

General Provisions

Turku Repair Yard is the employer exercising principal authority at shared workplace in accordance with the Occupational Safety and Health Act 738/2002, whose responsibility is to ensure that work safety instructions and practices are complied with when working in the area. All employers working in the area are for their own part responsible for compliance with these guidelines and with their own occupational health and safety practices, as well as for ensuring that their activity does not compromise employees' safety and health. The familiarization responsibilities are distributed as follows:

- Turku Repair Yard is responsible for familiarization of yard personnel and representatives of own subcontractors.
- The representatives of Turku Repair Yard subcontractors are responsible for familiarization of their own employees.
- The Customer is responsible for familiarization of own personnel and subcontractors.
- A register of familiarization should be maintained, which should be presented at request to the representative of Turku Repair Yard or to the occupational health and safety inspector.

The occupational health and safety representatives of Turku Repair Yard have the authority to monitor and investigate the implementation of occupational health and safety practices, which applies to all those performing work within the yard territory.

Employees shall without delay inform the foreman and the occupational safety and health representative or to electronic safety observation system* of any discovered faults and deficiencies, which may cause harm or hazard to the employees' safety or health. Employees shall, according to their opportunities, eliminate the discovered faults and deficiencies, which cause hazards. A report should be submitted even in those cases, when the employee has corrected the deficiency in question. Report can be made by scanning QR code by phone or from following link:
https://app.kiwaimpact.com/shortlinks/TRY_Safety_observation



Identification Card and Tax Number

- When moving within the Turku Repair Yard territory, each person should wear prominently displayed an identification card with photo. Card must contain at least following information: Name, Photo, tax number, company name and VAT number.
- An exception is made for numbered cards "visitor", "temporary" and "subcontractor"
- [Additional information about tax number.](#) Tax administration: www.vero.fi/en/

Hot Work Card and Occupational Safety Card

- All persons working in Turku Repair Yard's shared workplace should have a valid occupational safety card, those performing hot work should additionally have a valid hot work card and those performing or assisting in electrical works should have valid electrical safety card.
- For following works employer must have written permit granted by own employer:
 - Operating forklift
 - Operating cherry picker or similar man lift
 - Attaching loads to cranes intended for installation work
- Every employer is responsible to ensure that beforementioned licenses and permits are valid.
- Permits and licenses must be delivered to Turku Repair Yard (hse@turkurepairyard.com) or AVI's OHS inspector on request.

Personal Protective Equipment Required for Work

- Protective helmets must be used in marked off areas.
- During project in dry dock area eye protection (safety goggles or helmet visor) must be used.
- Applicable eye protectors (safety goggles) must be used at work with the risk of eye injury.
- Protective clothing and safety footwear must be used in production tasks. Protective clothing of those performing hot work should be of fire-retardant material.
- Hearing protectors must be used when working in noisy locations (above 85dB), as well as in specially marked off areas, for example, such as engine room.
- Safety harnesses must be used in personnel hoist as well as at working sites located higher than two meters, where there is a risk of falling.
- If work causes impurities to respiratory air, applicable respiratory mask must be used.

Traffic, Transportations and Relocations

- Please note that working machinery moves around in the area.
- Parking in the area shall be allowed in specially marked places only.
- Escape routes must be kept free. Parking on escape routes is strictly prohibited.
- In addition, please also always follow the general traffic rules, as well as the instructions provided by traffic signs.
- Operators of forklifts and personnel hoists must have a written permit from employer for their use.

Order and Cleanliness

- Working sites should be kept in good order.
- Any traces should always be cleaned up in the workshop and aboard the ship after completion of work.
- Smoking indoors is prohibited, designated areas are appropriately marked.
- Consumption and being under influence of alcohol or other intoxicating substances is prohibited!
- The gatekeeper is obliged to breathalyse all persons suspected to be under influence of alcohol or other intoxicating substances. An incident report and announcement to supervisor is made if the test result is positive or if the person refuses to take the test. The breathalyser test limit is 0 per mille.
- Fishing is prohibited in yard area

Fire Safety

- Hot work within the yard territory shall be performed at regular and temporary hot work sites. The hot work performed aboard the ships is a temporary site hot work and always requires a written hot work permit. The permit is granted by the yard's safety manager or by his designated person, who must have a valid hot work card. When working aboard the ship, it is necessary to have a permit signed by the chief fire officer of the ship or by his designated person, unless the issue has been otherwise agreed.
- The yard's regular hot work sites are the welding sites of machine workshop, sheet and pipe workshops, as well as the welding site of maintenance. At regular workplaces, the hot work card is not required. Should it be obvious that the hot work will produce more smoke than usual, contact the machinery equipment operator to switch off the automatic fire alarm.
- Safety regulations in accordance with yard's hot work monitoring plan must be observed in all hot work performed on the territory. ([Y:\PALOMIES\Pelastussuunnitelma\Annex 1. Hot Work Monitoring Plan 15.9.2021 Final EN.pdf](#))
- Worker performing hot work is always responsible about the fire safety of his/her own work.

Welding and Flame Cutting Work

- Always before commencing flame cutting, ensure that the backside of the plate / bulkhead is clear for hot work.
- Gas manifolds must not be laid neither into tanks, nor into the engine room. Their arrangement in other interior spaces shall be agreed on a project-specific basis.
- Gas hoses and welding cables should be laid so that the operation of fire doors is not hindered, if it is practicable.
- Before starting the work check, that gas flame cutter has backfire arrestor and the gas cylinders and manifolds are equipped with flashback arresters.
- In tank spaces, gas flame cutter must be removed immediately upon completion of work, for the period of work break, as well as at the end of the working day. At the end of each work shift, the valves of gas manifold should be closed.
- At the end of working hours, gas cylinders should be taken to the designated storage place, from which it is possible to pick them up quickly, if needed. Cylinders shall be stored in upright position and supported, so that they could not fall.
- *Additional information HSE 2015 manual chapter 16., Electric welding guidelines at TRY 20.8.2014 and Gas safety instructions 14.3.2016*

Hoisting

- Hoisting operations must not be started, unless the usage of hoisting device command or the hoisting stages are known for sure.
- Hoisting shall be agreed with yard's representative. When customers own hoisting is made by TRY's crane and operator, TRY's own "crane police" must be present.
- It must be ensured that the crane driver and the person performing the hoisting have a common language of communication.
- When hoisting in the dark, it must be always ensured that a radio link or visual contact with the driver remains during the whole hoisting period. The crane can be contacted on radio channel 2. (VHF)
- For large and demanding hoisting, it is always necessary first to contact the responsible foreman, as well as to prepare also a written hoisting plan on a case-specific basis.
- It must be ensured that there is nobody within the hoisting area and there are no people walking.
- Radio-controlled hoists may be used only by persons specifically trained for this task.
- Normative wind limit of the cranes is 15 m/s or 20 m/s in gusts.

Operating ships devices in dry dock

- When operating ships devices that have moving parts outside of the hull (screw, rudder, stabilizers, thrusters, anchors etc.) it is always mandatory to have TRY:s supervisor's or project managers permission before commencing the work.
- Devices must be offline during docking in such manner that they can't be accidentally turned on.
- While operating, there must be arranged supervision near the moving device who has an open line of communication with the operator. See also "C.H-14.05 Aluksen laitteiden käyttö telakalla"

Machines and tools

- Such tools and machines which working principles are not fully clear must not be used or even switch on or off without a permission and familiarization from the department's supervisor. Risk of serious personal injury is related especially to surface treatment equipment using pressurized-air. No one except the Baltic Premator (BP) personnel must not touch to this equipment, without a specific permission from the BP Supervision.

Electricity

- The yard's electricians shall install the construction site switchboards having input current more than 63A.
- Electric cables should be laid so that the operation of fire doors is not hindered, if it is practicable.

Ship recycling

- Dismantling of gas cylinders is prohibited. Cylinders must be delivered directly to subcontractor responsible of handling waste metal.
- There might be asbestos in recyclable vessel. Ask project specific asbestos safety instructions from your supervisor before starting the work.
- Additional information: TRY SRFP, Project specific recycling plans

Scaffolding

- Only persons authorized by Turku Repair Yard are allowed to erect, move, or take down scaffolding.
- Scaffolding must be inspected before use and after changes. Scaffolding must have a valid inspection tag.
- Open edges of the working level must be protected with guardrails if the free fall is over 2 meters.
- Additional information: [HSE 2015 manual](#) chapter 13. Managing fall risk

In Case of Emergency

First Aid

- First aid may be obtained from firemen, as well as from the yard's first aid group. The first aid group members have a white cross on green background on their protective helmets. Fire station serves as the yard's first aid station: +358 41 512 3453 / +358 40 5664 112
- Radio channel 2. (VHF)

How to Make an Emergency Call

- The general emergency phone number is **112**. No area code is required when making an emergency call from a mobile phone. When calling from the yard's landline phone: 0-112.
- Immediately notify also your own supervisor, yard's chief fire officer and the ship's personnel. Yard's address: Turku Repair Yard, Navirentie 14, Naantali

- ✓ *Assess the situation, proceed calmly*
- ✓ *Make an emergency call to number 112*
- ✓ *Prevent further accidents*
- ✓ *Provide first emergency aid*
- ✓ *Call for additional help and share tasks*
- ✓ *Inform the work management and the gate about the accident*
- ✓ *Guide the fire brigade / ambulance to the place*

Alarms

- After alarm, proceed to the muster station. Position presented in attached site and safety map.
 - ✓ *At yard property, the sound of fire alarm is continuous ascending and descending tone*
 - ✓ *On board ship the General Alarm is usually seven short and one long tone*
- After proceeding to muster station, check in to yards personnel. Remember that it is not allowed to leave the muster station without permission!
- Additional information: TRY Rescue plan

Occupational Accidents

- The occupational accidents happened in the area must be always reported to the yard's HSSEQ - manager.

Environmental Protection

- It must be ensured that no emissions caused by work leaks to the sea.
- The yard's HSSEQ - manager or Fire master must be notified immediately regarding any discovered leak to the environment, e. g. oil leaks to the sea.

Chemical Safety and hazardous waste

- A register of chemicals used at Turku Repair Yard is maintained, where it is possible to find substances by their brand name, as well as the material safety data sheets. Safety data sheets of WURTH container products are stored inside the container.
- The employers temporary working at the yard, if requested, must provide the relevant information on the chemicals they use at the yard's territory. (Additional information: Government Decree on Chemical Agents at Work 715/2001 and EU Regulation REACH 1907/2006.)
- Hazardous waste must be labelled accordingly before sending to Hazardous waste storage. Ask more information from the supervisor when necessary. (Additional information: *internal waste segregation instructions.*)
- LNG powered vessels: Ask information of available LNG familiarization from the yards contact person.

Additional Information

- Juha Olli +358 40 510 6952, juha.oll@turkurepairyard.com, HSSEQ - / Occupational Safety Manager.
- Peter Aaltonen +358 40 5664 112, peter.aaltonen@turkurepairyard.com, Occupational Safety Representative of shared workplace, Fire Chief, Field medic, Certified Covid-19 tracker.
- [Health, Safety and Environment Manual HSE 2015](#)
- Valid Covid-19 instructions can be inquired from yard representatives or: hse@turkurepairyard.com

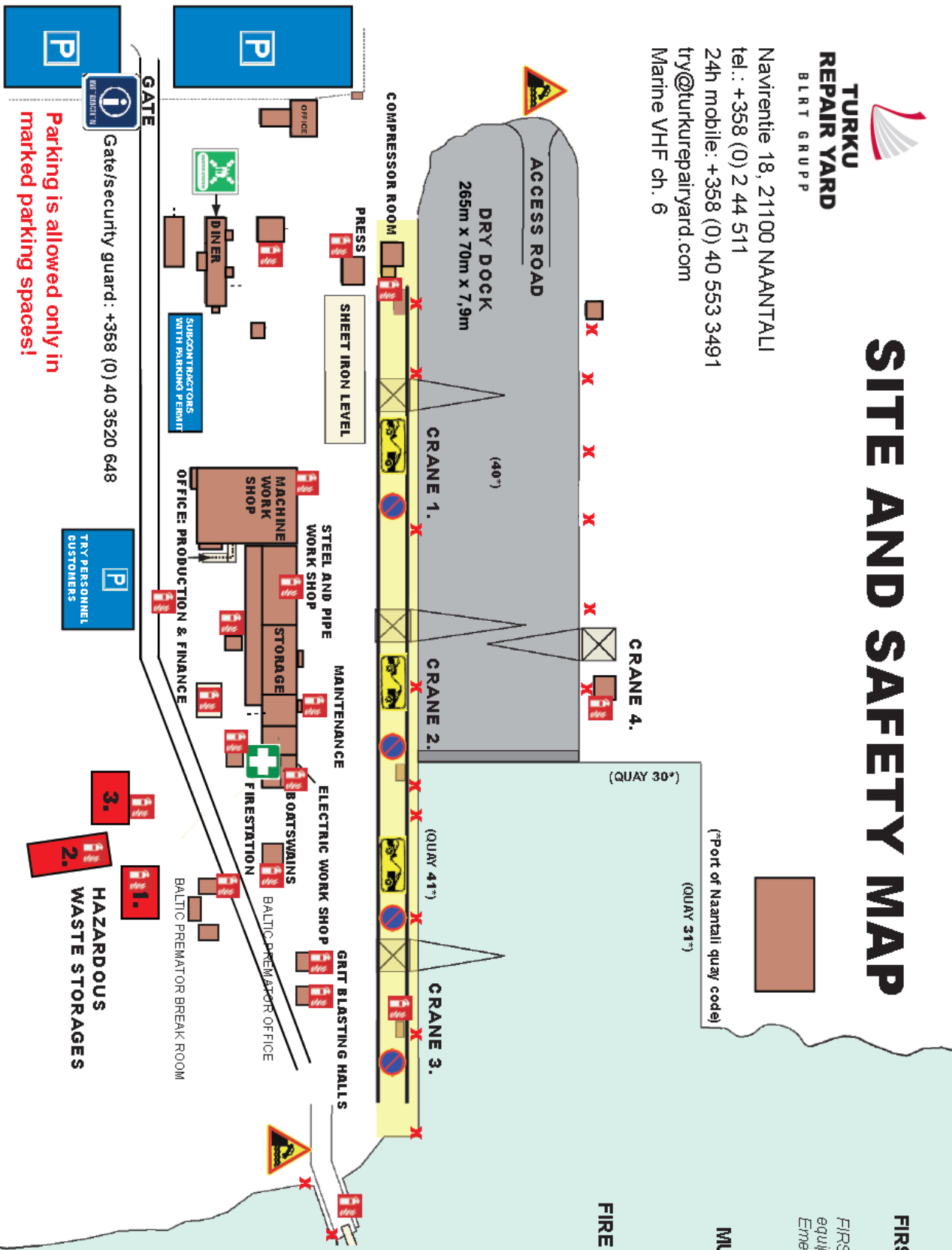
The instruction is based on the occupational health and safety practices of the yard, Occupational Safety Act 738/2002, as well as Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces 44/2006. Turku Repair Yard is responsible for cooperation between various parties. Supplements to previous edition underlined.



**TURKU
REPAIR YARD**
BLRT GRUPP

SITE AND SAFETY MAP

Navirentie 18, 21100 NAANTALI
tel.: +358 (0) 2 44 511
24h mobile: +358 (0) 40 553 3491
try@turkurepairyard.com
Marine VHF ch. 6



Parking is allowed only in marked parking spaces!

GENERAL EMERGENCY NUMBER: 112

Gate/security guard: +358 (0) 40 3520 648

FIRST AID STATION:



FIRST AID STATION is equipped with Automated Emergency Defibrillator



MUSTER STATION:



FIRE HYDRANT:



FIRE EXTINGUISHER:

