





## Contact details

### General emergency number from all telephones .....112

Helen Ltd telephone switchboard.....09 6171  
Occupational Safety and Health Representative .....09 6171  
Anton Laari, Occupational Safety and Health Manager.. 050 535 4760

### Guard stations / main gates

Hanasaari.....050 387 5634  
Salmisaari (24/7) .....050 387 5633  
Vuosaari.....050 387 5635

## Before you start

### The occupational safety and health courses must be completed.

Always start the tasks in the work area by identifying the hazards and carrying out a risk assessment. Before starting work, also become acquainted with the permit to work procedures for your work area, the reporting obligations at the start and end of the task, the emergency exits, weak corners of the boilers and, e.g. risks related to remotely operated devices.

### Lifting accessories inspection colours

In-service inspection, i.e. so-called daily inspection is carried out always before a lifting accessory is taken into use. It is carried out by a person who attaches the lifting accessory to the load.

Green 2022
Orange 2023
Blue 2024
Yellow 2025
White 2026

## What to do in the event of a fire or accident

 **SOITA / CALL 112**



1. **Rescue**
2. **Alert:**
  - A. Call the emergency number 112 (works from all telephones). In the event of a fire, you can alert the emergency services with the red **fire alarm** button.
  - B. Call the power plant control room:  
Hanasaari HaB, 4th floor. tel. 09 617 3431
  - C. In the process facility, press the power plant's emergency alarm button.
3. **Extinguish**
4. **Restrict**
5. **Guide**

**In the power plant area, always report to the control room** if you encounter an accident situation in the power plant area.

## Before you start work

When working in the power plant area, take care of **protective equipment** and **permits to work**.

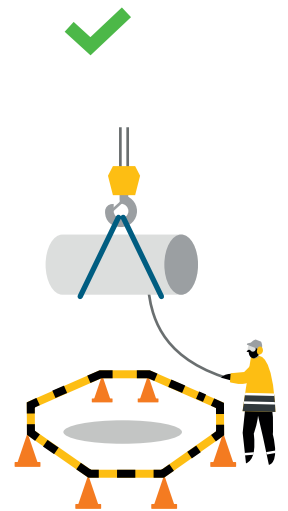
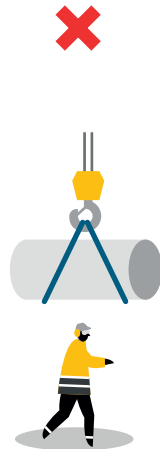
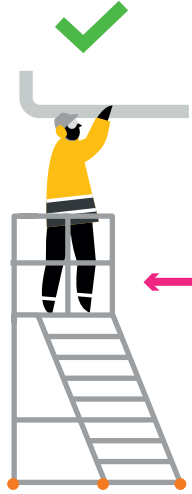
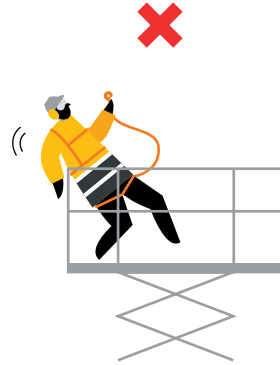
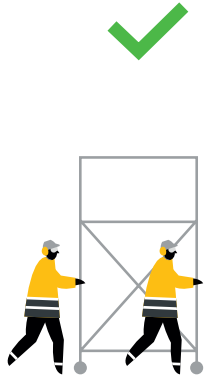
Everyone must have an **ID badge** with a photo, including, e.g. the **name of the person** and **the company** and a **tax number**. The name of the contractors must be clearly displayed.



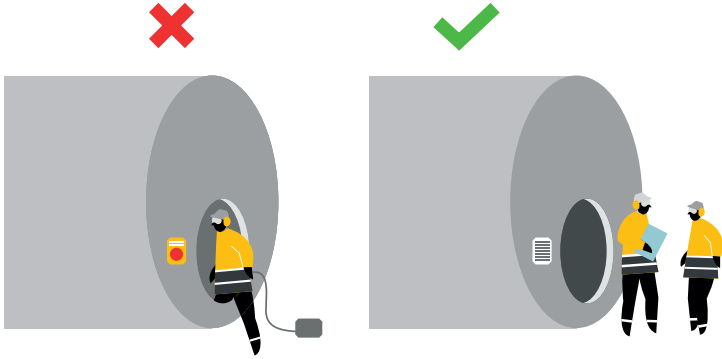
## Think before taking action!

Familiarise yourself with safe working methods and procedures.

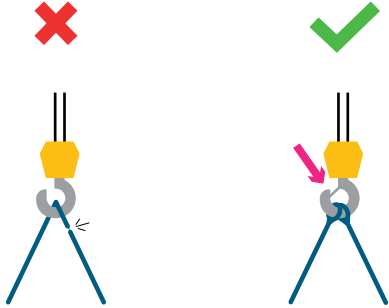




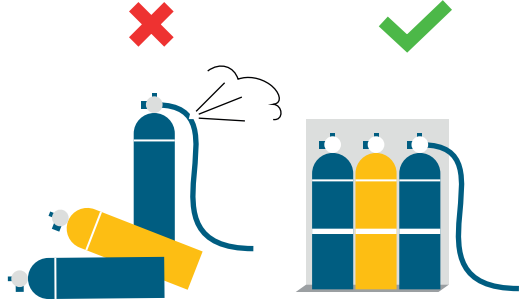
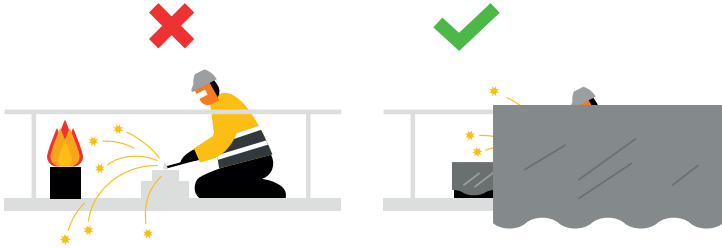
Before starting work, make sure that the permits to work are in order and familiarise yourself with the work instructions.




Only use the correct, undamaged tools and accessories, and also make sure that they are stored in an appropriate way.



Protect the work area and use the necessary protective equipment.

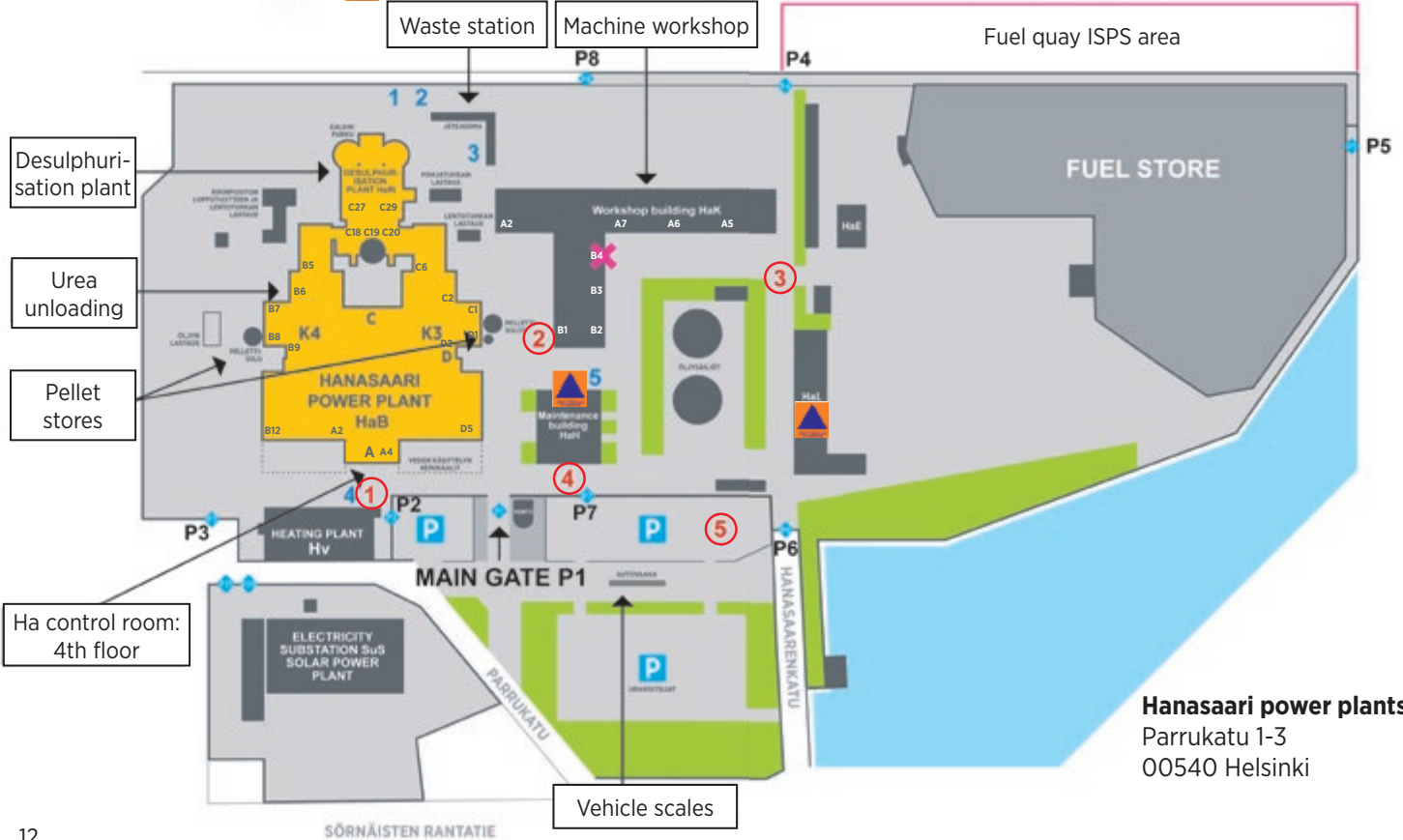


# Power plant areas and car parks

- Door and gate numbers P1-P8
- Waste collection points 1-5
- Car parks **P**
- Goods reception **X B4**
- Population shelters HaH and HaL 

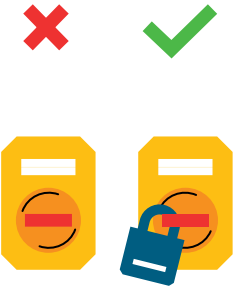
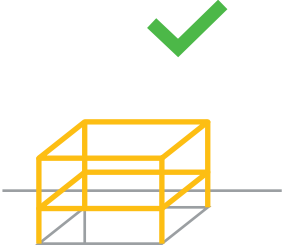
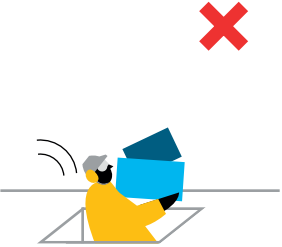
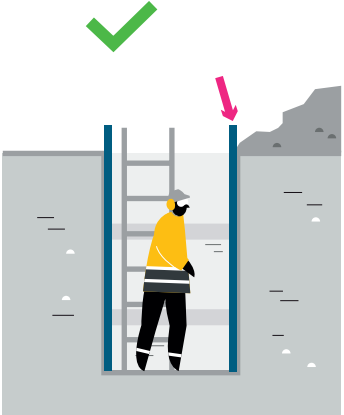
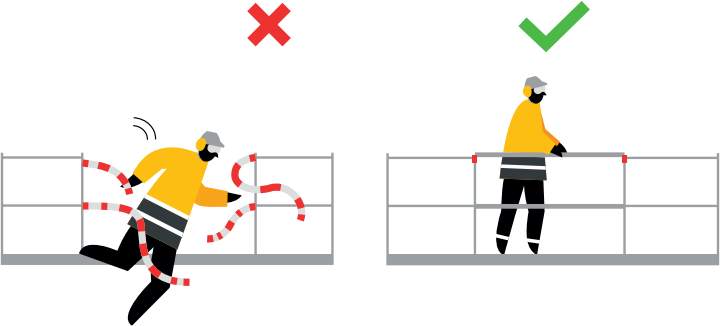
## Emergency assembly points

- ① HaB's office workers and Hv's personnel
- ② Personnel working in HaB and in the side wing of HaK
- ③ Persons working in the workshop and HaE
- ④ Persons working in HaH
- ⑤ Persons in HaL



**Hanasaari power plants**  
Parrukatu 1-3  
00540 Helsinki

Keep the work area safe and make sure it is clean and tidy.





## Qualifications and permits to work

A valid Occupational **Safety Card** and, depending on the task, a **hot work card** are required at the power plant.

In addition to the Finnish Occupational Safety Card, the following international cards are also accepted:

- BasicElements of Safety SCC
- ECITB/CCNS Safety Passport Scheme
- SSG Entre
- FAS Safe Pass
- OSHA Outreach Training Program
- CSCS Construction Skills Certification Scheme

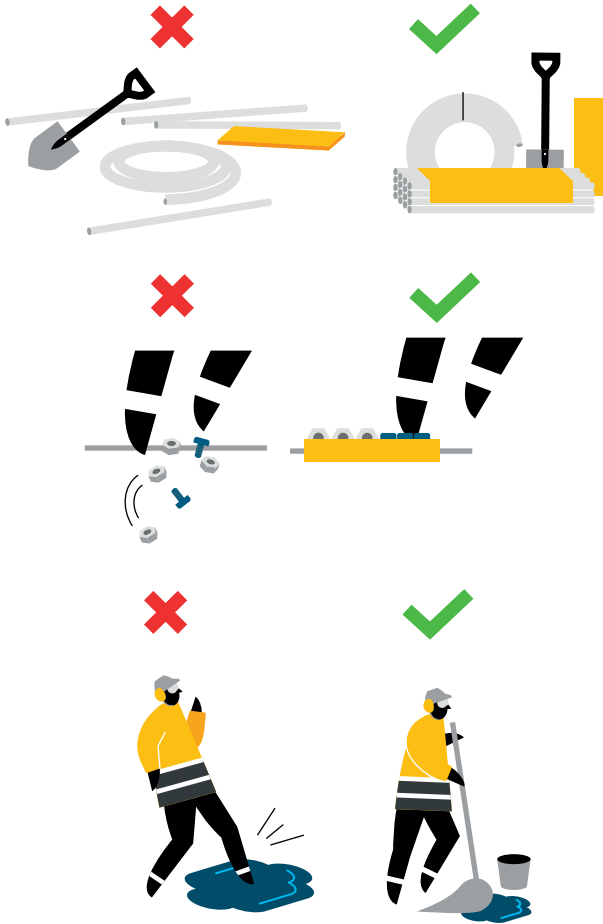
**Permits** to work used at the power plant:

### Permission to start work

Report at the control room at the start and end of every shift and when completing a task. You must **always** obtain a permission to start the task from the contact person or corresponding supervisor.

At the start of the task, the following are reported to the control room: The task, the device to be repaired, working time, number of persons, and contact details.

When working at the heating and cooling plants on a work order, the permit to work is issued by the operating team of the heating plants or the maintenance supervisor responsible for the task.



If you do not recognise the hazards and risks related to your own task, ask your supervisor for further instructions.

### **In hot work**

carried out in the power plant areas, Helen's hot work plan is complied with, and there must also be a written hot work permit. **Discuss the hot work with your supervisor before applying for the permit.**

### **ATEX permit**

Working in an environment with an explosive atmosphere requires an ATEX permit.

After the safety of the area has been ensured with the permit to work procedures, it will be possible to work there in the same way as in any unclassified area. If the safety of the area cannot be ensured, ex-classified tools and equipment suitable for the area in question must be used during the task.

### **Container work permit**

A container work permit is required when entering containers, ducts or similar spaces. There must be constant supervision (safety person) when working inside these facilities. The sign at the opening of the container must be in the "Access permitted" position and signed (name and date).

### **General safety instructions**

Scaffolding and the railings of temporary openings must display a valid **scaffolding card** with:

- an entry of the weekly inspection
- the name and telephone number of the supervisor concerned.

Report any shortcomings to the supervisor responsible for the area in question.

**A crane may only be operated by a person with an operating licence for the crane in question.**

## **Hanasaari contact persons and instructions**

Control room, HaB, on call 24/7 .....09 617 3431  
Shift supervisor .....040 705 5435  
Ha Guard / Main gate .....050 387 5634

### **Production and Asset Management**

Production Manager  
Tuomo Korpinen .....050 529 4149  
Condition Management Manager  
Kaj Luukko .....050 389 9674  
Production Expert  
Matti Huuskonen .....040 354 0217  
Process Chemistry (Ha and Sa)  
Jari Heljander .....050 559 2766  
NDT inspections  
Markus Asikainen .....040 336 0556  
Fuel Supervisor, by-products  
Janne Peltonen .....040 162 6022  
Maintenance Manager  
Kari Taivainen .....050 559 2953  
Mechanical Maintenance Supervisor  
Jouni Tahvanainen .....050 364 8821  
Automation and Electrical Maintenance Engineer  
Jukka Björk .....040 334 0476  
Smoke exhaust systems  
Presto / Tero Haapaniemi .....040 387 7251  
Fire alarm equipment  
Ville Pulkkinen .....040 865 4205  
Tool and spare part warehouse services, HaK .....040 587 5142  
Scaffolding work  
Jarmo Hokkinen .....040 170 4662

Real estate maintenance, on-call HVAC.....050 559 2701

### **Regional safety persons**

Safety Manager

Jarmo Hagström ..... 050 559 2797

(deputy Tuomo Korpinen ..... 050 529 4149)

### **Persons granting the permits**

#### **Permission to start work**

HaB control room, Shift supervisor .....040 705 5435

#### **Natural gas permit to work**

Operations Supervisor (OS) Tuomo Korpinen .....050 529 4149

OS deputy Jani Ikonen .....09 617 3433

#### **Hot work permit, container work permit and ATEX permit**

A supervisor of Helen Ltd who knows the area

or a shift supervisor .....09 617 3433

#### **Permits to work for chemical containers and pipes**

Matti Huuskonen .....040 354 0217

#### **What to do in the event of a natural gas leak**

1. Report the incident to the power plant control room  
HaB control room 09 617 3431
2. The control room staff will switch off the required main stop valve and notify the operations supervisor.
3. Check there are no people in the danger area.
4. Prevent outsiders from entering the danger area.
5. Take care of ventilation.

### **Yellow light is flashing**

Change of fuel underway at the coal spreaders.

Movement is permitted only with the shift supervisor's permission.

### **Red light is flashing, and an audible warning signal**

Carbon monoxide in the coal loft. No entry to the coal loft!

### **In the handling of chemicals, instructions in the safety data sheets must be followed at all times.**

The safety data sheets are available in electronic format in the EcoOnline system or with the QR code at the chemicals store.

### **Environmental protection and waste management**

Everyone is responsible for keeping their work environment clean and tidy. The waste collection points are marked on the map, p. 12–13.

### **It is prohibited to bring your own waste or take waste for your own use!**

**Report any exceptional situations!**

**Do not pour any waste down the drain!**

### **Person responsible for waste**

Marko Lappalainen ..... 050 372 8012

### **Lubricating oils and greases**

Niko Issakainen .....050 334 3019

### **Refuse coal and ash**

Janne Peltonen .....040 162 6022

Mikko Sillanpää ..... 050 372 8038

Hazardous waste is collected separately from other waste into its own containers and to the waste sorting centre.

Always contact the person responsible for waste before delivering hazardous waste into the waste container.

### Drawing up a movement document

A movement document is drawn up by Helen.

Further information is available from the chemical expert

Camilla Rapp ..... 040 334 6664

### What to do in the event of a breach of occupational safety rules

1. Guidance.
2. Verbal caution.
3. Written warning.
4. Removal from the worksite and possible termination of employment.

The person's name and the situation are reported to

**tyoturvaluus@helen.fi**

The caution and the warning are valid for 1 year.

### First aid in the event of illness or accident

**Act calmly.** Don't hesitate to ask for help if you don't know what to do in the situation. Many Helen employees have passed a first-aid course. If the person has lost their consciousness, find out whether they can be revived: talk to them and shake them.

**Call the emergency number 112.** Turn on the speakerphone and continue to help according to the instructions you are given.

**When you are at the power plant,** report an accident or illness to the control room before calling 112 if you are alone in the situation. The control room will organise someone to accompany you to the gate and, if necessary, send a defibrillator to the scene.

#### The defibrillators are located:

#### At the control rooms of the power plants

- Hanasaari, A stairs 4th floor and HaH canteen 2nd floor
- Vuosaari B control room, 3rd floor and downstairs lobby 1st floor.
- Salmisaari A, canteen corridor 3rd floor.
- Salmisaari B, B stairs, 5th floor.



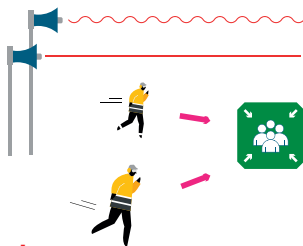
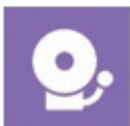
## What to do when you hear the warning signal

**A rising/falling** alarm signal is the alarm for a hazardous situation. If you hear this signal, go to the designated **assembly point** and wait for further instructions.

**A continuous alarm** is an internal emergency notification for the power plant control room staff. You can carry on working, but make sure you are not in any danger. If you notice anything out of the ordinary, exit the building and go to the assembly point.

**When you hear the fire bell**, make sure you are not in any danger and go to the assembly point.

**Do not use lifts!**



**The assembly points at the Hanasaari power plants in emergencies, see areas ① - ⑤ marked on the map p. 12-13**



You must not leave the assembly points without first notifying your supervisor or the person responsible for the assembly point.