

## Moving around in the plant area

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## 1 DRIVING PASSES

Driving a vehicle in the plant area is only permitted with a separate pass. A driving pass is issued only for bringing and picking up goods and/or tools. Only one driving pass per vehicle can be issued (service vehicles)

A driving pass application for every vehicle is filled for BOHA's ALKU application. When the driving pass application has been entered in the ALKU application, designated persons support issuing the driving pass after checking that there are sufficient grounds for issuing the driving pass and that the orientation for STP drivers is valid. The persons issuing the driving passes will issue the pass if the information required for a pass is correct.

A driving pass can be either an one-time pass or a fixed-term passes. The pass can be issued only if the vehicle is and it is kept in the condition set forth in Sections 5, 83 and 85 of the Road Traffic Act.

The driving pass must be kept on the windscreen in a visible position so that it can be easily read from the outside of the vehicle.

The vehicles in the plant area must be parked in marked parking spaces.

A driving pass cannot be obtained without a consent to a vehicle inspection at the gate and/or in the plant area.

The company is not responsible for any harm or damage caused to the vehicles or the people inside them in the plant area.

The pass must be returned to the main gate at the end of the visit / fixed-term.

**Emergency vehicles do not need a driving pass!**

### 1.1 DRIVING BEHAVIOUR IN THE PLANT AREA

All persons to whom a driving pass is issued are informed about instructions on driving behaviour, such as the following:

Always stop at the gate and show your driving pass to the security guards.

*If you are reading a printout or a copy, please note that the most current version can be found in the BMS system (online).*

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It is prohibited to bring unauthorised persons to the plant area in a vehicle.

Parking is allowed in marked parking spaces only. Unloading can be done at the work site but the driver must stay near the vehicle in case it must be moved.

When the vehicle is in the plant area, the driving pass must be kept on the dashboard in a visible position with the number side up.

The general principles of the Road Traffic Act must be followed and the speed must not exceed the speed limits indicated in road signs in the plant area.

Low beam headlights must be switched on.

When parking in the BOHA area, the vehicle must be reversed into a parking space.

Traffic safety is mostly in the hands of the drivers driving in the plant area. Being careful and considerate is the key.

## **2 PENALTIES FOR TRAFFIC VIOLATIONS**

### **Immediate revocation of the driving pass for a period of 1 month**

- Driving a vehicle under the influence of intoxicants (see the STP website for more information)
- Overspeed of over 20 km/h
- Failure to obey traffic lights on Patatie
- Revocation of the driving pass for a period of 1 month due to a repeated violation
- Overspeed of over 10 km/h second time within a year (not a calendar year)
- Failure to obey a stop sign second time within a year (not a calendar year)
- Violation of other traffic rules three times within a year (not a calendar year)

### **Revocation of the driving pass for a period of 1 month due to a repeated violation**

- Overspeed of over 10 km/h second time within a year (not a calendar year)
- Failure to obey a stop sign second time within a year (not a calendar year)
- Violation of other traffic rules three times within a year (not a calendar year)

### **Written warning**

- overspeed of over 10 km/h
- failure to obey a stop sign
- driving without a valid permit (without a driving pass)
- lack of valid orientation
- other violation of traffic rules

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The warning must be written and sent to the supporter of the driving pass on the same day. The supporter must immediately contact the driver or his/her supervisor and inform of potential revocation of the driving pass.

A request for rectification must be submitted within 7 days of notification to the safety manager of the company that ordered the transport and inform of the name and email address of the person.

## 2.1 PENALTY PROCESS

- A security guard points the violation out to the person. A security guard is informed of a traffic violation by, for example, an incident report or some other means that can be verified.
- The security guard prepares a traffic violation notification for the violation of traffic rules and sends it to the relevant company/supervisor of the person of interest operating in the Suurteollisuuspuisto area. The recipient of this message / employer must inform the employee who made the violation of the penalty in writing. The supervisor of the person who made the violation or the relevant company's person in charge must acknowledge the receipt of the sender's message.
- If the traffic violation is of the “immediate revocation of the driving pass” type, the information on the revocation of the driving pass for a period of 1 month is included in the traffic violation notification.
- The security guard also records the event on a monitoring form.
- If a person who has already been given a written warning repeats a violation of traffic rules three times within 12 months from the date of the first violation, the person's driving pass in the Suurteollisuuspuisto area is revoked for a period of 1 month.
- The number of revoked access rights is monitored by the Suurteollisuuspuisto safety manager group by company.

## 3 PEDESTRIAN TRAFFIC

There are pedestrian and bicycle lanes in the Suurteollisuuspuisto area. When moving at the west end of the smelter, use the tunnel reserved for pedestrian and bicycle traffic.

### 3.1 RAILWAY CROSSINGS

There are several points in the area of Suurteollisuuspuisto where the driving routes cross a railway, and special care must be taken when moving around in these sections. Crossing a railway elsewhere than on the dedicated crossing routes is only allowed in compelling situations. If a train is stopped on the tracks blocking your route, never climb over the train but go around it. Trains can cause dangerous situations also when they start moving, so maintain a safe distance when going around a train.

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## 4 DOOR ACCESS MANAGEMENT

Access rights regarding the department doors are specified when the personal ABLOY OS key is handed over. The rights are decided by the person's supervisor or work supervisor. The principle for granting access rights is that each person has access only to places where he or she normally works.

Doors are controlled with a dedicated door control software. Specific “unlocked” and “locked” times can be set separately for each door. Monitoring is carried out by the security guards. The system logs both successful and failed door opening events.

The system alerts the gate if:

- a door is programmed to be in the locked position but it is open
- doors are opened using the latch instead of the push button.

Persons with door supervisor rights can unlock or lock any door. Special control enables changing the unlocked/locked times for, for example, one day.

In case of an emergency, all doors and gates can be opened or locked simultaneously with a single push of a button. All rights are agreed upon with BOHA's safety engineer / IT manager or a similar person.

## 5 VISITOR TRANSPORTATION

Satakunnan Turvapalvelut Oy provides visitor transportation services to the companies operating in the Suurteollisuuspuisto area.

As a rule, visitor transportation takes place during the normal working hours on weekdays from 07:00 to 16:00. If there is a need for visitor transportation outside the normal working hours, a shift security guard will take care of the transportation, other work permitting.

The visitor transportation is ordered by calling the main gate at 8200 or (02) 535 8200.

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