZARDS

The facilities in the area are classified either as ordinary or as fire and explosion hazardous areas. Unauthorized access to fire and explosion hazardous areas is prohibited. Smoking and open flames are strictly forbidden in these areas! In potentially explosive atmospheres, flammable liquids, gases or explosive dust may be present in such quantities that they present a continuous or accidental ignition hazard.

- Potentially explosive atmospheres are marked with the Ex symbol.
- Using mobile phones and other electronic devices in Ex areas is prohibited.
- Only specially protected non-sparking tools may be used in Ex areas.
- in Ex areas you must use shoes and clothing suitable for the premises.
- In addition, it is essential to follow the instructions for equipment and work specified in the work permit.



You can have a significant impact on fire safety through your own actions.



5. HAZARDOUS SUBSTANCES

Substances classified as hazardous, which may have several hazardous properties, are used, stored and manufactured in KIP.

HAZARDS IDENTIFICATION OF DANGEROUS SUBSTANCES:

- Toxic substances that can be harmful to the health.
- Flammable substances which present a fire or explosion hazard.
- Asphyxiant substances that reduce or displace oxygen from the air and thus pose a choking hazard, such as nitrogen and carbon dioxide.
- Corrosive substances that cause burns to the eyes or skin, such as strong acids and bases.
- Oxidizing agents that are flammable, such as oxygen and hydrogen peroxide.
- Toxic corrosive gases, eg ammonia, sulfur dioxide.
- Chemicals that cause chronic health effects and long-term adverse effects, such as cancer, genetic damage, impaired fertility, birth defects and inhaled allergens.

The table below shows the CLP label for chemicals.

Carefully familiarize yourself with the hazardous substances used at your site and their hazardous properties, as well as with protective requirements and protective equipments.

Check out the 112 Finland -mobile app and download it to your phone!



PICTOGRAM	HAZARD CLASS	
	GHS-01	Explosives
	GHS-02	Highly Flammable
	GHS-03	Oxydizing
	GHS-04	Compressed or liquefied gases
	GHS-05	Corrosive, skin damage, eye damage
	GHS-06	Acute general toxicity
	GHS-07	Serious health hazard, carcinogenic, mutagenic, toxic for reproduction and respiratory functions.
	GHS-08	Toxic for skin, eyes, respiratory organs.
	GHS-09	Hazardous to the environment

6. AREA GENERAL WARNING SYSTEM

Find out your own location.

Always find out in advance the closest gathering place and the location of civil protections.

GENERAL DANGER WARNING



The general danger signal is an audible signal from public alarms, consisting of a cycle of a 7-second rising and a 7-second falling sound, lasting a total of one minute.



A local general danger alarm can be activated, for example, because of the spread of dangerous substances into the environment or in case of the spread of toxic smoke caused by a large fire.

WHAT TO DO THIS UPON HEARING THE GENERAL DANGER ALARM:



1.

- If there is a danger warning, reach the closest meeting point immediately.
- Go inside and stay inside.
- Close doors, windows, vents and ventilation.



2.

- Open the radio and wait calmly for instructions.



3.

- Avoid improper or unnecessary use of the telephone to prevent lines from becoming saturated.



4.

- **Do not leave the area without being instructed by the authorities, so that you would not get yourself in danger.**
- **Do not leave the area unannounced or without badging out. By “disappearing” from the area without reporting it, you would cause unnecessary search work.**



OTHER ALARMS AND DANGER SIGNALS IN THE KIP AREA

1.



Sound signal

Different sound alarms are in use. They are specific of each factories.

2.



Light signal

a. RED FLASHING light

3.



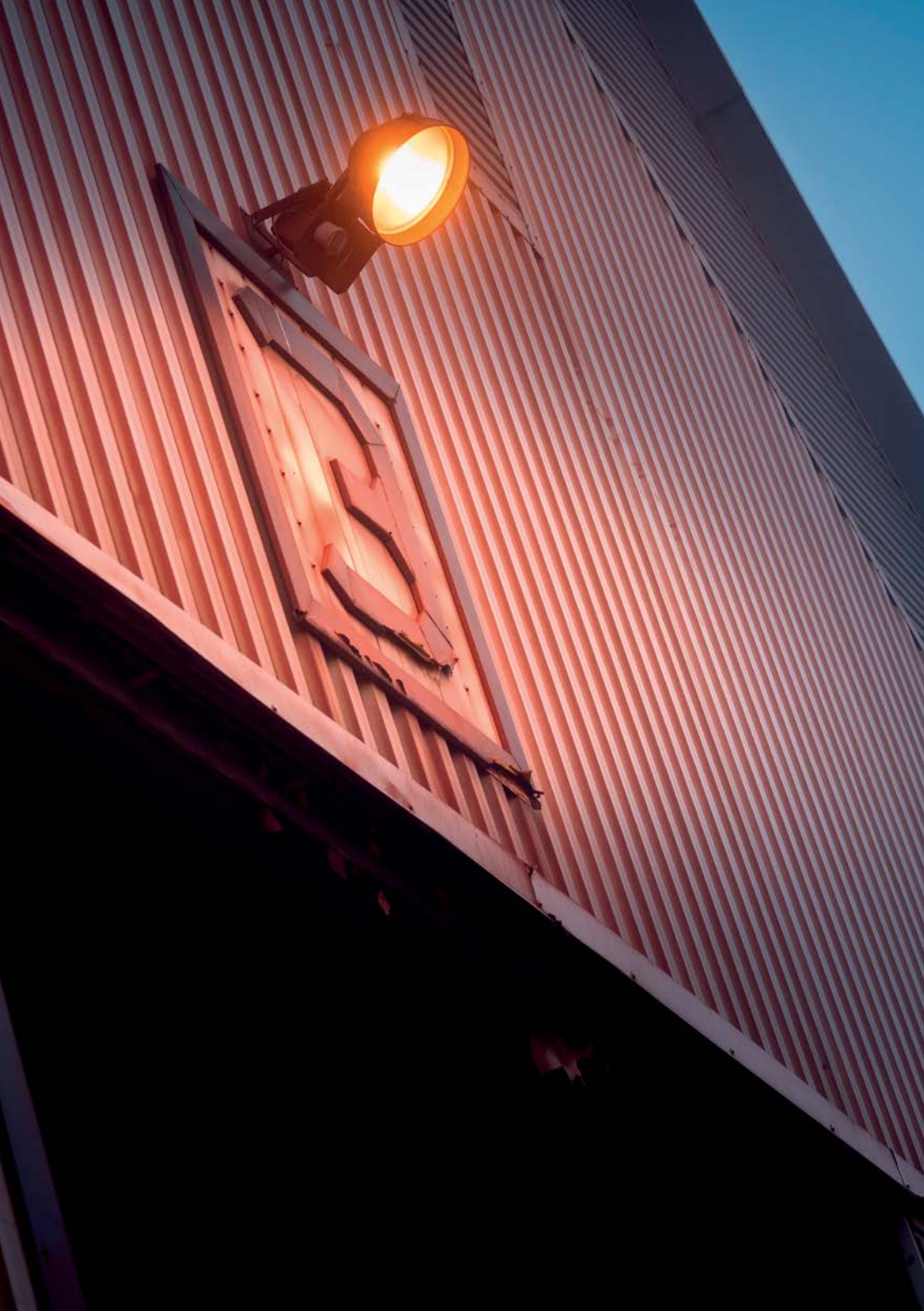
Signs

In the immediate vicinity of an audible warning device or of a light flashing alarm, there shall be an explanatory sign always indicating the meaning of it and what is expected of the user in the event of an alarm (guards, exit, etc.)



The general danger alarm and the local alarm systems in KIP are tested on the first Monday of each month at 12.00.

You can make the difference between the test alarm and the danger alarm considering the length and evenness of the sound. No action is taken on the test alarm.



7. NON-COMPLIANCE WITH SAFETY INSTRUCTIONS

A safe and responsible working environment comes from the cooperation of all parties. This requires everyone's commitment to follow the guidelines, regulations, and laws synthesised in this guide. As this involves the safety of the entire area, in case of non-compliance with the instructions, supervisors, clients and their own supervisors as well as safety personnel in general have the right and the duty to intervene.

Failure to follow the safety instructions will result in a notification, a warning, or a denial of access to the area.

**Oral remark
(will remain enforced for 6 months)**

An oral notice is a call to correct a malfunction or non-compliance immediately.

**Warning
(will remain enforced for 12 months)**

A warning is given after two remarks or directly following a more serious deviation.

Denial of access to the area

After two warnings, the person's access rights to the area are immediately removed. The duration of the disqualification is determined by the person issuing the prohibition. In serious offenses, the person can be removed from the area immediately.

Re-entry to the area requires re-passing the security exam. Sanctions are notified to the recipient's supervisor and company management.

The sanctions are in force in the KIP and in the Port of Kokkola.



**Be aware of
your duties and
responsibilities!**

8. INSTRUCTIONS FOR GUESTS

VISITORS	Before entering the area
Guest	<p>Arrange a visit with your host. If you need to move inside the fenced area with your own car, inform your host.</p> <p>Once the host has made a visitor report, you will receive a link to the security exam by e-mail if you are visiting for the first time in KIP or if your security exam has expired.</p>
Host	<p>Creates a visitor's notification into the KIP system in good time.</p> <p>Informs the guest about the required clothing and protective equipment required at the destination site.</p>
Port Tower Visitor Center	<p>Prepares the entry pass on the basis of the host's notification.</p>

Arrival at Port Tower	During the visit	After the visit
<p>Access in the area through Port Tower. Register your name and host in the visitor center. Be prepared to prove your identity.</p> <p>You can get your entry pass from the visitor center.</p> <p>If necessary, request a daily parking permit for guests in the area.</p>	<p>Make sure to badge yourself in at the gate.</p> <p>Keep your pass visible throughout your stay. During your stay, follow the instructions given by the host, this guide, and Port Tower. If you notice any potential safety risks, notify your host immediately.</p> <p>If you can't find the agreed destination, contact your host or the Port Tower Visitor Center tel. 010 505 9513.</p>	<p>Be sure to badge yourself out of the area at the gate.</p> <p>Return the entry pass and any other permits to the Port Tower Visitor Center or to the mailbox at the gate.</p>
<p>Prepares for the guest's arrival.</p>	<p>Is responsible for the guest throughout the stay.</p>	<p>Guides the guest out of the area.</p>
<p>Informs the host about the guest's and guides the guest to the agreed destination.</p>		<p>Gets back your entry pass.</p>

9. INSTRUCTIONS FOR DRIVERS

DRIVERS	Before entering the area	Arrival at Port Tower
<p>Driver</p>	<p>Make sure in advance that you have an agreed order / delivery to the area.</p> <p>Always access KIP through Port Tower.</p> <p>Take the driver safety test.</p> <p>Check with the company that ordered the transport about the required clothing / protective equipment at the site.</p>	<p>Present the freight declaration. Prove your identity.</p> <p>Indicate any deviating vehicle dimensions.</p>
<p>Client</p>	<p>Writes beforehand an order for transportation</p>	
<p>Port Tower Visitor Center</p>		<p>Informs the destination company of your result and guides you to the agreed destination.</p>

Movement in the Area	Unloading and loading cargo	Leaving the Area
<p>Make sure to badge yourself in at the area gate.</p> <p>Follow the instructions from Port Tower and this guide.</p> <p>Only drive on marked routes and park only on marked places.</p> <p>You are responsible for potential passengers.</p> <p>If you park, leave the keys in the vehicle in case of a sudden need to move it.</p> <p>If you cannot find the agreed destination, contact the Port Tower Visitor Center tel: 010 505 9511</p>	<p>Before loading or unloading, register with the customer at the factory control room or with the agreed contact person.</p> <p>Check the instructions at the loading and unloading location.</p> <p>Make sure you are in the right place and wear the personal protection and fall protection required at the location.</p> <p>Make sure that the unloading and loading situations do not cause emissions in the environment. Nothing should be discharged into the sewers of the factory area without proper permission.</p> <p>If you notice potential security risks, report them immediately to the customer or to Port Tower Visitor Center.</p>	<p>Make sure to badge yourself out of the area at the gate.</p> <p>Return the pass and any other permits to the Port Tower Visitor Center or mailbox at the gate.</p>
	<p>Guides operating procedures at unloading and loading sites.</p>	
		<p>Gets back your entry pass.</p>

10. INSTRUCTIONS FOR WORKERS IN THE AREA

WORKING IN THE AREA	Before entering the area
Worker	<p>Agree on arrival with your employer.</p> <p>If you need to move inside the fenced area with your own car, make an agreement with your employer in advance.</p> <p>Once the employer has made the notification, you will receive a link to the safety exam by email (if you are coming to KIP for the first time or if your safety exam has expired).</p> <p>Please note that a valid occupational safety card is required to work in KIP!</p>
Employer	<p>Provides the KIP system with the employee's information.</p>
Port Tower Visitor Center	<p>Integrates the person in the access control system and assigns access rights to the person according to the employer's instructions.</p>

Arrival at Port Tower	During work	When your work is finished
<p>Register at the Port Tower Visitor Center.</p> <p>Provide your name and employer. Be prepared to prove your identity.</p> <p>Present your valid occupational safety card.</p> <p>Driving permit may be asked.</p>	<p>Badge yourself in/out as you move in and out.</p> <p>During work, act in accordance with the instructions given by the employer, this guide, and Port Tower. Also report any change in your personal information to the Visitor Center.</p> <p>Update your driving permit every calendar year. Be sure to also report a change of vehicle.</p> <p>Those working in the area park their vehicles in company-specific reserved parking areas near the entrance gates.</p> <p>If you notice potential safety risks, report them immediately to your supervisor.</p>	<p>Return the passes you received to the Port Tower Visitor Center</p>
	<p>Is responsible for instructions and guidance related to the employee's work.</p>	<p>Notifies the visitor center of the end of the employee's work.</p>
<p>Gives the person an entry pass.</p>		<p>Retrieves entry passes and removes the person's access rights from the area.</p>



11. WORK PERMIT PRACTICES

Companies in the area have a written work permit system in place to ensure the safety of the person performing the work and the work site during and after the work.

The work permit is the responsibility of the client.



Work subject to a work permit may not be started without a valid written permit.

Entering and leaving the work site must be reported according to the instructions given.

Cleaning of the work site is part of the work and residues or other waste generated at work must be disposed of in an appropriate manner. At the end of the job or work day, make sure the walkways are open and your work site remains safe. The operator is responsible for cleaning up the traces of the work. If necessary, the work area should be insulated with booms and flag lines, which must be marked with who installed them and the time.

The work permit must take into account the effects of the work on other actors in the area.



11.1

SPECIAL WORK PERMIT

Some jobs require special work permits, such as hot, rail, or tank work permits.

HOT WORK

- To perform hot work at a temporary hot workplace, a hot work permit and a hot work plan are always required.
- Participation in hot work requires a valid hot work card.
- Hot work means work where sparks are present or where flames or other heat are used and which present a fire hazard.
- The hot work permit specifies the hot guard performing, the hot guard and the supervision time.
- Detailed instructions for hot work are given in the hot work control plans.



Before starting work, also pay attention to possible automatic extinguishing and fire detection systems on the premises!

An erroneous fire alarm will result in a penalty payment.

RAILWAY WORK

- All work on and near the railway (<3m distance from the track) is subject to a permit.
- Permission is granted by KIP Service or the Port of Kokkola.

TANK WORK

- Working in tanks and similar enclosed spaces requires a work-specific enclosure permit.
- Before starting work in enclosed spaces, make sure that the place have been and are ventilated, that unloading of substances has been prevented, that damage prevention measures have been taken and that the oxygen content of the space is monitored with a meter.
- Tank work must never be carried out alone, but there must be a qualified person outside the tank.
- Tank trucks must also follow this instruction.

OTHER SPECIAL WORKS

- Permits may also be required for other special work in the area, such as plumbing work or the use of a crane, roof and water-proofing work or excavation work.

**The Industrial Fire Department
will assist if necessary,
tel. 010 505 9541**



12. SUMMARY OF OBLIGATIONS

DUTIES AND RESPONSIBILITIES OF VISITORS

- Follow the safety instructions in the area and the instructions given by the host.
- Return all equipment and passes you have received to the same location where you received them.

DUTIES AND RESPONSIBILITIES OF CONTRACTORS

- The Contractor shall comply with the obligations and responsibilities of the contracts and the safety instructions and regulations of the area, and shall be responsible for the compliance with laws and regulations.
- The contractor must ensure that each of his employees has the professionalism and safety management required for the job.
- The Contractor is responsible for the proper storage of his own materials and tools as agreed with the client.
- The contractor is responsible for maintaining order and safety at his site.

Unusual situations (damage and danger situations, disturbances) must be reported immediately to the customer and the area guards, tel. 010 505 9510 (24/7).

DUTIES AND RESPONSIBILITIES OF THE EMPLOYEE

- Everyone working in the area must follow the safety instructions and regulations
- The employee must use the protective equipment assigned to him
- The employee takes care of his own and other workers' safety and health
- The employee takes care of the cleanliness and order of their own workplace The employee must inform their supervisor of any safety deficiencies or deviations they notice and, if possible, correct the matter immediately.

DUTIES AND RESPONSIBILITIES OF THE SUPERVISOR

- The supervisor monitors the observance of the given instructions and is responsible for safety by ensuring that
- ensures that the work instructions are properly handled
- ensures that the given instructions and regulations are followed
- ensures that the necessary guidance and training is performed
- ensures that the personnel performing the work is qualified for the task
- ensures that personal protective equipment according to the work site is used
- ensures that the work permit system is followed

- ensures that working conditions are safe (process, equipment, working methods)

IMMEDIATELY AFTER THE WORK IS COMPLETED, THE CONTRACTOR SHOULD:

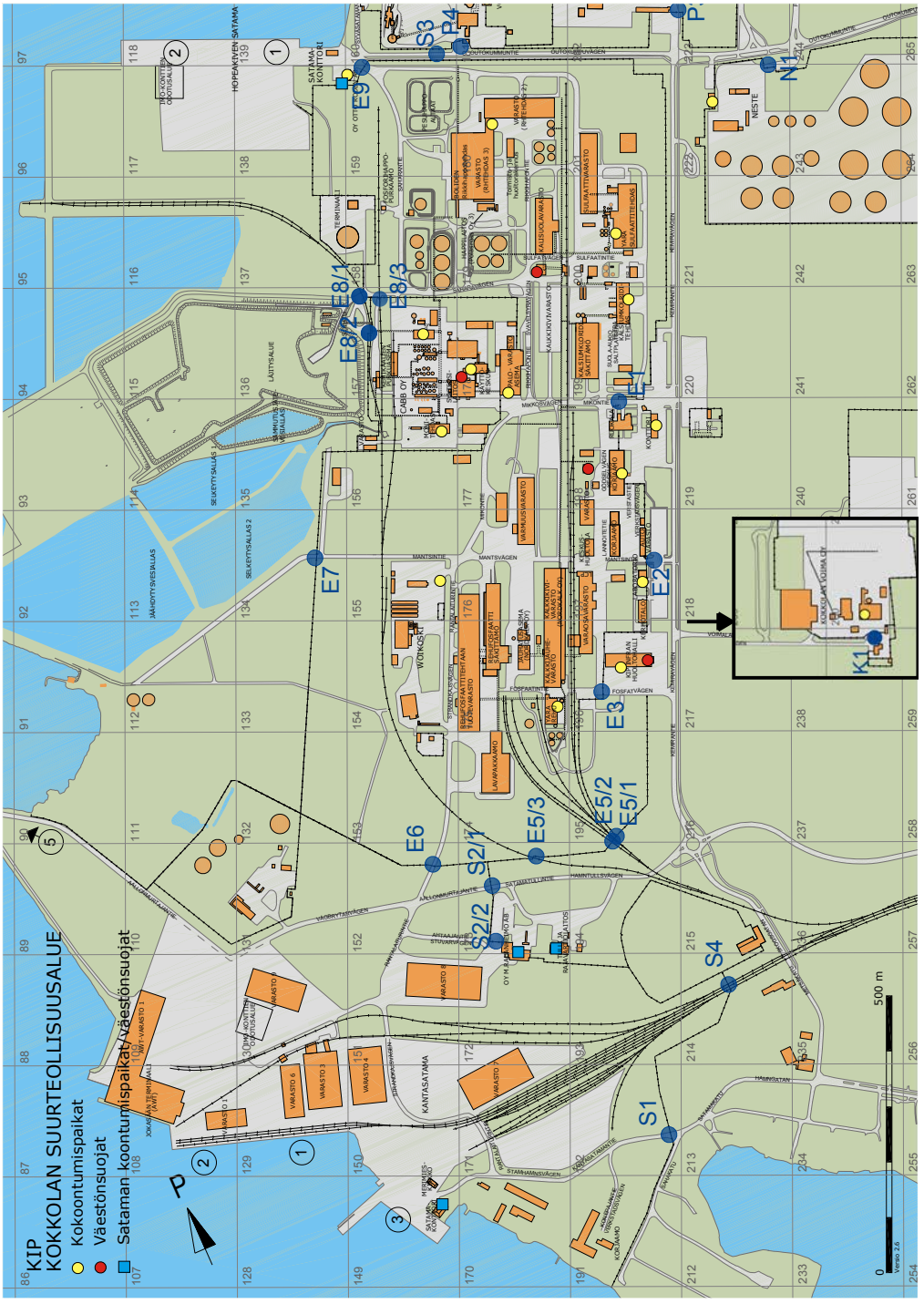
- remove all tools and supplies, installation debris, temporary structures and scaffolding from the workplace
- take care of cleaning and cleaning the work area
- notify the client of the completion of the work
- return all access control keys



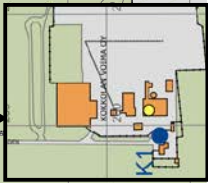
Welcome to KIP!

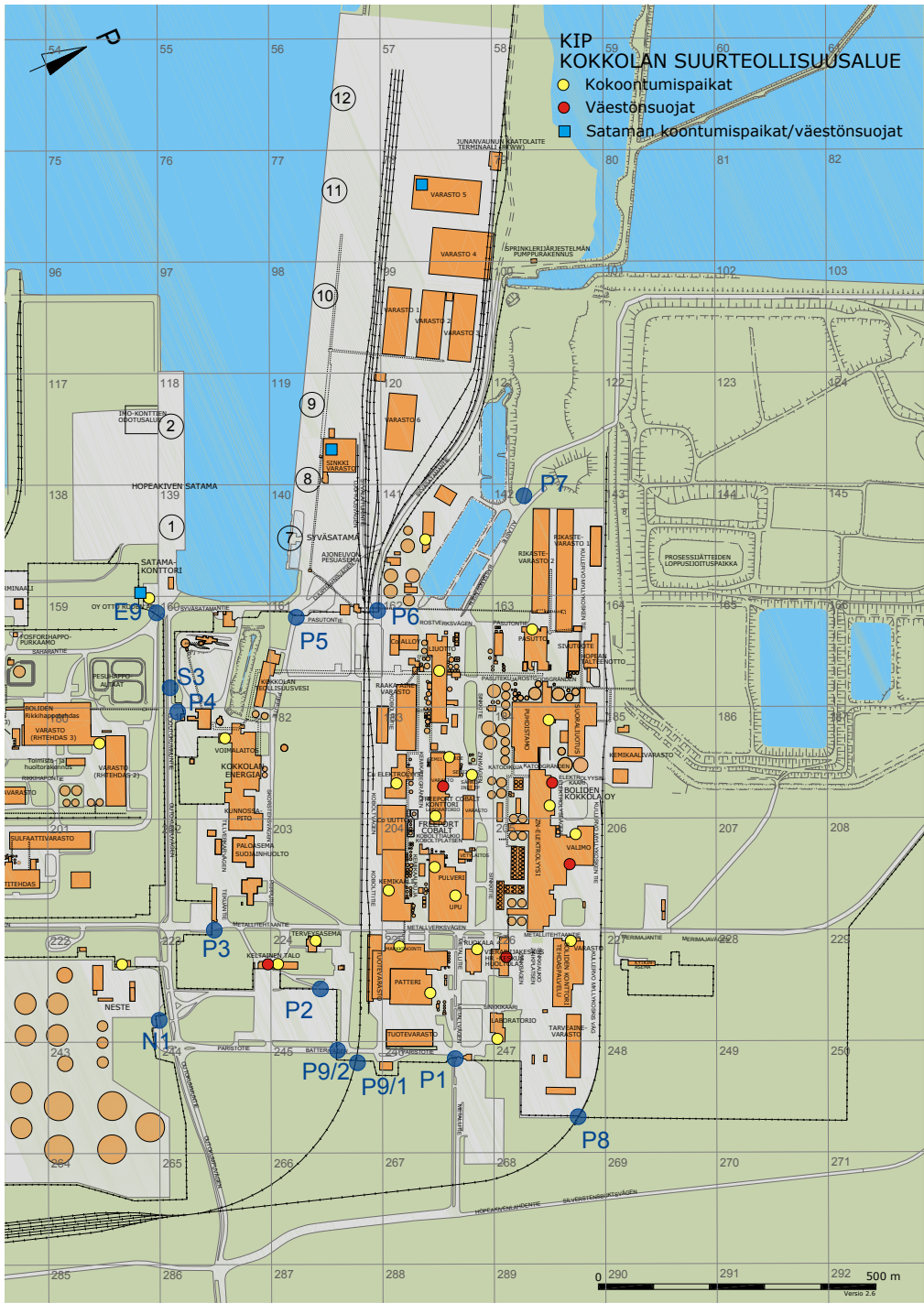
**The circular
economy of the
future is already
here.**





- 86 **KIP**
KOKKOLAN SUURTEOLLISUUSALUE
 Kokoontumispaikat
 ● Väestönsuojojat
 ● Sätaman kokoontumispaikat
 ● Väestönsuojojat





**KIP
KOKKOLAN SUURTEOLLISUUSALUE**

- Kokoonnuksipaikat
- Väestönsuojat
- Sataman kokoonnuksipaikat/väestönsuojat

0 290 291 292 500 m

Verio: 2.6

IN CASE OF EMERGENCY

CALL

112

Check out the 112 Finland -mobile app and download it to your phone!



CALL 112 The emergency number 112 should always be called in urgent, real emergencies where life, health, property or the environment are threatened or endangered, or if there is reason to suspect that this is the case.

WHEN CALLING THE EMERGENCY NUMBER 112:

- Answer the questions.
- Follow the instructions provided.
- Do not end the call until you have received permission.

AFTER THAT

- Report the situation to Port Tower, tel. +358 10 505 9510.
- Avoid using your own phone after notifications so that lines are not blocked and you can be contacted by rescuers if necessary.
- **Guide and arrange unobstructed access to the destination.**

WWW.KIP.FI