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Yara Golden Rules

YARA'S GOLDEN RULES		Working at Heights	All work at height shall have a risk assessment and any failure to use of a safety harness when identified shall lead to instant dismissal.
		Working with Hazardous Chemicals	Exposure to chemical risk shall be minimised and where identified in a risk assessment personal protective equipment shall be used.
		Working with Safety-Protected Equipment, Machinery and Control Systems	Safety guards and machinery controls shall not be removed without written permission, normally a permit to work.
		Working on Energised Equipment	All energy sources shall be de-energised and locked out prior to commencing work.
		Working in Confined Space	All work in confined space shall have written authorization before entry. Isolation from all connecting pipework and energy sources, valid gas tests and a safety watch shall always be present.
		Traffic Safety	All vehicles and mobile equipment used for Yara business shall comply with company and national standards. Always obey with traffic rules and regulations and apply safe defensive driver techniques.. Only authorized persons shall operate mobile equipment. Pedestrians shall make effort to be seen by drivers and always use designated walkways.

Yara Safety Principles



Knowledge grows

YARA SAFETY PRINCIPLES

- 1 - All injuries are preventable and safety is the common basis for our 'license to operate'.**
- 2 - Managers (included supervisors) are responsible for:**
 - 2.1** reducing risk to as low as reasonably practical.
 - 2.2** setting safety standards and goals, monitoring, auditing and completing agreed actions on time as well as reviewing performance to achieve operational discipline and continuous improvement in safety.
 - 2.3** developing employees to work safely.
- 3 - All employees and contractors are responsible for:**
 - 3.1** having the appropriate competence for safe working.
 - 3.2** adhering to safety technical standards and rules at all times.
 - 3.3** addressing own and others 'at risk behaviors' and to reinforce 'safe' behaviors.
 - 3.4** taking immediate action to correct, report and follow up near misses and hazardous conditions.
- 4 - Working safely is everyone's responsibility and is a condition of employment.**

Safe by Choice

Safe by Choice is the name Yara has given to its journey to get to zero injuries.

It also describes the safety culture that will make zero injuries a real possibility. The desired safety culture is one where we all, individually and collectively, take responsibility to take care of ourselves and each other.

Yara's Safe by Choice journey requires us to use our existing safety tools with better quality, more ownership, engagement, and consistency than we do today.

This journey is mapped out with a set of actions that builds on existing achievements. There are no new safety tools - just a shift to a higher standard of excellence. We will achieve this by developing our functional and behavioral competences and applying ourselves to being safe.

Yara's Safety Principles define the responsibilities that put into practice and achieve a culture where we can, with pride, say 'Together we Care'. These are detailed further in this handbook.

This handbook introduces what we have to do to get to zero injuries. Why Safe by Choice? No one comes to work to get hurt. We want all employees, contractors and visitors to return home safe. Yara, and everyone that works there, share this common goal.

Necessary qualifications

Sufficient expertise to conduct the work safely.

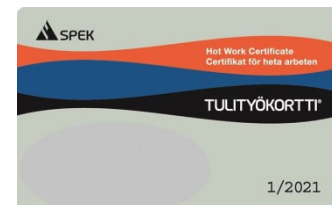
- An identity card with a photo is required of everyone.



- An occupational safety card is required of everyone. Check detailed requirements of each site from appendix 13.1.



- A hot work certificate is required of everyone doing hot work.



General safety induction, department-specific inductions and task-specific inductions.	
<p>GENERAL SAFETY INDUCTION</p> <ul style="list-style-type: none"> • Independent movement about the site requires general induction and a personal key. • In addition, people working at a specific department must have completed department-specific induction. • Only a person who has completed the general induction can accompany a visitor at a site. <p>When entering a site for the first time, the inductions are conducted on-site or online, depending on the site's requirements. Check site specific requirements form appendix 13.1. Revision inductions can be conducted electronically.</p> <p>The contractor must offer the inductions specific to a certain site or task to their subcontractors and verify the completed inductions.</p> <p>The Yara general induction does not replace this obligation.</p> <p>Yara's purchasing department must approve all subcontractors before beginning the work.</p> <p>REQUIREMENTS RELATED TO WORK IN CONFINED SPACES</p> <p>Work in confined spaces always requires a work permit. In addition to a work permit, work in confined spaces requires making a job safety analysis specific to each job and a safety plan for confined spaces. Work in confined spaces always requires a person who has completed the obligatory safety watch training to guard the hatch.</p> <p>Characteristics of confined spaces:</p> <ul style="list-style-type: none"> • Entry and exit are restricted. • There may be hazardous fluctuations of air quality or physical fluctuations in the space. • The space does not have continuous ventilation. • The space is not designed to be continuously occupied. • Examples: tanks, silos, holes, excavations, sewers, pipes, boilers, septic tanks and mobile containers. 	<p>General induction is valid for 1 year.</p>

Moving about at a site

Working under the influence of drugs or alcohol is forbidden; we have a zero tolerance policy towards intoxicants. The client may breathalyse a worker if there is doubt about the worker's condition. Refusing the test may lead to the worker's site access being revoked and the worker may be removed from the site.



KEYS AND ACCESS CONTROL

A key is used to enter through doors and gates.

The stamps on the key are also used to report the people who have been at the site to the tax authorities.

Everyone working at site must be registered to Zeroni portal.

Registration to Zeroni is mandatory in order to get access to the site.

The key is personal and it must be returned after the work has been completed. A penalty fee of 100 EUR will be charged for each unreturned key.

The key is only granted to a person who can prove their identity with an identity card. Receiving the key requires the person to have completed the general induction within one year.

ACCESS PERMITS FOR VEHICLES

The contact person of the contractor will grant access permits for vehicles.

The access permit must be visible on the vehicle's dashboard.

- A long-term permit will be granted upon separate request.
- A short-term permit will only be granted for bringing goods in or taking them out.

The vehicle being operated must be inspected and registered for road traffic.

Protective equipment

The personal protective equipment required by the work are included in the hourly/contract/point price of the contractor:

For example: cut protection gloves, safety harnesses, high-pressure scrubbing equipment, etc. In addition, workers must have a personal safety lock for separating driving power; in electrical work, they must have a portable residual current device.

Yara will only reimburse or provide the contractor with the special protective equipment that has been agreed on. For example, the equipment may include the following equipment deemed necessary by the work permit risk analysis: a suit for handling chemicals, gloves and filters.

A penalty fee of 500 EUR will be charged for a missing or unreturned gas meter.



- The protective shoes must be enclosed and, at the minimum, equipped with toecaps and safety soles.
- The work clothes must be in accordance with the standard for high-visibility clothing, EN ISO 20471.
- The clothes must have long sleeves and legs.

Obligatory protective equipment while working at the site



- A B-class enclosed protective glass must be used in the separately defined areas of the sites, at production plants and in the vicinity of pipes.



- GLOVES FOR THE GENERAL HANDLING OF CHEMICALS, but not for ammonia.

Materials: Neoprene, nitrile, butyl; always in accordance with the safety data sheet. For example: Alphatec 53-001



- FOR AMMONIA AND STRONG NITRIC ACID >90%

Materials: Butyl, fluoro rubber, and, in a limited capacity, nitrile and neoprene; always in accordance with the safety data sheet. For example: Honeywell B131



- When necessary, a glove with protection against heat or cuts should be worn under the gloves.
- The workers must carry a protective hood with them at the site in case of an accident. Areas that require carrying a hood must be separately specified in the instructions for the entire location.



Partners in the 1st category = at the site all the time, will acquire protective hoods by themselves.



The hood's filter and hood design must be at the ABEK level at a minimum.

A partner in the 2nd category = regular supplier, more than 10 times a year.

A partner in the 3rd category = one-time supplier, less than 10 days a year.

Yara will lend protective hoods to the partners in the 2nd and 3rd categories. The hoods must be returned after they have been borrowed. The penalty fee for a lost or damaged hood is 150 EUR.

Best Practices with tools and protective equipment

The most suitable, safe tool must be used for work

- The classification of the cut-protection gloves must be at least class C, standard EN 388.
- The classification of the heat-protection gloves must be at least class 2, standard EN 407: +100 and 500° C.
- The classification of the protective gloves against chemical acids must be at least class 3, standard EN 374: permeation time 30 minutes.
- Using knives or Stanley knives is mainly forbidden. Temporary use is allowed with a separate permission after the job safety analysis.

Choose a safer tool for the job, such as for example:

- Scissors
- Pipe-cutters



Obligatory safeguards on an angle grinder:

- Side handle
- Blade protector
- Automatic power switch (when disc >125mm)
- Fling cover/moment switch (when disc >125mm)



Safety inspections at work locations

Minimum: once a week

Tailored measurements and e.g. housing construction measurements

- service bridges, scaffoldings, stepladders
- machines and mounts
- safeguards against falling
- working
- electricity and lighting
- dustiness
- organisation and waste disposal

Civil engineering measurements

- working and machine usage
- equipment
- safeguards and safety zones
- driveways and passageways
- organisation and storage

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Inspections to be made

- For each machine or technical equipment item:

Commissioning inspection

- For work and safety supports, as well as lifting machines and lifting accessories:

Commissioning inspection always before first use

- Safety monitoring (inspections made by the user):

A thorough inspection always before first use. No documentation.

- All lifting accessories must have the necessary markings.

- Marking for the periodic inspections.

The equipment must have a marking that signifies the annual inspections.

(a colour or a die stamp that changes annually)

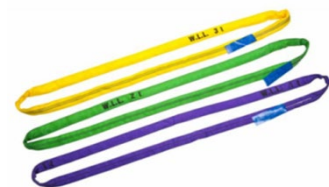
2022	Vihreä
2023	Oranssi
2024	Sininen
2025	Keltainen
2026	Valkoinen
2027	Vihreä

Government Decree on the Safe Use and Inspection of Work Equipment, 403/2008:

a record must be kept on the inspections according to Section 38 of this Decree.

- Other lifting accessories

The date of commissioning marked on the year labels of the lifting girdles or the covering straps:
for example, 01/2017.



- Personal safeguards against falling

The minimum requirement is a full harness with a locking or reeling safety catch or rope:
the equipment must have a marking that signifies the annual inspections.

- Electrical tools

Electrical tools and extension cords must be inspected every 12 months.

The inspection marking should be at the root of the plug.

Marking should be made into the inspection record and documentation.



- Residual current devices

All sockets at the site centres should be equipped with a fault current interrupter of 30 mA.



An electric tool must always be connected to a socket that is protected against fault currents, otherwise a residual current device must be used.

- Leaning ladders are generally not allowed to use as a working platform.

Using them is allowed, after receiving permission, when lifting accessories are being attached/detached, or when using the ladder as a temporary, one-time passageway when hooks, spikes or spreaders are used to prevent slipping and falling down.



- A-shaped ladders are mainly used if the work is done at a maximum height of 2 meters and if the stability of the ladder has been increased with a horizontal support that prevents falling.



Work that requires strength or work hot works must not be done on an A-shaped ladder.

- Scaffoldings for work that cannot be done safely in any other way

A contractor specified by Yara will make the scaffoldings, commission them and inspect them weekly. The builder of the scaffoldings will also make the necessary adjustments.

Practices at the work locations (area restrictions and warnings)

- Others will be informed of the risks in the specific work location with ready-made Yara information sheets.
- The area restrictions during work will primarily be made with the company's own restriction tape.

Warnings will be posted about a dangerous work location or environment.

The restriction tapes ensure uninterrupted work.

A sign can be attached on the tape.

- A warning sheet sign will be used to mark confined spaces

when workers leave the location and a hatch guard is not present.

- The work location must be kept clean throughout the work process.

Trash must not be left on the floors.

Tools and electrical cords must be kept away from the passageways. S-shaped hooks must be used to hang electrical cords and extension cords.

- Safety cabinets and desks

The locations have department-specific safety cabinets where all aforementioned supplies are available for use. During work stoppage, all locations also have safety desks.



- The project safety matters will be compiled into a folder according to the specific instructions of each location.

The people at the site will be recorded in the folder.

In addition, the following information can be recorded:

A copy of the person's identity card with a photo.

Copies of the person's occupational safety card and other necessary cards or certificates.

For example:

Hot work certificate

First aid certificate

Safety data sheets

Other documents related to the work safety:

for example: persons who have received induction and other documents

(inspection of a vehicle, etc.)

Work permit system

- Work requiring a work permit (in practice, all works done by contractors)
- Work permit is valid at maximum for one shift (12h). Work shall not continue until the permit is re-activated for the next shift.
- Always make sure that you are in the right place and doing the right work.

Work permit is for the risk assessment to be done before the work is executed. This is to identify possible work related risks and define precautions to remove or mitigate them.



The screenshot shows the YARA work permit form (SSJA) for a work location in Helsinki. The form includes fields for the work location, date, time, and various safety checks. The form is titled 'YARA' and 'SSJA'. The work location is 'Helsinki'. The date is '18.12.2021'. The time is '10:00'. The form includes a section for 'Työn kuvaus' (Work description) and 'Työn vaarat' (Work hazards). The form is filled out with 'Käynnissä' (In progress) and 'Käynnissä' (In progress).

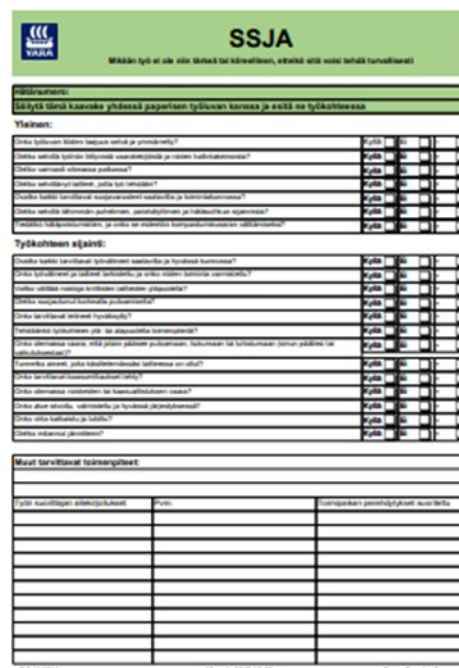
- SSJA = Simplified Safe Job Analysis

The safety of a work location will be verified by going through a series of questions on-site.

Each worker will fill in and sign the form.
A work group can jointly fill in a single form.

SSJA will always be filled in when the work is subject to a work permit.
It takes about 5 minutes.

Work permit + SSJA



The screenshot shows the SSJA form, which is a Simplified Safe Job Analysis. It contains a series of questions about work safety, such as 'Onko työssä vaaroja?' (Are there hazards in the work?), 'Onko työssä vaaroja?' (Are there hazards in the work?), and 'Onko työssä vaaroja?' (Are there hazards in the work?). The form is filled out with 'Käynnissä' (In progress) and 'Käynnissä' (In progress).



Date
2022-02-24

18(19)

- Works that require special attention

Work permit + Level 2 risk assessment + initial meeting + SSJA
+ other separate instructions/plans, if necessary.

Making a level 2 risk assessment together with Yara staff takes
approximately 30 minutes or an hour.

The work stages and the risks related to them, along with the risk
control measures,
will be written down in a joint meeting.

The contractor must follow the work permit system and implement
the safety measures defined in the work permit.

Yara Suomi Oy
Suomen YARA
TYÖN TURVALLISUUSANALYYSI (SJA)

Kritinen tehtävä tai kritinen työ:
Lähtö työpaikalle, reitti:
Lähtö ja pvm: 1.1.2021
Yrityksen suostunut:

Yrityksen johtajan nimi ja allekirjoitus:


Varustuksen alustaminen:
No Vahvistus: Malttoliittimet varustukset Riskiarvio: Toimenpiteiden riskin hallinta: Töhy: Johtajaksi:

Jos riskiluokka R=5-7 on edelleen 8 tai 9 toimenpiteiden jälkeen - johtajaksi, työ vaatii toiminnan päättyne hyväksyttyä jatkajajohdosta
työpaikasta. Riskiluokan jatkossa 12-15 tavalla, työtä ei saa alustaa vaan se on suoritettava suostuneella.

5 Page 1 of 10

5 Page 1 of 10

Seuraukset: 1-Vahva, 2-Korkea (MTC tai pienempi kuin 100 000), 3-Vahva (LTI tai suurempi kuin 100 000 tai 100 000),
4-Vahva (LTI tai suurempi kuin 100 000 tai 100 000), 5-Vahva (LTI tai suurempi kuin 100 000 tai 100 000),
Todenäköisyys: 1- epätodennäköinen (ei todella tapahtuu) 2- mahdollinen (on jossain tapaus) 3- todennäköinen (tapahtuu jossain tapauksissa)
tapahtuu jossain tapauksissa) 4- Suuresti (on tapahtunut useita kertoja aiemmin)

									
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Accidents and near misses

- All near miss incidents and accidents shall be reported.
- Always notify your Yara contact if you notice a hazardous condition at the workplace or safety related deviation

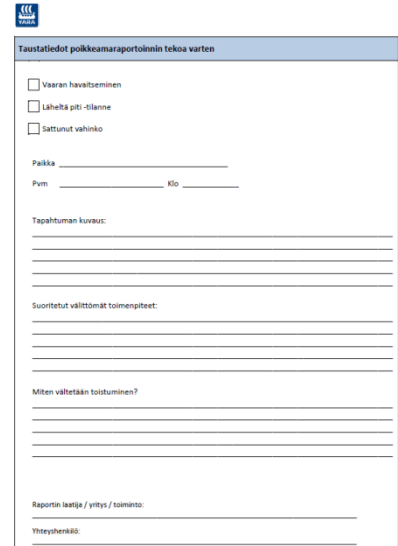
After first aid measures have been taken, accidents must be immediately reported to the supervisor and to the job safety manager or security manager.

- All incidents will be investigated in order to prevent accidents.

The necessary measures and participants depend on the type of the incident.

For example, a SCAT analysis takes at least one hour.

SCAT = Systematic Cause Analysis Technique. The causes that led to the incident will be investigated through supportive questions at a joint meeting.



The form is titled 'Tapahtumien ja läheisten tilanteiden raportointi' (Reporting of incidents and near misses). It includes the following sections:

- Tapahtumien luonne:** (Nature of the incident) with checkboxes for:
 - ☐ Vaaran havaitseminen (Detection of danger)
 - ☐ Läheistä piti -tilanne (Near miss situation)
 - ☐ Sattunut vahinko (Accident)
- Päivä:** (Day) and **Klo:** (Time)
- Tapahtuman kuvaus:** (Description of the incident) with a text area.
- Suoritettavat välittömät toimenpiteet:** (Immediate actions to be taken) with a text area.
- Miten vältetään toistuminen?** (How to prevent recurrence?) with a text area.
- Raportin laatija / yritys / toiminta:** (Reporter / company / activity) with a text area.
- Yhteyshenkilö:** (Contact person) with a text area.