

SAFETY GUIDE

Welcome to the Port of Naantali!



This Safety Guide was prepared for companies and contractors operating in the Port of Naantali either temporarily or continuously. The Safety Guide is a summary of the practical procedures followed in the port area.

CONTENTS

1. MOVING ABOUT THE PORT AREA

2. ACCESS CONTROL

3. TRANSPORT OF DANGEROUS GOODS

4. INSTRUCTIONS FOR EMERGENCIES

4.1 MEDICAL EMERGENCY

4.2 FIRE

4.3 OIL SPILL

4.4 DANGEROUS GOODS INCIDENT

5. OCCUPATIONAL SAFETY

6. ENVIRONMENTAL PROTECTION

7. CONTACT INFORMATION

8. MAPS

1. MOVING ABOUT THE PORT AREA

The International Ship and Port Facility Security (ISPS) Code requires access to monitored security areas to be controlled according to a security plan approved by the authorities.

VEHICLE TRAFFIC IN THE PORT AREA

Access to the port area is not allowed without an appropriate access pass. The speed limit in the port area is 30 km/h. Normal traffic rules and signs must be followed within the port area.

The traffic routes are marked.

- Driving is not allowed in the quay area unless required by the work assignment.
- Driving is not allowed within the impact area of a ship being loaded or unloaded.

Work machines and other rail traffic move about the port area. Vehicles must give way to work machines and rail traffic.

The driver of a vehicle that is stopped or parked on a railway must stay with the vehicle. A vehicle or trailer parked contrary to the port regulations must be immediately moved to a permitted area. If the driver or holder of the vehicle does not see to the vehicle being moved, the vehicle may be moved by the port authorities at the expense of the person in question.

IDLING VEHICLES

Leaving a vehicle idling is not allowed. PASSENGERS IN VEHICLES

Passengers should not be transported inside the restricted port area (ISPS area). If this happens, the passenger must stay inside the vehicle. Drivers are responsible for any persons inside their vehicles.

ACCIDENTS

Port Control must be immediately notified of any accidents.

2. ACCESS CONTROL

ACCESS TO THE PORT AREA

The port area is accessed via monitored gates. Identification is based on the vehicle's register number, of which the port is notified in advance, or a remote sensor installed in the vehicle.

The driver of the vehicle must ensure that the vehicle's register number has been entered into the port's access control system in advance by a stevedoring company or carrier authorised by Port of Naantali Ltd.

The port has separate gates for pedestrian and bicycle traffic which are similarly only accessible to individuals who have obtained an access pass in advance.

Port Control monitors all gates 24/7. If a vehicle without an appropriate access pass attempts to access the port area, Port Control must receive a reliable explanation of the reason for the visit. If necessary, Port Control also checks the identity of the driver and any passengers before giving them access to the port area.

ACCESS PASSES AND IDENTITY CARDS

Moving about the port area is subject to authorisation. An access pass may be granted to individuals who work at the port permanently or who visit it continually. An access pass is usually vehicle-specific. An access pass is based either on a register number reported in advance or a remote sensor obtained for the vehicle. An access pass may be granted by Port of Naantali Ltd or a company authorised by the port.

People moving about the port area must be prepared to explain their purpose there and prove their identity if necessary. Identification is possible with any photo ID card, such as a driver's licence, a KELA card with a photo, or the company's own photo ID card.

3. TRANSPORT OF DANGEROUS GOODS

When a transport unit carrying dangerous goods arrives at the port area, it must be marked with class-specific symbols that denote danger in accordance with the International Maritime Dangerous Goods Code (IMDG).

Goods classified as dangerous refer to goods within the meaning of the IMDG Code, the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) and the Regulations concerning the International Carriage of Dangerous Goods by Rail (RID).

UNIT LOADS UNDER THE IMDG CODE

When materials regulated by the IMDG Code are transported as unit loads via the Port of Naantali, the following notification procedure is followed:

ADVANCE INQUIRY

An advance inquiry must be submitted no less than 3 days before the planned shipment. An advance inquiry must be submitted for the following IMDG classes:

- Class 1** Explosives, subclasses 1.1, 1.2, 1.3 and 1.5, not applicable to 1.4
- Class 5.2** Organic peroxides, when a single shipment exceeds 10,000 kg
- Class 7** Radioactive substances, not applicable to UN 2908-2911

An advance inquiry is also required for materials regulated by the IMDG Code which have toxicity as a secondary hazard or when the shipment is particularly large (over 100,000 kg).

The advance inquiry must include the following details:

- the technical name of the goods
- the UN number
- the IMDG class
- the total and net amount of the goods
- the contact information of the freight forwarder

ADVANCE NOTICE

An advance notice must be submitted for all materials regulated by the IMDG Code that are transported via the Port of Naantali no less than 24 hours before the goods arrive in the port area.

The notice must contain the following information:

- the name of the ship
- the time of arrival
- the technical name of the goods
- the UN number
- the IMDG class
- the total and net amount of the goods

STORAGE AND DIRECT TRANSPORT

Units flagged as dangerous may not be stored in any other areas of the port other than the areas designated for them.

Shipments belonging to Class 1 (Explosives) and its subclasses 1.1, 1.2, 1.3 and 1.5 as well as Class 7 always fall under direct export/import. This means that the unit in question must only be delivered to the port area at a time that ensures that it is not left waiting on the port's fields. Any cargo unloaded from a ship must be transported out of the port area after the transfer papers have been submitted.

4. INSTRUCTIONS FOR EMERGENCIES

CALLING THE EMERGENCY NUMBER 112

1. CALL THE EMERGENCY NUMBER YOURSELF IF YOU CAN

It is important that the call to the emergency number be made by the person to whom the matter pertains. The person in question holds information which the emergency dispatcher needs in order to decide what type of emergency services to dispatch to the scene. A call made by a middleman may delay the arrival of the emergency services.

2. DESCRIBE WHAT HAS HAPPENED

The emergency dispatcher will ask you for information on what has happened.

3. STATE THE EXACT ADDRESS AND MUNICIPALITY

The Emergency Response Centre's area of coverage may include several similar addresses in different municipalities. It is therefore important that you state the address as well as the municipality in which the incident has taken place.

4. ANSWER THE QUESTIONS ASKED

The questions asked by the emergency dispatcher serve a purpose. The questions do not delay the dispatch of emergency services. In urgent cases, the emergency dispatcher will already dispatch the authorities and cooperation partners who will be providing assistance during the call and provide them with additional information on what has happened.

5. FOLLOW THE INSTRUCTIONS PROVIDED

The emergency dispatcher is trained to provide instructions for different situations. It is important that you follow the instructions provided. Correctly taken first actions often affect the outcome of the situation.

6. DO NOT HANG UP BEFORE YOU ARE TOLD TO DO SO

Hanging up too early may delay the arrival of emergency services at the scene. After you have received permission to hang up, end the call. Keep the line open. The emergency dispatcher or the emergency services arriving at the scene may need additional information on what has happened.

**THE EMERGENCY SERVICES TO THE SCENE
CALL AGAIN IF THE SITUATION CHANGES**

4.1 MEDICAL EMERGENCY

1. ASSESS THE SITUATION

- What has happened?
- Is the patient conscious?

RESCUE THOSE IN DANGER

- traffic, fire, electric shock, gas

2. IS THE PATIENT BREATHING?

- turn the patient on their back
- bend the patient's head backwards, feel the airflow
- ensure that the airways stay open



3. CALL THE EMERGENCY NUMBER 112

4. NOT BREATHING

START MOUTH-TO-MOUTH RESUSCITATION

- blow air into the patient's mouth twice
- if the air does not reach the lungs, open the airways more



5. DOES THE PATIENT'S HEART BEAT? START GIVING CPR

- 30 compressions:2 ventilations
- feel the patient's carotid artery to see if the patient's heart is beating again, and if not, continue giving CPR

6. BLEEDING? STOP THE BLEEDING

- raise the bleeding limb above the heart
- apply pressure on the bleeding area with your hands, using dressing
- bind the wound with a pressure bandage if necessary



7. SHOCK?

PROVIDE FIRST AID FOR SHOCK

- raise the patient's legs
- stop the pain, support the fractured parts
- protect from the cold



8. WAIT FOR THE AMBULANCE

- monitor the patient's condition



IF THE PATIENT BREATHES BUT IS UNCONSCIOUS, TURN THEM ON THEIR SIDE

- ensure that the patient keeps breathing
- check for bleeding or symptoms of shock
- do not move the patient unnecessarily

4.2 IN CASE OF FIRE

RESCUE AND WARN those in danger

CALL 112 and report the fire **immediately** to Port Control by calling **+358 44 7334550**

START PUTTING OUT THE FIRE with the fire-extinguishing equipment nearest to you

CONFINE the fire by closing windows and doors

GUIDE the emergency units to the scene

When you report the incident to Port Control, this alerts the port's own responsible persons to assist the firefighters.



4.3 OIL SPILL

The port's own oil spill response is largely based on assisting the emergency services. Small leaks of 1 to 30 litres are handled by the port.

ONSHORE OIL SPILLS

1. Call 112

2. Also notify Port Control of the incident (on duty 24/7) at +358 (0)44 733 4550

OFFSHORE OIL SPILLS

1. Follow the same steps as in the case of an onshore oil spill

4.4 DANGEROUS GOODS INCIDENT

CALL 112, describe what has happened

- is anyone hurt
- which substance(s) is involved in the incident (Class and UN no)
- is something burning or leaking
- is there a risk of explosion or ignition
- describe the scene of the incident (possible guidance to the scene), is there any general traffic nearby
- the direction of the wind

REPORT ALSO the incident to Port Control at +358 (0)44 733 4550

- Remove and keep bystanders away from the scene.
- Do not walk over or touch the leaked substance.
- Avoid breathing in any steam, smoke, vapour or dust.
- Do not assume that the gases or vapours are harmless even if they are odourless.

5.OCCUPATIONAL SAFETY

Companies and contractors working in the port area agree to follow the occupational safety instructions provided by Port of Naantali Ltd.

Contractors who perform construction or repair work within the port area are required to have a project-specific occupational safety document (Government decision on the safety of construction work 692/94, Section 5) which describes the occupational safety risks and dangers specific to each work area. A copy of this occupational safety document must be submitted to the Port of Naantali. Contractors are also responsible for training, orienting, guiding and supervising their own personnel.

The Port of Naantali requires all operators to adopt the use of the Occupational Safety Card. The card indicates that the holder has completed the occupational safety familiarisation training.

Work site

The work site must always be marked appropriately, and no one who lacks the appropriate protective clothing and personal protective equipment must be allowed to work at the site.

Persons visiting the work site must wear CE-marked high-visibility clothing and other necessary personal protective equipment. Monitoring the use of protective equipment is primarily the duty of the site manager, responsible foreman, agent or other responsible person at the work site.

Visibility/safety of people

To ensure the visibility of people, the Port of Naantali requires everyone working or moving about the area to wear CE-marked high-visibility clothing which identifies their employer. The port requires the use of a hard hat when working in the port area and when outside a vehicle.



Speed limit

The speed limit in the port area is 30 km/h. All work machines must use a yellow blinker when moving about the ISPS area.

Traffic routes

Public traffic routes must be used when moving about the area, and the routes may not be used as a storage space even temporarily.

Hot work

Hot work refers to all work which generates sparks or where flame or some other type of heat is used and which poses a risk of fire. Examples of hot work include gas and arc welding, flame and arc cutting, disc cutting and metal grinding which generates sparks, as well as work that uses a gas burner, other open flame or a hot air blower.

Diving work

Diving and underwater work may only be performed in the port area with permission from Port of Naantali Ltd.

6. ENVIRONMENTAL PROTECTION

Everyone operating at the port must follow the following instructions.

Solid waste

Solid waste must always be collected in designated containers, and you are not allowed to throw anything into the sea. Waste sorting must also be taken into consideration.

Hazardous waste

Hazardous waste refers to any disused substances and objects that may be particularly hazardous or harmful to the environment.

Examples of hazardous waste include

- energy saving lamps and fluorescent tubes
- batteries, waste oil, oil filters and other oily waste
- solvents, paints, adhesives, varnishes
- pressure-treated wood
- alkaline detergents
- pesticides/disinfectants
- strong acids
- gas cylinders, aerosol cans and other pressure containers. Hazardous waste may not be left in the port's waste containers.

Wastewater

Wastewater and dirty washing water may not be discharged into the sea.

Noise

The environmental permit of Port of Naantali Ltd specifies that the noise caused by the port may not exceed the following noise limits in the nearest residential areas:

- during the day (7am–10pm) 55 dB
- during the night (10pm–7am) 50 dB

Painting

Splashes resulting from painting may not be allowed to enter the sea.

Washing

Washing water may not be discharged into the sea within the port area if it contains harmful chemicals.

Sandblasting

Sandblasting is allowed in small amounts within the area, but the sand must not be allowed to enter the sea. It must be collected. The contractor is responsible for collecting the sand and taking it away.

Goods dangerous to the environment

If any goods that are dangerous to the environment are stored in the port area or brought there, a permit for storing them is required from the port

Idling vehicles

Leaving a vehicle idling within the port area is not allowed.

Marine fuel management

Companies that supply ships with fuel must follow these instructions prepared by the port and ensure that:

The fuel hose is sufficiently long, in good condition and tested.

The connectors/flanges and seals of the fuel hose are in good condition and the bolts are tightened correctly.

The driver of the vehicle remains present throughout the operation.

- An absorbent is available immediately.

The ship and the recipient must agree upon

- the method of communication
- the pumping speed
- the emergency stop instructions.

Collection of oily waste and wastewater from ships

Companies that collect waste oil or oily bilge water from ships must follow these instructions prepared by the port and ensure that:

- The hoses are in good condition and sufficiently long.
- The connectors/flanges and seals of the hose are in good condition and tightened correctly.
- The receiving party remains present throughout the pumping process.
- An absorbent is available immediately.

The ship and the recipient must agree upon

- the method of communication
- the pumping speed
- the amount of oil received
- the emergency stop instructions.

Contact information

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Traffic Control

Port security officers

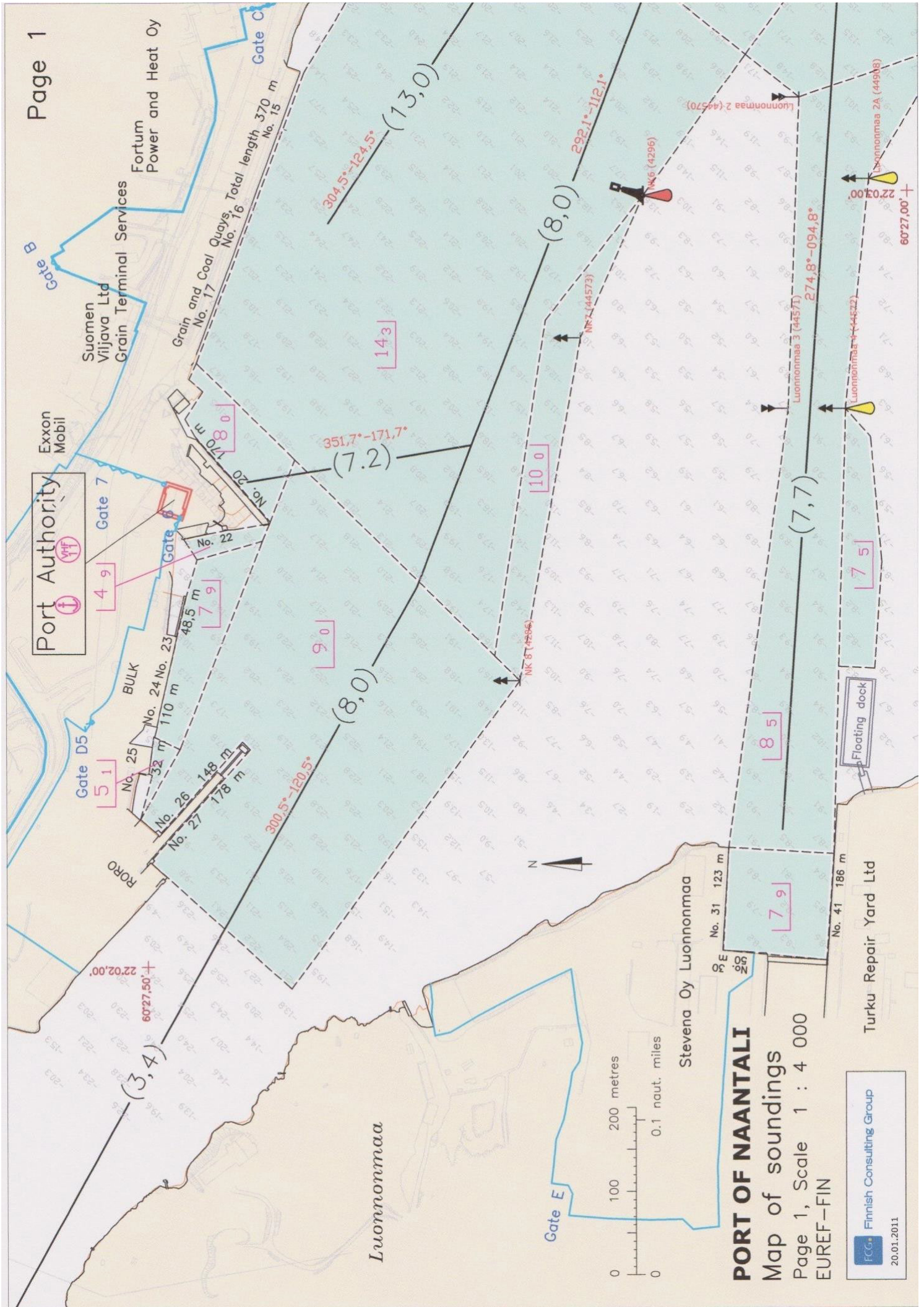
On duty 24/7 Mobile: +358 (0)44 733 4550

Port of Naantali Ltd.

SATAMATIE 13, 21100 NAANTALI, FINLAND

Traffic tel. +358 (0)44 733 4550 or firstname.lastname@portofnaantali.fi





PORT OF NAANTALI

Map of soundings

Page 1, Scale 1 : 4 000

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