

**OCCUPATIONAL SAFETY INSTRUCTIONS
for an employee of a company operating
on the territory of HHLA TK Estonia AS**

1. MAIN PROVISIONS

These instructions (hereinafter “Instructions”) have been drawn up on the basis of the laws and legislation in force in the Republic of Estonia – Employment Contracts Act, Occupational Health and Safety Act and Health Insurance Act, Regulation of the Minister of Social Affairs “Procedure for Training and In-Service Training Regarding Occupational Health and Safety”, ISPS Code (International Ship and Port Facility Security Code) – and in accordance with the rules and occupational safety instructions of HHLA TK Estonia AS (hereinafter “**HHLA TK**”).

The Instructions are intended for employees of companies operating on the territory of HHLA TK (hereinafter “**company**”) who work on the territory of HHLA TK under the direction of their management or who work jointly with the employees of HHLA TK.

The purpose of providing instructions is to introduce workers to the rules and requirements applicable on the territory of HHLA TK:

- organisation of work and rules of conduct;
- occupational health and safety requirements;
- conduct in an emergency or accident;
- prevention of environmental pollution;
- rights and obligations arising from legislation;
- information on responsible specialists and first aid providers and location of first aid cabinets.

Instruction and organisation documents, occupational safety instructions and measures, and user and maintenance manuals for machinery, mechanisms and equipment have been drawn up in accordance with HHLA TK risk analysis of the working environment and occupational safety requirements.

The Instructions drawn up on the basis of the risk analysis data inform the workers of companies about the risk factors and risks at the workplace and on the territory of HHLA TK and about the measures to prevent thereof and to reduce the level of risk.

The following documents are an integral part of providing instructions:

- Fire safety instructions
- Information on occupational safety and working environment – location of first aid cabinets, list of first aid providers, and contact details of HHLA TK operational staff
- Occupational safety instructions for truck drivers servicing the HHLA TK container and general cargo terminal

2. INFORMATION ON HHLA TK AND GENERAL SAFETY REQUIREMENTS

The territory of HHLA TK is located in Muuga Harbour at Veose tn 16 and Koorma tn 15 and is adjacent to berths no. 11, 12, 13, 14, 15, 16 and 17. HHLA TK consists of a container terminal (berths no. 14, 15, 16 and 17) and general cargo terminal (berths no. 11, 12, and 13).

The principal activity of HHLA TK is the reception of various goods/cargo (excl. liquid cargo) arriving by trains, road vehicles and vessels, storage, sorting, putting together and dispatching shipments by various means of transport. The majority of goods processed by HHLA TK are large-tonnage containers.

HHLA TK operates around the clock. The territory of terminals is illuminated (in the dark), surrounded by a fence and guarded – the entire territory is under the surveillance of a video system.

Loading operations are carried out by means of cranes, container lifters, trailers/heavy-duty tractors, container and forklifts – all of which poses a danger to workers present on and moving around the territory of HHLA TK and which requires special personal care and attention.

The main risk factors for workers present and working on the territory of HHLA TK are:

- The management of HHLA TK implements measures to eliminate and minimise risks on its territory and in its workplaces.

- comply with these Instructions, instructions of the foreman and safety signs;
- use personal protective equipment if the nature of work or safety signs so require;
- comply with the requirements set out in technology cards, occupational safety instructions, the ISPS Code, etc. for each type of work;
- wear a safety vest and safety helmet with light-reflecting elements when moving around the territory and, in particular, being present in the work zone.



Instructions and regulations to be established separately by the company shall apply to measures against the impact of biological hazards (viruses).

4.1 Before commencing work on the territory of HHLA TK, the company's foreman must:

- obtain a work permit and proper instructions from a person responsible for organising the work of HHLA TK against a signature;

- together with the aforementioned person inspect the workplace and roads along which traffic is to take place to the work zone and other sites of the company where work is to take place and where auxiliary and utility rooms are to be used;
 - resolve issues related to work technology, personal protective equipment, use of machinery and equipment, safety measures, etc.
- 4.2 Depending on the terms and conditions of the cooperation agreement, the company's foreman or HHLA TK's person in charge of work must organise the instruction of workers and the introduction of the territory of HHLA TK and necessary objects located therein.
- 4.3 The preparation of the workplace must comply with the occupational safety requirements of HHLA TK and the contract entered into between the company and HHLA TK.
- 4.4 The person in charge of occupational safety is responsible for the following:
- 4.4.1 existence of a qualification certificate and professional skills of a worker and conformity of the qualification to the work to be performed;
 - 4.4.2 conformity of instructions to the work to be performed (in terms of occupational safety and technology to be used);
 - 4.4.3 existence of special permits (for example, for work involving an open flame and welding work, technical supervision and surveyor control at the sites; electrical work and electrical safety instruction, etc.);
 - 4.4.4 suitability of the worker's state of health for the work to be performed (based on the results of a medical examination);
 - 4.4.5 preparation of the workplace and work equipment (lighting, ventilation, tools, devices, collective and personal protective equipment, special clothing and footwear, etc.);
 - 4.4.6 compliance with technology and occupational safety requirements by workers when working;
 - 4.4.7 availability of necessary emergency equipment at the workplace – for example, in the event of spills of aggressive liquids (acids, alkalis, oils, solvents, etc.), fire, etc.;
 - 4.4.8 availability of equipment for providing first aid to an injured person at the workplace;
 - 4.4.9 availability of means of communication (or determines the method of communication between themselves and workers) in an extreme situation.
- 4.5 A worker is obligated to:
- 4.5.1 comply with the prescribed hygiene and occupational safety requirements and instructions;
 - 4.5.2 comply with the rules of the organisation of work;
 - 4.5.3 comply with the orders of their employer or their representative as well as the orders of HHLA TK or their representative;
 - 4.5.4 comply with the orders of persons carrying out supervision of occupational safety;
 - 4.5.5 wear special clothing with brightly coloured or light-reflecting elements or a vest with light-reflecting elements when working or inspecting work at the berths and storage or container site of HHLA TK; an alarm signal (yellow flasher) must be turned on when driving a vehicle in the same territory.
- 4.6 A worker has the right to:
- 4.6.1 refuse work for which they have not been trained or which they consider to be a danger to themselves, third parties or the property of the company or the client, notifying the employer or their representative thereof;
 - 4.6.2 require further training for the acquisition of safe working techniques if they have doubts regarding the correctness of their activities in the course of or before commencing work;
 - 4.6.3 take rest and meal breaks in specially designated and adapted premises and comply with health requirements. **It is forbidden** to drink water, eat and store food in places not adapted for this purpose;

4.6.4 use only electrical equipment approved by the management for preparing food and hot beverages. All other heaters **are prohibited**.

5. BASIC SAFETY REQUIREMENTS

- 5.1 While on the territory and in the work zone of HHLA TK, a worker is obligated to comply with:
- technology requirements and occupational safety instructions, the requirements and rules provided for in the ISPS Code and other documents listed in clause 1 of these Instructions, also instructions and rules introduced to them at the workplace and in the course of performing their duties, and to comply with these in their activities;
 - warning and prohibition signs, diagrams, advertisements and notices as well as traffic signs and markers.
- 5.2 It is forbidden to remove, relocate and modify barriers, signs and other occupational safety devices without the knowledge of persons responsible for their placement.
- 5.3 Only workers involved in the specific loading work and machine maintenance are permitted on berths and storage sites.
- 5.4 On the territory of HHLA TK, a pedestrian must walk on the pavement or, in its absence, on the left side of the carriageway in the opposite direction of traffic.
- 5.5 It is forbidden to:
- be on the path of movement of vehicles and on the path or in the area where cargo is being moved (incl. in the event of reversing). The mechanism may only be approached when it is stopped and the worker is sure that the driver/operator can see them;
 - travel by means of transport not ended for the carriage of passengers;
 - drive vehicles or loaders without a valid qualification certificate and authorisation for use for the specific vehicle model.
- 5.6 **In the area of railways and shunting operations**
- When staying and moving in the area of railways and shunting operations, the instructions of assemblers and machine operators must be complied with and locomotive signals must be observed.
 - A stationary locomotive or train may be passed at a distance of no less than five meters.
 - Crossing the railway is prohibited:
 - at wagon couplings;
 - underneath wagons;
 - between closely adjacent wagons (less than five meters).
 - The railway must be crossed at right angles to the axis of movement, and feet must not be placed on the rails. When crossing the railway at a turnout, care must be taken that the foot does not get caught between the stock rail and the switch.
 - When crossing the railway, stop and make sure that no locomotive or train is approaching, and pay attention to audio signals.
 - Crossing the railway in front of a moving train or locomotive is prohibited.
 - Walking on the railway is prohibited. It is permitted to walk in the area between tracks or by moving alongside the crane track or railway no closer than 1.5–2 m to the outer railhead.
 - Being in freight wagons, on the footboard of the wagon, on the break field during shunting operations is prohibited (excl. members of the assembly team).

5.7 In the working area of berth cranes

- In the working area of cranes on berths, it is forbidden to be in the danger zone of cranes, i.e. in the area around an operating mechanism – the maximum reach of the crane boom plus 10 m.
- Workers in the working zone of a crane that must be there for production needs (signallers, slingers) are prohibited from:
 - standing underneath the cargo;
 - walking on crane tracks;
 - sitting and walking on the crane crab.

5.8 Precautions must be taken when crossing the crane track – make sure that the crane is stationary and observe audio signals. The crane operator sounds an audio signal before and during movement.

5.9 When driving, stopping and parking a car or another vehicle or loader near crane tracks and the path of cranes and loaders, care must be taken that it is not closer than one meter to the protruding parts of the crane as well as in the area between the berth edge and the seaside rail of the crane track.

5.10 While on storage sites, care must be taken to stay out of the turning radius of the vehicle (wheeled vehicle) – this is dangerous.

5.11 Passing stacks of goods is permitted only if the distance between the stacks (or between the stack and wall or some structure, object, etc.) is at least one meter and the position of the goods is permanently secure.

5.12 Walking along the carriageway is permitted only on the pavement or, in its absence, on the left side of the carriageway in the opposite direction of traffic.

5.13 Maximum permitted driving speed at Muuga Harbour:

- on port roads 25 km/h
- on the territory of HHLA TK 25 km/h or the speed indicated by traffic signs

5.14 To ensure safety on the territory of HHLA TK, it is forbidden to:

- be in places with reduced visibility or dark places;
- be in an area restricted by an equipment safety barrier or by boundary bars or in other specially restricted areas;
- dealing with extraneous matters while working and/or diverting the attention of other workers;
- be present and work under the influence of alcohol, toxic or narcotic substances;
- smoke in unsuitable areas;
- rest near moving mechanisms, equipment, vehicles, and mobile machinery.

6. ACTING IN AN EMERGENCY SITUATION

6.1 Accident at work

If a worker becomes an eyewitness to an accident, work must be promptly stopped and measures must be taken to provide first aid to the injured person:

- try to determine the condition of the injured person;
- in the event of a serious accident at work, immediately call the **emergency phone number 112** where, if necessary, operative instructions are given on how to act properly before the ambulance arrives;
- provide assistance to the injured person as resources allow;
- if necessary, turn off dangerous equipment, shut off electricity, etc.

It is important to act calmly and thoughtfully. If a worker does not have the knowledge and skills needed to provide first aid, they must wait until a trained worker or the ambulance arrives. **NB!** Incorrect first aid techniques may further aggravate the condition of the injured person.

The scene of the event and everything related to the accident must be preserved unchanged, provided that this does not endanger the life or health of those present, does not cause a chain accident or impede the provision of first aid to the injured person.

The incident must be reported to the terminal shift manager at the first opportunity, drawing up a list of those involved in and eyewitnesses to the accident.

A worker is obligated to notify their foreman of their accident as soon as their state of health and circumstances allow, even if the consequences of the accident are insignificant or seem so to the worker or incapacity for work did not occur immediately.

6.2 In case of fire

A worker who discovered a fire is obligated to:

- 6.2.1 promptly notify the alarm centre over the **phone at 112** of where the fire broke out, what is on fire, their surname and phone number, and answer the questions of the emergency responder;
- 6.2.2 notify the terminal shift manager and management of the company of the fire as soon as possible;
- 6.2.3 warn people at risk;
- 6.2.4 close windows and doors and shut off ventilation to prevent the spread of fire;
- 6.2.5 as far as possible and without endangering themselves, start extinguishing the fire, using all the available fire fighting and rescue equipment;
- 6.2.6 upon the arrival of the fire fighting and rescue team, inform the team leader of:
 - the place and extent of fire;
 - potential danger to people;
 - other risks that may be accompanied by fire (risk of explosion, hazardous chemicals, etc.).

The responsible persons appointed by HHLA TK are obligated to organise the quick evacuation of people from the area at risk.

6.3 Bomb threat

When receiving a notice or bomb threat **over the phone**, keep calm and, if possible, record the call. Try to find out and write down the following details:

- exact location of the explosive device (address, institution, building or location);
- description of the device (size, shape, material, etc.);
- time of possible explosion (time of day);
- details of the bomber (who and when placed the bomb etc.);
- purpose of placing the bomb, requests and demands;
- name and phone number of the caller.

Attempt to stretch out the conversation with the **person making the threat** as much as possible and, if possible, record it. Write down as much information as possible (man, woman or child, estimated age, national characteristics, style of expression, speech defects, characteristic expressions, background sounds, etc., also whether the caller is intoxicated, under the influence of drugs, or agitated).

NB! The room must be silent to ensure that this call can be heard. If the phone is equipped with a number identifier, an attempt should be made to forward the displayed phone number to the emergency services over the phone at 112 with the help of another worker.

If a bomb threat was made **by letter**, the letter must be preserved and given to the police for investigation.

A bomb threat must be immediately reported over the **phone at 112**. Following the notification, a system is launched where an explosives team and the necessary operative services (police, fire brigade, ambulance) are dispatched to the scene of the event and the necessary procedural steps are taken.

A responsible person has been appointed in the company to deal with a bomb threat and act in an emergency situation, and an action plan has been drawn up to ensure the immediate evacuation of people. Before leaving the room, employees are advised to visually inspect their workplace, close the documents on their desk and lock them in a safe, cabinet, drawer or elsewhere.

Take personal items (clothes, bag, etc.) with you.

When discovering an unknown package, suitcase or another suspicious item, **do not touch or move it** (possible explosive device!) and proceed as follows:

- immediately notify the terminal shift manager and the emergency number 112 of the discovery;
- open doors and windows in the room;
- if necessary, shut off gas, water and ventilation and switch off electricity;
- move away from the danger area (leave the building);

- notify other companies and institutions in the building of the dangerous situation and give instructions to their managements;
- give the explosives expert or a responsible person as accurate of a description of the discovered object and its location as possible;
- if possible, restrict the immediate vicinity of the danger area and prevent access of unauthorised persons into the area.

At the request of the explosives expert, a person who is familiar with the layout of the premises in the building and the territory of the company and the port and who knows which areas and premises are usually prohibited to outsiders is made available to the explosives expert.

NB! Using mobile phones and radio stations near a suspicious object is prohibited.

- Escape routes and accesses of all buildings must be kept clear at all times.
- Garbage cans must be emptied regularly and kept as empty as possible.

6.4 Serious and imminent risk of accident

6.4.1 The terminal shift manager is obligated to immediately inform all workers who are or may be in a dangerous situation of the risk of accident and the measures taken.

6.4.2 In the event of a serious risk of accident, workers must take measures, according to their knowledge and available technical means, to prevent potential consequences even if they have not been able to immediately reach their immediate supervisor.

6.4.3 In the event of a serious and imminent danger, workers must quickly and safely leave the workplace.

6.4.4 Workers who have arbitrarily left their workplace or danger zone in the event of a serious and imminent danger should not be penalised or disadvantaged for it.

7. ENVIRONMENTAL PROTECTION MEASURES

The following requirements must be complied with on the territory of HHLA TK to create and maintain a safe working environment:

- 7.1 Inspection of all equipment and components thereof for timely detection of oil leaks.
- 7.2 Regularly cleaning up spilled oil products on the territory.
- 7.3 Collecting oily cleaning cloths into a special container and subsequently disposing thereof in accordance with applicable sanitary standards.
- 7.4 Discharging waste, municipal and production residues into the sea and otherwise polluting seawater is **strictly prohibited**.
- 7.5 In activities related to environmental protection, comply with the Environmental Guidelines approved on 8 August 2014 and the garbage container plan of HHLA TK.

8. LIABILITY

Persons who disregard the requirements provided for in these Instructions are liable for their activities in accordance with the procedure established by the laws of the Republic of Estonia.

9. CONTACT PHONE NUMBERS REQUIRED IN AN EMERGENCY

- | | | |
|-----|---|--------------------------------------|
| 9.1 | HHLA TK terminal shift manager | 504 2279 |
| 9.2 | HHLA TK terminal dispatcher service | 631 9507, 525 0377 |
| 9.3 | General emergency number | 112 |
| 9.4 | The nearest medical institution is located in Maardu: | 606 0862 (Kallavere Hospital) |

Appendix no. 1 to the occupational safety instructions for an employee of a company operating on the territory of HHLA TK Estonia AS

TRUCK DRIVER'S MEMO

Upon arrival on the territory of HHLA TK Estonia, the truck driver is obligated to:

1. **Wear brightly coloured safety clothing – reflective vest or jacket.**
2. Clean the **vehicle's registration plate** to facilitate the identification of the vehicle as well as **the number of a container to identify the container.**
3. Upon entering the territory of TK, the truck driver is obligated to drive only in accordance with the traffic scheme established for vehicles, complying with the instructions of all, including temporary, signs and markings. Information about the traffic scheme, route (path) and location of services is available from customer service (tel. 600 6161).

Rules for being on the territory of HHLA TK Estonia

1. Particular care must be taken in the truck handling area when manoeuvring to the loading area.
2. Driving on crane tracks or railways is prohibited, the vehicle cab or another vehicle part must not be on a railway or within the reach of protruding parts of cranes during loading. In case of problems, ask for the signaller's assistance and notify crane operators on the crane.
3. Before commencing with loading operations, the driver must prepare the truck (trailer) in accordance with the operating instructions of the manufacturing plant of the machine.
4. The driver must inspect the loading operation. The driver must not physically assist during loading operations. To transmit or receive information (in case of problems), contact the terminal staff by calling the phone numbers listed at the end of this procedure.
5. Following the receipt of the container or cargo and preparing the documents, the truck must immediately leave the loading site and head to the terminal exit.

Container terminal:

1. The container trailer must be ready for handling upon arrival at the loading site. In the winter, the trailer and trailer locks must be free of ice and snow before the container or cargo is loaded onto the container trailer.
 2. The truck's container trailer must be configured to the type of container to be loaded (20', 30', 40' or 45').
 3. When loading a container onto a container trailer with coverings, the driver's side coverings must be open before commencing with loading. The engine must be switched off when loading cargo or a container.
 4. Driving on crane tracks or railways is prohibited, the vehicle cab or another vehicle part must not be on a railway or within the reach of protruding parts of cranes during loading. In case of problems, ask for the signaller's assistance and notify crane operators on the crane.
 5. When loading or unloading a container at the **container terminal**, the driver must stand, wearing a signal vest, **near the front right wheel** of the truck so that they are visible to the operator and, if necessary, transmit signals to the operator.
- In the work zone of RTG cranes:
- when the truck is being loaded, the driver stands next to the truck at a distance of at least 1 m from the truck and the loading site;
 - the driver must be in the crane operator's field of vision and outside the crane's lifting zone.

6. **The driver must ensure** that the type and number of the container and the seal number correspond to the documents and there is no visible damage to the seals of the container or cargo. If the aforementioned deficiencies occur, the terminal customer service (tel. 600 6161) must be notified thereof, assisting in organising an inspection of the non-compliance. Inspection reports must be sent to your employer for potential complaints.

General cargo terminal:

1. When parking the truck in the loading/unloading spot in the general cargo terminal, the spot is indicated by the foreman or a person authorised by them (signaller). Particular care must be taken by drivers whose vehicle exceeds 12 m in length.
2. When unloading goods from the truck in the **general cargo terminal**, the driver first releases cargo fastenings and then unloading of cargo can begin. When loading goods, the driver starts fastening the cargo after loading operations have been completed. The driver must not be in the work zone during loading and unloading.

While on the territory of HHLA TK, the truck driver is prohibited from:

1. leaving the truck and walking on berths and on the territory of terminal warehouses and container sites without the permission of the foreman;
2. relocating the truck while waiting for loading or unloading without the permission of the foreman;
3. using a mobile phone while loading or unloading cargo or a container;
4. carrying out vehicle repairs, incl. using an open flame, gas burner, etc.;
5. photography and video recordings.

Acting in an emergency situation

If the truck driver witnesses or is involved in an accident, fire or another incident, they must act as follows:

1. immediately notify the foreman of the incident at one of the phone numbers below and contact the nearest TK employee. The scene of the event must be preserved unchanged;
2. call the emergency number 112 and report what happened and where the incident took place;
3. once the rescue staff arrives, act in accordance with their instructions.

Necessary contact phone numbers

Customer service	600 6161
Terminal shift manager	504 2279
Terminal foreman	507 8583
Fire and ambulance emergency number	112
The nearest medical institution is located in Maardu	606 0862 (Kallavere Hospital)