

GENERAL INFORMATION FOR VISITORS AND CONTRACTORS

Applies in the port facility and storage areas of Inkoo Shipping (SRB) including Fortum Port (SRA). To ensure Your safety during Your stay in the port facility, please, pay attention to the following general information:

SECURITY

- All areas within the gates and fences are ISPS (International port facility security) areas. Port facility A (SRA, Fortum) gate is manned. Port Facility B (SRB, Inkoo Shipping) is electronically guarded.
- For visits to SRA, you must apply for gate access on beforehand by sending email to fortumportti@etelavartiointi.fi or call telephone number +358 505 202 154. The visit must be approved by a member of the port authority or port staff. Refer to the authorized person in Your application. For visits to SRB, please phone the Gate Control for access upon arrival at the gate. Telephone number +358 407 364 872.
- Use only official gates for access. Be prepared to prove Your identity and the purpose of the visit. Port authority have the right to expel unauthorized persons. Trespassing and unauthorized entering may be reported to Police Authority.
- If You have been given the automatic gate access (GSM call access or license plate recognition), You don't need to report separately, unless you are transporting other persons in Your car.
- Always report to Agency or Port office hazardous cargo or substances, explosives, and weapons 24 h prior to arrival
- If You wish to visit a vessel, you need to report to gate control 24h prior to arrival. The vessel's officers must confirm Your visit.
- Flying of unmanned aircrafts is strictly forbidden in the port areas.

PORT SAFETY

SRA, Fortum Port

Personal protection equipment requirements (PPE)

General outdoor and working areas

- Workwear with long sleeves, Class 2 reflectivity
- Safety shoes; ankle protection, antistatic, oil resistant and nailing protection
- Helmet with chin strap
- Gloves, according to the task
- Eye protection/visor according to the instruction of the area's company
- Hearing protection if necessary

Visitor equipment:

- Helmet
- Eye protection/visor
- Reflective vest

Visits to the area only with the host

- Route for ship personnel
 - Helmet with chin strap and class 2 reflective vest
- Offices, social facilities and marked work-entry routes
 - No requirements for PPE
 - Identity card must be presented if asked
- Pier and proximity to water (2 m)
- EX facilities, EX zones and temporary EX zones
 - No requirements for PPE
 - Identity card must be presented if asked
- Truck loading
 - There are specific requirements for PPE in areas, which are detailed in the area inductions

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SRB, Inkoo Shipping Port

Personal protection equipment (PPE), Contractor

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Full PPE requirements as detailed in the general outdoor and working areas section above.

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- Please, pay attention to the cargo handling vehicles and cranes in the port. You are not allowed to enter other areas than the official roads of the port unless You have been instructed else.
- Always use High Visibility Clothing, Safety Helmet, Safety Goggles and Safety Footwear within port area or other areas related to the port.
- Mind that some of the dealt substances in the port are hazardous to human. Ensure the property of any unfamiliar substance always before.
- Smoking is prohibited in areas where combustibile substances are stored. Smoking inside any building, warehouse, crane, container etc. is also PROHIBITED.
- Use only marked parking areas for car parking. If You necessarily need to drive alongside to a vessel, you need to report to Port Office or Stevedore Office for access.

Parking SRA



Parking SRB



WORK SAFETY SHORESIDE

- Use only approved tools and ensure that tools are intact.
- Hot Work permission is needed whenever hot works will be carried out on shoreside. Permission to be applied from nominated ship Agent, Port Office, or Stevedores Office. The person carrying out the hot work, will also need to have a valid Hot Work Certificate.
- Safety harness to be used when working at heights and when risk of falling exists.
- Approved Life West to be used whenever work near edge of quay or offshore.
- Whenever working with machines such as forklifts, cranes or similar, ensure that warning equipment (light beacon and reversing alarm) are functioning properly. The working area shall be separated from other areas by flags or cones etc.
- Light beacon on a personal car is recommended.

EMERGENCY

First Aid Stations, Fire Extinguish and Evacuation Equipment are marked with signs.

- Treat and report all minor injuries to Agency, Port Office, or Stevedoring office. Minor injuries are those which do not require professional medical treatment.
- Severe injuries always require professional medical treatment. In case of a severe accident or injury call 112. Report as well to Agency, Port Office or Stevedore Office.

In case of severe injury or accident

- Ensure no further damage occurs to yourself or other people.
- Start CPR on patient.
- Call 112.
- Guide Rescuers.
- Report to Agency, Port Office or Stevedore Office.

In case of fire

- Save persons exposed to the fire.
- Do primary fire extinguishing.
- Call 112.
- Guide Rescuers.
- Report to Agency, Port Office or Stevedore Office

LOCAL PORT SERVICES

- Services for loading and unloading of cargo or parcels, to be ordered from nominated ship Agent or Port Office.
- Fresh water supply and garbage services to be ordered from nominated ship Agent or Port Office.
- Other Services to be requested from nominated ship Agent or Port Office.
- Linesmen to be ordered from nominated ship Agent or Port Office.

EXTERNAL SERVICES

- City of Inkoo is located 9 km from the Port. There you can find common service such as medical care, pharmacy, food market and small restaurants.
- Hospital Service Care and Emergency Rooms are in HUS Helsinki 66 km, HUS Tammisaari 39 km and HUS Lohja 27 km.
- Helsinki International Airport, 74 km away.
- Finnish capital Helsinki, 64 km away
- Nearest railway station in Karjaa 22 km and Kirkkonummi 35 km
- Taxi and hotel, to be ordered from nominated ship Agent.

PORT OF INKOO CONTACTS

Inkoo Shipping Oy Ab
Satamatie 454
10210 INKOO

- Port Office +358 207 631 500
- Inkoo Shipping Agency +358 207 631 502
- Stevedore Office +358 207 631 503
- Traffic Control +358 207 631 504
- Mooring / unmooring (linesmen) +358 207 631 506
- Gate Control SRB, Inkoo Shipping port +358 407 364 872
- Gate Control SRA, Fortum port +358 505 202 154

