

Contact details

General emergency number from all telephones112

Helen Ltd telephone switchboard.....09 6171
Occupational Safety and Health Representative09 6171
Anton Laari, Occupational Safety and Health Manager.. 050 535 4760

Guard stations / main gates

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

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:
Salmisaari SaB, B stair, 5th floor, tel. 09 617 3555
 - 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**.

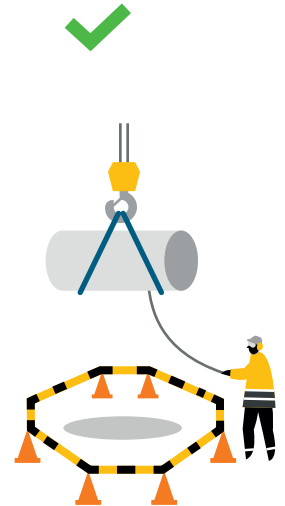
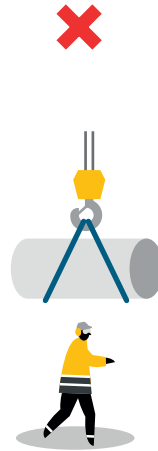
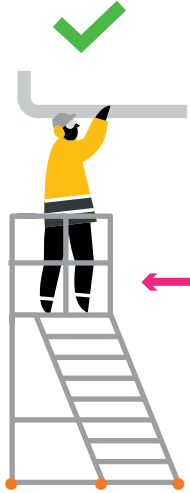
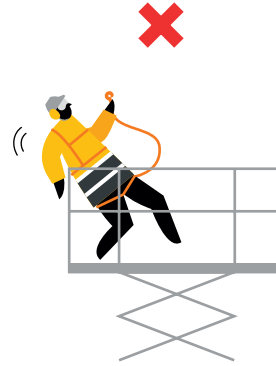
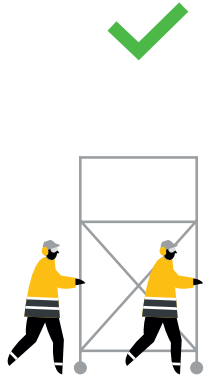
Everyone must have an **ID badge** with a photo, including, e.g. the **name of the person** and **the company** and a **tax number**. The name of the contractors must be clearly displayed.



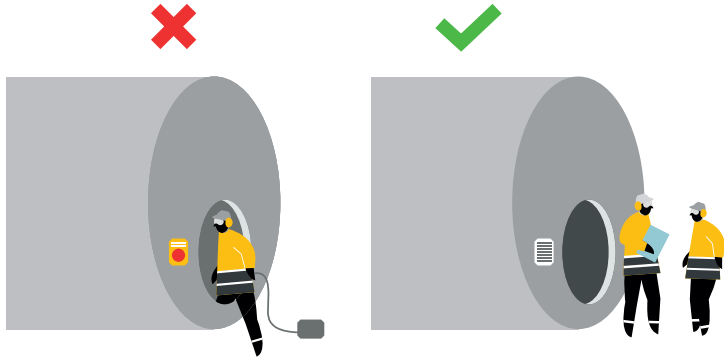
Think before taking action!

Familiarise yourself with safe working methods and procedures.

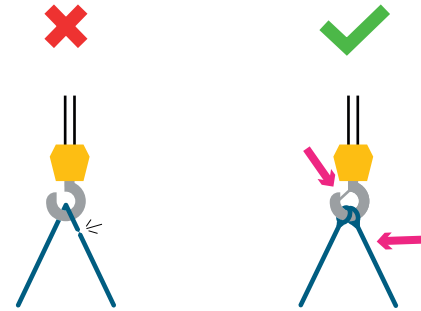




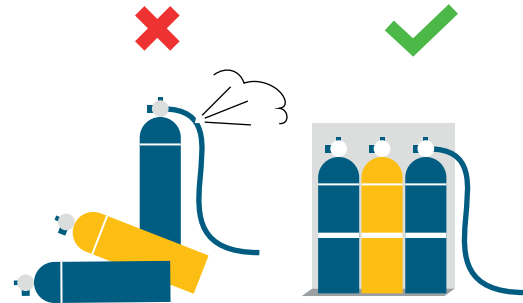
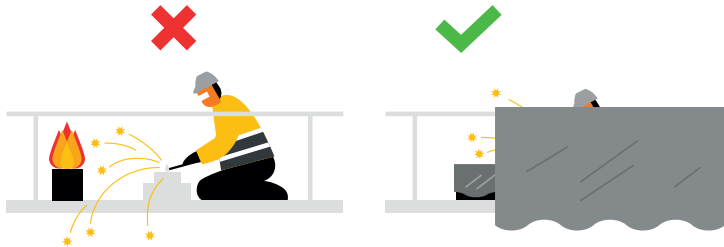
Before starting work, make sure that the permits to work are in order and familiarise yourself with the work instructions.



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

Emergency assembly points
SaB: A, B, C
SaA: C



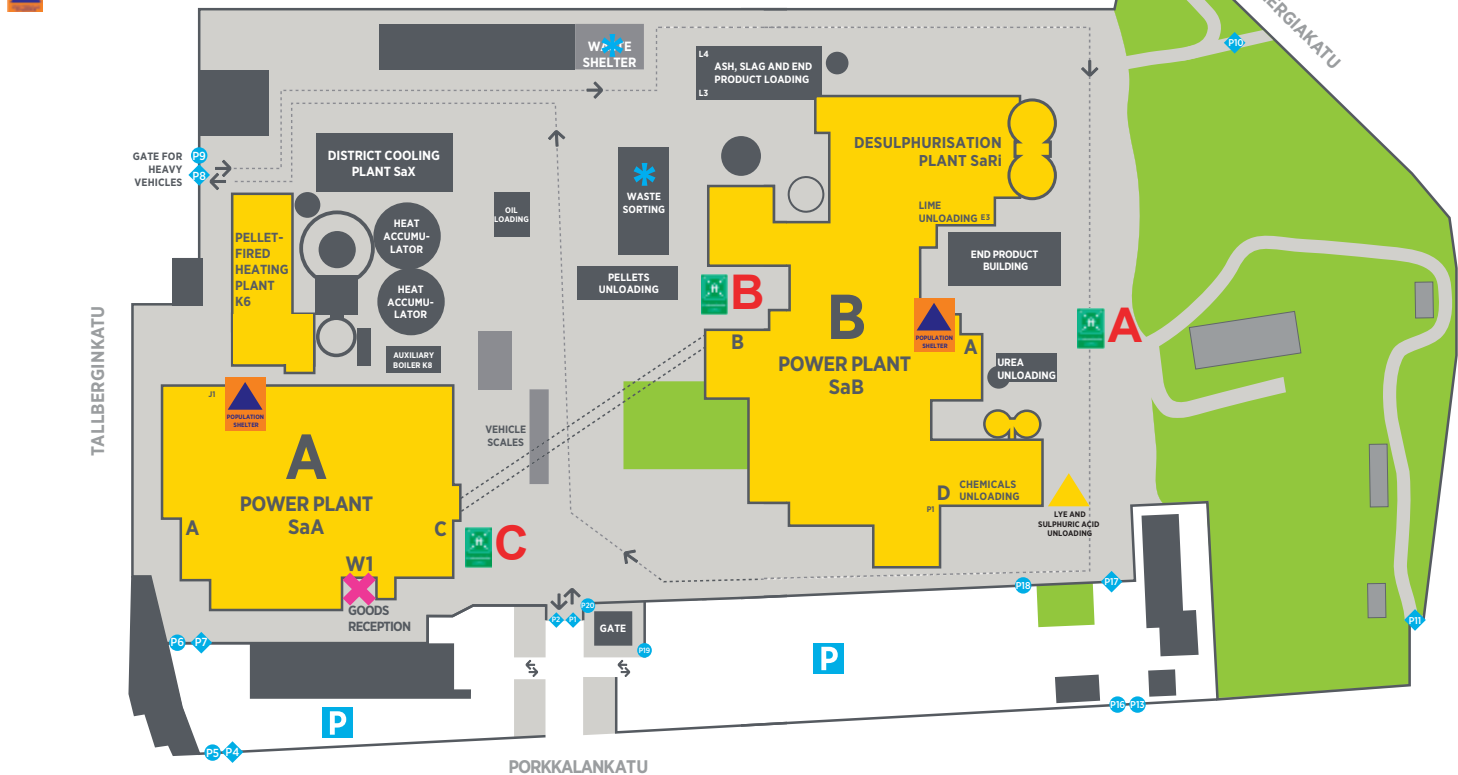
Door and gate numbers (P1-P18)

Waste collection points *

P Car parks

✕ Goods reception W1

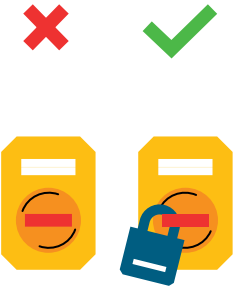
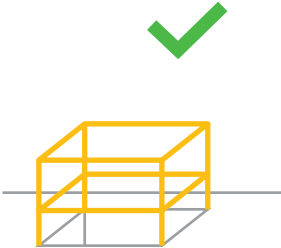
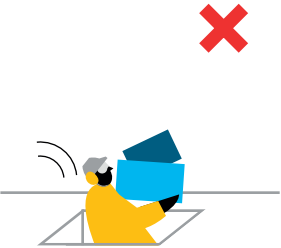
▲ Population shelters SaS and SaB



Salmisaari power plants

Porkkalankatu 9-11
00180 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

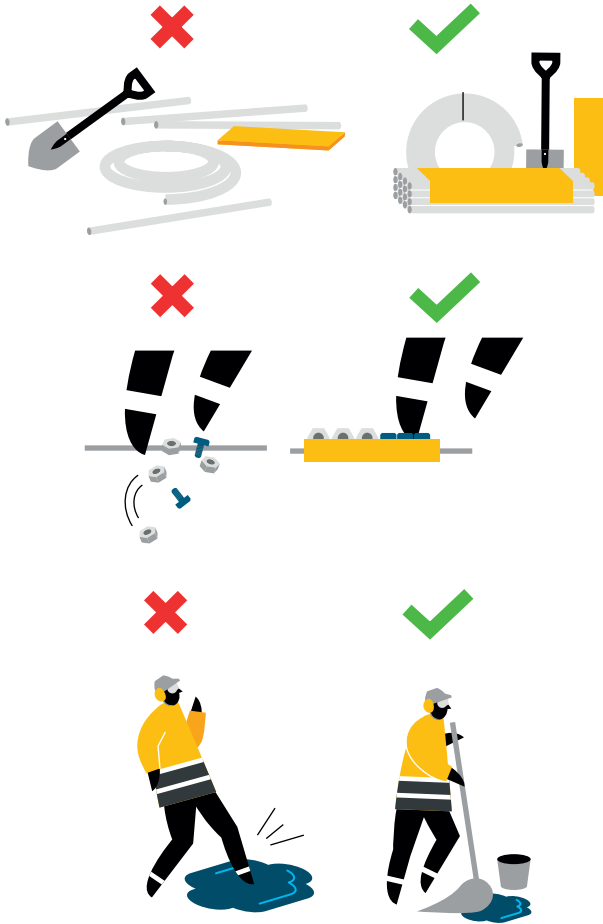
Permits to work used at the power plant:

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.

Salmisaari contact persons and instructions

Control room, SaB, on call 24/7 09 617 3555
Shift supervisor 09 617 3578
Sa Guard / Main gate..... 050 387 5633

Production and Asset Management

Production Manager
Tom Huovilainen..... 050 559 1640
Substation Maintenance Manager
Kaj Luukko 050 389 9674
Fuels and by-products, Team Manager
Mikko Sillanpää..... 050 372 8038
Fuels and by-products, Fuel and Operation Services Supervisor
Janne Peltonen.....040 162 6022
Desulphurisation plant and oil storage facilities, production expert
Reino Lappalainen..... 050 328 5855
Maintenance Manager
Kari Taivainen..... 050 559 2953
Mechanical Maintenance Supervisor
Sami Linnamäki 040 354 7498
Electrical and Automation Supervisor
Janne Heinonen.....050 434 0178
Manager of the fire sprinkler system
Mikael Granlund.....040 531 6392
Smoke exhaust systems
Presto / Tero Haapaniemi.....010 387 7251
Electrical operation..... 0455 2791 9686
Process Chemistry (Ha and Sa)
Jari Heljander 050 559 2766
Scaffolding work
Jarmo Hokkinen.....040 170 4662

Warehouse services, goods reception SaA door W1.. 040 334 6551
varastopalvelut.salmisaari@helen.fi
Real estate maintenance, HVAC on-call service.....050 559 2701
On-call service outside normal working hours.....050 559 2701

Regional safety persons

Safety Manager
Jarmo Hagström 050 559 2797

Permits to work

Hot work permit, container work permit and ATEX permit

A supervisor or shift supervisor of Helen Ltd
who knows the area..... 09 617 3578

Hot work, container work and ATEX
permits for ShX, operations supervisor
Markku Taipale.....050 5591 626

Yellow light flashing

Wood pellets are fed into the mill. Only necessary
tasks are permitted.

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 and waste management

Everyone is responsible to keep 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!

Persons responsible for waste

Nina Konttinen..... 040 334 6610
(Deputy, warehouse..... 040 712 5871)

Lubricating oils and greases

Nina Konttinen..... 040 334 6610

Refuse coal and ash

Mikko Sillanpää..... 050 372 8038
Janne Peltonen.....040 162 6022

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 **tyoturvalisuus@helen.fi**
The caution and the warning are valid for 1 year.

Underground coal store (SaHi) and coal cavern (ShX)

Access to SaHi and ShX without permission is **strictly forbidden.**

For those working at SaHi and ShX there is separate online training and safety guidelines booklet. You can ask for necessary further instructions from your supervisor or shift supervisor.

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

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



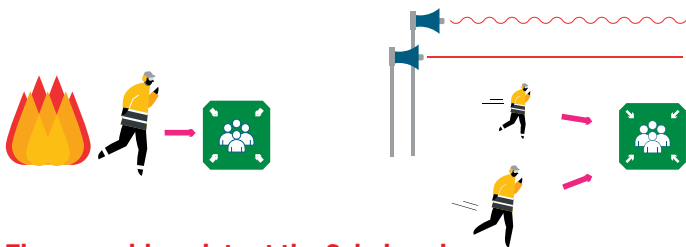
What to do when you hear the warning signal

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 Salmisaari power plants in emergencies, see areas A, B and C 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.