

HEAVY TRAFFIC SAFETY INSTRUCTIONS AND HAND SIGNALS

These instructions are followed at all Metsä Group mills.

Personal protective equipment must always be worn outside the vehicle in the mill area. Personal protective equipment is the following:

- **Safety helmet with a chinstrap**
 - The helmet must fill the requirements of the EN 397 standard for industrial helmets. When handling hazardous chemicals, the helmet must not be ventilated, or the ventilation openings must be closed. The chinstrap must be closed when the helmet is worn.
- **High-visibility vest or jacket and full-length trousers**
 - High-visibility clothing that meets the requirements of EN ISO 20471 must be worn outdoors and in designated areas. The clothing worn on the upper body must have reflectors of at least class 2 and clothing on the lower body must have reflectors of at least class 1.
- **Safety goggles**
 - Goggles, optical goggles or integrated goggles that come down from the inside of the helmet must fit the wearer's face to protect the eyes from chemicals and foreign objects. When handling hazardous chemicals, a combination of a long safety visor protecting the face and additional eye protection such as safety goggles may be necessary. Additional protective visors may be required based on a specific risk assessment.
 - The mechanical strength of safety goggles used at Metsä Group must be at least EN 166 F.
- **Safety footwear**
 - Footwear must fill the requirements of EN ISO 20345. Protection class S1P, S3 or S5, toe cap, fully enclosed heel, oil-resistant, slip-resistant outsole and anti-static properties.
- **Signaller outdoors must wear high-visibility gloves with reflectors**
 - Work gloves must comply with EN 420, and they must have enough reflective material to enable clear hand signals for lifting and unloading. There must be reflective material on the fingers, back of the hand or wrist.

and any other safety equipment determined for specific mills or jobs. Hearing protectors must be used in production facilities where the noise level exceeds 80 dB(A). These areas are marked with a sign.

1. Work must be stopped if it cannot be carried out safely and in accordance with these instructions. These instructions and other mill-specific instructions must always be followed!
2. Drivers must have undergone the required safety inductions. Additionally, in Finland drivers must have a valid occupational safety card.
3. In the mill area, other traffic (machinery, passenger and train traffic) must be taken into account, and the speed limit, the general traffic rules and rules indicated by traffic signs must be followed.
4. No load, part of a load or anything else may be unloaded or left anywhere on the mill site without permission.
5. Climbing on loads and loads to be lifted is prohibited, as well as going under a load.

6. After unloading, the cargo space of the vehicle must be cleaned only in the designated cleaning area.
7. Vehicles must be driven slowly to the vehicle scales and must be stopped steadily to ensure accurate weighing results.
8. No persons other than the driver may enter the mill area without special permission (for induction purposes, for example).
9. We have a zero-tolerance policy for alcohol and drug use and being under their influence. Smoking (including electronic cigarettes) is prohibited inside vehicles and in indoor and outdoor areas other than designated smoking areas.
10. Any damage, accidents, hazardous incidents and safety observations must be reported immediately to Metsä Group personnel on the mill site.
11. Metsä Group will report any violation of these rules to its contractors. Metsä Group has the right to impose a ban on access to its mill areas on any driver or company that does not comply with these instructions.

HAND SIGNALS

The signaller and the lifter or machine operator must have a clear line of sight to each other and the object of the work and must always be at a sufficient safety distance from each other before lifting or unloading.

Hand signals must be clear, precise and expansive and must comply with the attached illustrations.

Hand signals mean:

Quickly: faster movements

Slowly: slower movements

HAND SIGNALS FOR LIFTING



START



STOP



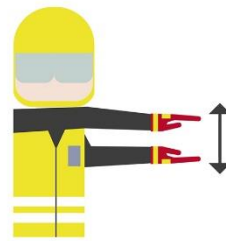
EMERGENCY



LIFT



LOWER



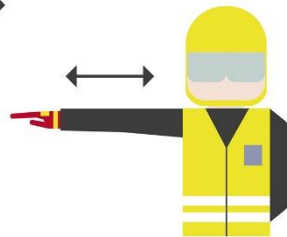
VERTICAL
DISTANCE



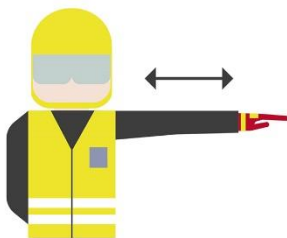
MOVE
FORWARD



MOVE BACK



TO THE RIGHT
OF THE SIGNALLER



TO THE LEFT OF
THE SIGNALLER



HORIZONTAL
DISTANCE



ROTATE THE CRANE'S
CRADLE



CLOSE THE
CRANE'S GRAB



OPEN THE
CRANE'S GRAB



END



Metsä

Metsä Group / Safety Managers

05/05/2022

4 (4)