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Annex B; Health and Safety Documents

1. *Arriving to Naantali Steel Service Centre*

- Arriving to Naantali Steel Service Centre
- address: Rautakatu 5, 21110 Naantali
- follow the guide signs at the entrance
- if the port is closed, call the opening request to phone number: +358 50 3482368



Please note; “movement of materials separated from humans”

2. Drivers equipment's

- Park car on the right hand side lane
- when the driver arrives to the dispatch centre the driver must have these equipment's which are shown in the picture
- driver has to wear these equipment's all the time when the driver is on the service centre area



parking

Kuljettajalta vaadittava suojarustus	Obligatorisk skyddsutrustning för chaufförer	Compulsory safety equipment for drivers	Für Fahrer vorgeschriebene Schutzausrüstung	Защитное снаряжение, обязательное для применения водителями	Wymagana ochronne wyposażenie dla kierowców	Echipament individual de protecție pentru șoferi	Ajárművezető védőöltözete	Požadovaná bezpečnostní výbava pro řidiče	Juhtidel nõutav ohutusvarustus
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Pitkähihainen pusero tai takki	Långärmad tröja eller jacka	Long-sleeved shirt or jacket	Langärmeliger Pullover oder Jacke	Куртка с длинными рукавами	Koczuła lub kurtka z długim rękawem	Cămașă cu mâneci lungi sau geacă	Hosszú ujjú ing vagy kabát	Košile nebo bunda s dlouhými rukávy	Pikkade varrukatega särk või jakk
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Pitkälahkeiset housut	Långbyxor	Long trousers	Lange Hose	Длинные брюки	Długie spodnie	Pantaloni lungi	Hosszúszerű nadrág	Dlouhé kalhoty	Pikkade säärtega püksid
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Turvakengät	Skyddsskor	Protective footwear	Sicherheitsschuhe	Защитная обувь	Buty ochronne	Încălțăminte de protecție	Munkavédelmi cipő	Ochranná obuv	Turvakingad
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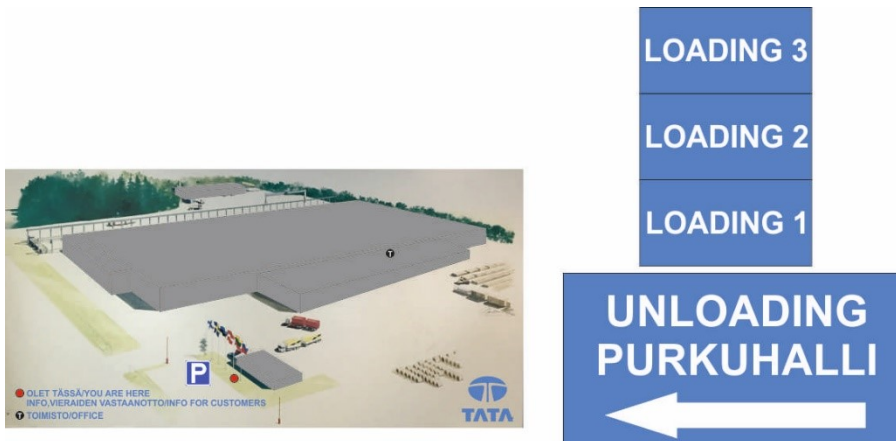
Kypärä	Hjälm	Helmet	Schutzhelm	Каска	Kask	Cască	Munkavédelmi sisak	Přilba	Kilver
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Huolioliivi	Varselväst	High-visibility vest	Sicherheitsweste	Сигнальный жилет	Kamizelka ochronna	Vestă reflectorizantă	Fényvisszaverő mellény	Ochranná vesta	Turvavest
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Käsiineet	Handskar	Gloves	Handschuhe	Перчатки	Rękawice	Mănuși	Védőkesztyű	Rukavice	Kindad
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3. *Picking up documents*

- loading documents will be received from dispatch department
- transportation planner will inform the driver where to go next
- if it is pick-up material, drive to the parking area in front of the factory
- if it is importing coils, drive around the hall to the backyard or drive directly to the unloading hall
- Nb! Maximum speed in the area is 30 km / h



parking area in front of the factory



4. Unloading

- follow the given instructions and observe the control signs
- the dispatch department controls the storage area
- agree the unloading area with the warehouse worker
- opening the necessary guards and tying them is allowed only in the unloading area
- drive carefully to the agreed area before unloading
- after unloading make the necessary bindings and close the necessary guards before leaving the area
- the warehouse worker is responsible for the safe unloading event, so his instructions must be followed!



unloading area



unloading
hall, door

NB! Movable stairs must be used at the unloading area when going to and leaving the platform!

5. Loading

- follow the given instructions and observe the control signs
- the dispatch department controls to the loading area
- agree with forklift truck driver positioning of loads
- opening the necessary guards and tying them is allowed only in the loading area
- drive carefully to the agreed area before loading
- after loading, make the necessary bindings before leaving the area
- a CCTV camera is used to control load safety
- the forklift truck driver is responsible for safe loading, so follow his instructions must be followed!



NB! The brake pads and the movable stairs must be used in the loading area when going to and leaving the platform!

6. *Leaving the centre area*

- follow the given instructions and observe the control signs
- pick up waybills and admission notes to customers from dispatching department
- when leaving there is a boom on the gate and an opening request button via which the boom will be opened
- if the dispatch department is closed, the boom opening request should be done by calling the phone number: +358 50 3482368

