

## TO 500 Traffic in the plant area

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### 1 General about vehicular traffic at Kemi Mine and in Tornio plant area

The plant areas of Outokumpu Tornio plant and Kemi Mine are subject to applicable laws (the Road Traffic Act, the Occupational Safety and Health Act, etc.) and the same principles and regulations as road traffic in general (with a few exceptions). "Plant area" refers to an area closed to public traffic, enclosed by a fence and gates. The operator or driver of a machine or vehicle must have a valid licence to operate or drive the machine or vehicle in question. The driver of a vehicle or mobile work machine must be at least 18 years of age.

Everyone in the area must pay attention to their own and others' safety, and not endanger themselves, other people, or property by careless action. These guidelines concern the driving of vehicles and mobile work machines in the plant area, as well as the penalties for not complying with applicable rules and regulations.

The vehicle access control system in the plant area uses licence plate readers and remote sensors. A vehicle entering the plant area may carry only the driver. Any other persons must enter through the personnel gates. The general speed limit in the areas of the Tornio plant and Kemi Mine is 30 km/h, unless traffic signs specify a different speed limit. Due to heavy vehicles operating in the areas, special care must be taken and speed limits must be observed. When it comes to safety, whether road

safety or otherwise, anyone working in the plant area must intervene if they notice activity that puts safety at risk.

Marked routes must be used and traffic rules must be followed. The creation and use of temporary shortcuts or routes without the client's permission is prohibited. Roadways and other accessways must be kept free for emergency vehicles (emergency access road). Vehicles must not be parked nor obstacles placed in front of overhead doors as they will hamper materials transport and rescue operations.

## 2 Rules for vehicular traffic

The rules for vehicular traffic are based on the Road Traffic Act and the general traffic regulations and on the plants' own additional regulations:

- The driving permit is licence number-specific.
- Vehicles may be parked only at designated parking lots or in places where parking is not specifically prohibited and where the parked vehicle does not block/endorse other traffic.
- Driving in the industrial area takes place at one's own risk.
- No visitors can be brought to the plant area without a prior visitor report or report to the area control centre or cargo terminal.
- On entry, only the driver is allowed to be in the vehicle. Other passengers in the vehicle must enter the site through the personnel gate.
- Material cannot be transported in the vehicle out of the plant area without a permit, which must be presented to the security personnel.
- Security guards in the plant area have the right to inspect vehicles entering and exiting the area or moving within the area.
- The driver is responsible for the condition, cargo, loading and safe transport of the vehicle they are driving. All loads must be tied or otherwise secured in order to ensure that no cargo falls off and no protruding objects present a risk to other road users.
- Any violation of the rules and regulations will result in sanctions and may, for example, result in a temporary driving ban in the plant area or other personal/vehicle-specific sanctions.

## 3. Driving permits and how to obtain one

A driving permit for the plant area may be granted if the person applying for the driving permit has a valid site access permit and needs to drive a vehicle in the plant area in order to carry out their work duties. Access permits are obtained from the Tornio plants' area control centre or the Kemi Mine's information point. The access permit is personal. Misuse (such as using another person's access permit) can lead to the access permit being taken away.



The issuing of access permits is based on a specific individual agreement between the client and the service provider.

There are two types of driving permits for the plant area: a day permit and a long-term permit. The day permit is intended for short-term use by visitors and service providers carrying out small jobs. Driving permits are issued by the area control centre or information point at their discretion and in accordance with issuing guidelines on the basis of an application by the technical supervisor or a visitor notice.

Long-term permits are not issued for passenger cars save in exceptional cases. Such exceptions may include, for example, health reasons, multiple jobs in the plant area (e.g., managerial positions at transport companies) or other valid reasons. For example, a long walk to the contractor's place of work or work site is not a valid reason for getting a driving permit for a passenger car.

Day permits cannot be used successively for more than three days in a row. A long-term driving permit will be valid for the term of the agreement between the client and the service provider (e.g. three years). Exceptionally (for example, in case of production-related sudden downtime at weekend or at night), the shift manager can file a visitor notice and driving permit application for a fixed period of time, so that production can continue as soon as possible.

A driving permit application must include the following information:

- name of holder of vehicle
- name of driver
- name of company/plant/department served by the vehicle
- driver's mobile telephone number
- name of contact person at client organization
- date of expiry of driving permit

### **Driving permits of different vehicle types**

Emergency vehicles on emergency assignments are entitled to enter the industrial area without a driving permit. If an emergency vehicle is not on an emergency assignment, a visitor notice or an advance notice must be filed for the visitors.

Contractors who need to deliver goods to the industrial area may be granted a day driving permit if the information point, area control centre or cargo terminal deems it necessary. If necessary, the area controller contacts the person in charge of the contract at Outokumpu. If a contractor is granted a day permit without a technical subscriber's application, the technical supervisor of the work in question must be notified by email.

Vehicles of Posti and courier services are entered in the access control system as soon as they get changed, so that they can be readily identified and deliveries run smoothly. Posti, for example,

regularly sends out a list of their vehicles in use in the Kemi-Tornio area, but vehicles may nevertheless change quite frequently.

All heavy vehicles are instructed to drive primarily via the cargo terminal. Heavy vehicles mean trucks, lorries and mobile work machines. When heavy vehicle drivers need to use the access control terminal in Tornio, they are directed to the area control centre (main gate).

Vehicles arriving through the cargo terminal to deliver raw materials or to pick up finished products are excluded from the driving permit system due to implementation difficulties. These vehicles are controlled by the cargo terminal where the vehicles are weighed, for example. The truck traffic must be monitored separately using the methods available, for example at the cargo terminal. Well-known truckers operating under a service contract are included in the driving permit system.

#### 4 Mobile work machines and vehicles

Mobile work machines refer to all machines used for work in the plant areas. This guideline is not directly applied to vehicles delivering or picking up material to/from the site, nor to cars or vans. At the Tornio plants, the maximum permitted axle load is 70 tonnes. In addition, there are zone-specific weight restrictions indicated by traffic signs in the area. Special transports exceeding these limits must always be planned on a case-by-case basis.

The following rules apply to all mobile work machines and vehicles in the plant area:

- The vehicles must be insured even when they are not registered.
- Work machines must emit a flashing warning light when they move or carry out work.
- The safety devices (seat belts, brakes, headlights, etc.) in the vehicle/work machine must be in order and used.
- Work machines operating in the plant area must carry at least one 6-kilogram powder-based fire extinguisher.
- Vehicles with more than 50 litres of oil must be equipped with an oil spill response kit for primary oil spill response. The kit must contain an oil collection vessel/bag with a volume equalling the vehicle's oil volume and oil-absorbing sheets.

A non-registered vehicle must be provided with a written vehicle health report indicating that the vehicle meets the safety requirements (e.g., axles, wheels, suspension, steering and control system and braking system) according to the Government Decree *19.12.2002/1245 – Government Decree on the Control of Roadworthiness of Vehicles Used in Traffic*. The report shall be stored in the vehicle and in the company's occupational safety folder. The inspection and report must be renewed annually. The driver of the work machine is responsible for ensuring that the machine meets the requirements. The condition of the vehicles is controlled by the security guards in the plant area and an outside operator. If they stop a vehicle for inspection, they must be shown the vehicle health report, among other things. They are also entitled to inspect the vehicle, if necessary.

Front and rear visibility must be good in work machines and vehicles. If necessary, in order to improve the visibility or to avoid collision, the work machine or vehicle must be equipped with a separate camera or backup monitor.

The operator or driver of a machine or vehicle must have a valid licence to operate or drive the machine or vehicle in question. However, when driving vehicles of departmental fire extinguishing teams in the plant area, a B-class driving licence is sufficient to drive vans registered as lorries. (NB. Outside the fenced area, these vehicles cannot be driven without a C-class driving licence.) On request, the operator of the machine or his supervisor must present the operating licence and documentary evidence of training received for the machine in question.

Departments shall set up parking areas for work machines if the work machines/vehicles are parked close to the place of work when not in use. If a department is unable to provide a safe parking area, the vehicles and work machines must be parked outside the plant area in designated areas in visitor parking lots.

Forklift trucks are subject to separate safety guidelines *TO 107 Operating a forklift truck*

## 5 Traffic control in Tornio plant area and at Kemi Mine

Anyone working in the plant area must intervene if they notice activity that puts safety at risk. In traffic, safety is compromised, for example, by excessive driving speed, inadequately tied loads or in some other way that causes danger.

Traffic control at the Tornio plant area is carried out by the plant's own personnel and security guards. Activity that jeopardizes traffic safety in the plant area can also be detected through technical surveillance means, such as a recording video surveillance system.

Security guards in the plant area regularly control vehicle speeds by means of a Stalker speed gun. The security guards are required to report any safety anomalies and incidents to a representative of the client. If speeding is detected, the driver in question (or their supervisor) is promptly informed and the identity of the driver is verified. Public roads (such as Kromitie) leading to the plant area are subject to normal traffic control measures carried out by the authorities.

In the event of accidents the drivers of the vehicles or work machines involved are subjected to a breathalyzer test in accordance with Outokumpu's guidelines. If necessary, the police will be called (e.g., in case of a traffic accident involving personal injury).

## 6 Traffic violations in Tornio plant area

Traffic violations in the plant area are treated as violations of labour and safety regulations in the line organization in accordance with Outokumpu's sanctioning practices. In respect of own personnel, details can be found in the O'net document *Seuraamusten käsittely.docx* and the relevant forms are in Lotus Notes templates *Muistutus/Varoitus*. In respect of external service providers, the sanction practices are included in the material attached to the request for tender and they are also attached to the order/contract. If necessary, the cases are also recorded in security logs. More detailed personal

and vehicle information is sent to supervisors and, in the case of external service providers, to the client's contact person by e-mail.

Traffic violations are classified into minor and grave violations. The violations are assessed on a case-by-case basis, for example, based on the severity and intentionality of the violation. The consequences of traffic violations are listed in the table below. In cases of grave endangerment of traffic safety, the security guards in the plant area can impose sanctions immediately upon the incident. In these cases, the security guards issue a written warning with a description of the incident and the person in question is temporarily banned from driving in the area with immediate effect. If something special comes up or the case is different from those listed, it will be investigated according to incident investigation procedures and any sanctions will be decided on the basis of the investigation.

The consequences (warnings and penalties) depend on the gravity of the violation as follows.

Employees of Outokumpu and service providers: On a case-by-case basis: Verbal warning, written warning, driving ban in the plant area for a fixed period of time and renewed safety training.

## 7 Guidelines for traffic violation cases

Traffic control in the area is based on visual observations and the use of technical aids. The technical systems include, for example, a video surveillance system and speed gun.

If speeding or other traffic violations are detected, immediate action shall be taken. If the offender can be interviewed, for example, in the area control centre or at the cargo terminal, he or she is immediately informed of the violation and of the possibility of subsequent penalties. After the interview, the security guard submits an incident report describing what happened and where, to whom, the registration number of the vehicle, and other relevant findings such as the conditions at the time. In cases involving heavy vehicles, even minor speeding offences should be addressed immediately and reported.

In certain extreme cases, the control personnel may immediately cancel the driving permit. Such cases include grave disregard for road safety, such as gross speeding in the plant area, driving under the influence, and actions that may endanger the safety of people or vehicles in the plant area.

All traffic violations and the resulting sanctions are processed by the traffic working group at the Tornio plant.

## 8 Special guidelines and requirements for vehicle traffic at Kemi Mine

Vehicles entering the area of Kemi Mine shall comply with the document *TKaYht 100 Access control and security arrangements in the mine area*. Only the driver is allowed to be inside the vehicle as it enters the mine area. Any passengers in the vehicle must walk through the pedestrian gates and make sure that their entry into the mine area is registered. In case of an underground mine, the provisions of the document *TKaKaiv 002 Underground traffic* apply.

All vehicles driven inside the gates must carry a valid driving permit. The driving permit must be visible in the vehicle and it must be returned to the information point upon expiry. Careless driving or failure to follow the instructions may result in the cancellation of the driving permit.

All vehicles and work machines in the mine area must carry fire extinguishing equipment according to the document *TKaYht 101 Fire extinguishers in vehicles and work machines*.

## 9 Special guidelines and requirements for vehicle traffic at Røyttä port

Safety at the Røyttä port is based on the conventions of the International Maritime Organization (IMO). The safety and security mechanisms at the Røyttä port are based on the provisions of the SOLAS convention on international maritime safety and the related ISPS Code, which aims to increase safety in ports and on board ships.

Driving permits for the port area are issued on the basis of an application made by Outokumpu staff. Driving permit applications are processed by the Port Security Officer and the driving permits are maintained in the access control systems of the area control centre and cargo terminal. Driving permits are valid for the term of the contract or other fixed term agreed between the client and the service provider, up to the end of the following year.

An access permit to the plant area does not permit access to the port area and vice versa.

There are two kinds of access permits to the Røyttä port area:

- Short-term visits; visitors to ships, deliveries of goods, simple maintenance jobs, etc.
- Long-term permits

Short-term access permits and visits

Short-term access permits to the port area can be obtained:

- On the basis of a notification by an agent of Outokumpu Shipping; e.g., visitors to ships, maintenance personnel
- On the basis of a notification by Outokumpu Shipping management; e.g., short-term maintenance jobs in the port area
- On the basis of a notification by a ship's security officer; e.g., visitors to ships, maintenance personnel
- On the basis of a visit notification by Outokumpu Shipping staff; meetings at the port office, etc.
- For other maintenance work in the area subscribed by Outokumpu Stainless; e.g., pavement work

## Long-term permits

Access permits (Flexim ID) to the port area are issued by the Outokumpu area control centre or cargo terminal. Obtaining an access permit for the area requires that there is an agreement between the client and supplier and that

- an application for an access permit has been filled;
- Tornio plants' general safety training has been completed;
- the port's ISPS safety training has been completed.

## 10 Other provisions concerning traffic in the plant area

In the Tornio plants, all traffic matters are the responsibility of the plants' traffic working group. The working group discusses topics such as new traffic rules, traffic-related safety observations and incidents etc. The traffic working group includes the Tornio plants' health and safety representative, the chief shop steward, the occupational health and safety manager, the chief safety officer and a representative of Millf Services.