

Kiimassuo

Site guide



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Communication of information at the site

- CB channel 21
- Connection from the pole phone to the weighbridge office: lift the receiver, dial 601 and wait for an answer. End the call by placing the receiver back to the cradle.
- The telephone number for the weighbridge is (03) 4242 620.

**Waste reception
is open on
weekdays from
7am-6pm**

Traffic and access at Kiimassuo

Arriving at the waste centre

Small loads

Drivers bringing loads in passenger cars, vans, and trailers should enter on the right-hand side of the weighbridge building and report to the weighbridge office before proceeding to the small-load area. You must also report to the office even if you are bringing loads that are not subject to fees.

Lorries and other loads that require weighing

- Park the vehicle in the lay-by before the junction.
- Bring the waste transfer notes and other necessary documents to the weighbridge office before weighing.
- Please contact weighbridge staff to ascertain the correct unloading location.
- Drive the vehicle onto the weighbridge. The load will be weighed by the weighbridge staff or by using a mobile weighing code.
- Wait for the green light before exiting the weighbridge.
- Weighbridge receipts will be sent digitally to an email address agreed in advance or on arrival at the weighbridge.

Moving around the waste centre site

- It is forbidden to drive a vehicle onto the weighbridge unless the vehicle is being weighed.
- The driver must remain in the vehicle while on the weighbridge.
- The speed limit in the area is 20km/h.
- After weigh-in, turn off the vehicle's air conditioning and close the windows.
- Movement in the area is only permitted along the marked roads.
- Vehicles bringing small loads are only permitted in the small load area.

Transporting loads and unloading

- All loads brought to the waste centre must be transported in such a way that waste is not released into the environment during loading or transport and does not pose any risk of an accident.
- Load covers are removed and containers are secured inside the waste centre's gates. The

removal of covers on asbestos loads is only permitted in the separately designated area

- The load must be unloaded at the location allocated by weighbridge personnel.
- High-visibility vests and safety footwear must be used when moving around the area. A hard hat must also be used in Erityisjäte's areas.
- The locking mechanisms on interchangeable containers must be safe and function reliably.
- Vehicles must have functioning signalling devices, such as a reversing alarm.

Unloading assistance

If you require assistance with unloading, please ensure with your contact person that unloading assistance is available:

Cool Finland Oy, Suomen Tietoturva Oy **CEO**

Pasi Kaskinen +358 (0)50 347 0605

Suomen Materiaalikierrätys Oy **site supervisor**

Kari Salminen +358 (0)44 024 2661

Production manager

Jaana Syrjänen +358 (0)40 834 0501

Suomen Erityisjäte Oy, deliveries toimitukset@erityisjate.fi

+358 (0)40 661 5549

Loimi-Hämeen Jätehuolto Oy, site supervisor

Tommi Savo +358 (0)50 341 8935

Personnel are present at Suomen Materiaalikierrätys' and Suomen Tietoturva Oy's processing plants on Mon-Fri from 7am-3pm.

Loading and unloading at Cool Finland mainly takes place between 7am-4pm. Please check with your contact person for the latest information.

Loads for Suomen Erityisjäte that require unloading assistance should be delivered between 7am-3pm.

Preparing documents

Consignment notes and waste transfer notes

- The waste transfer note must be completed and available for use by the driver as soon as the waste transfer begins. The driver must deliver the documents to the weighbridge office before driving onto the weighbridge. The waste transfer document must primarily be digital, and only one service provider's waste transfer document may be used.
- Digital documents must also be signed at the weighbridge office before weighing. In exceptional circumstances, waste transfer notes can also be completed at the weighbridge office
- The Waste Act (646/2011, section 121) requires the waste holder to draw up a transfer document for hazardous waste, POP waste, septic tank and cesspool sludge, sludge in sand and grease interceptors, and contaminated soil.

Export documents

- For fractions intended for export, the driver must have the appropriate export documentation before the fraction can be released for transport. Export documents can be collected from the weighbridge if necessary.

Landfill acceptability

- Waste is directed for landfilling if it is not suitable for recovery as materials or energy. The waste's landfill acceptability must always be demonstrated when the waste is delivered.
- Methods of evaluating landfill acceptability are applied to all waste disposed of at landfill. Basic characterization must be carried out for each batch of waste, and this must be updated every five years if necessary, with compliance testing performed annually.
- The landfill acceptability of waste to be landfilled must be ensured in good time before delivering the waste.
- When planning to deliver waste to a landfill site, please note that determining landfill acceptability through experimental methods takes time.

Deliveries of waste that require landfill acceptability must be agreed on in advance. Please contact the following persons:

Suomen Erityisjäte Oy, deliveries
toimitukset@erityisjate.fi
+358 (0)40 661 5549

Contract work at the site

Work permit policy

- Work permits are required for all subcontractors or contractors working in the Kiimassuo waste treatment centre area (does not apply to waste transport drivers or small load area customers).
- The schedule for the completion of work will be agreed with the client. Work permit cards are obtained from the weighbridge office, to which contractors should report upon arrival.
- The work permit card must be kept visible while working.
- When work finishes/a contract ends, the work permit card must be returned to the weighbridge.

Induction and orientation

- Contractors must ensure that subcontractors and independent workers working on the site have read and understood these safety guidelines.

General safety regulations and management at the site

- The client's representative is entitled to intervene in any hazardous situations and shortcomings in occupational safety and, if necessary, to suspend contractor work.
- Contractors must appoint a named, responsible site supervisor who manages coordination and communication between parties.
- Contractors are responsible for the safety of the machinery, equipment, materials and working methods used by their workers.

- Work that poses a particular hazard must be carefully planned any these plans must be submitted to the occupational safety manager in good time before work begins.
- Contractors must ensure that their personnel have appropriate personal identification.
- Contractors are responsible for ensuring that any accidents that occur are investigated and an investigation report is also submitted to the client.
- Contractors must ensure that there are sufficient first aiders on the site.
- Contractors must procure personal protective equipment compliant with relevant requirements for its workers and supervise use of the PPE.
- Contractors must do their part in upholding fire safety.

Equipment quality and safety

- Contractors are responsible for the safety of the machinery and equipment they use. They must be fit for purpose and inspected appropriately.
- Users must carry out daily operational tests on machinery and equipment.
- The storage of fuel and other containers must take place in a centralized location designated by LHJ's operational manager.
- Temporary fuel distribution containers must be equipped with appropriate emergency fire extinguishing equipment.

Environment

- Everyone working in the area must at all times consider the impact of their activities on the environment and safety.
- Substances that are hazardous or toxic to the environment must not be released into surface water, groundwater, air, or soil.
- Machinery should not be allowed to idle in the area.
- An advance notice of noisy work should be submitted to LHJ's operational manager. Noisy work should be scheduled on weekdays between the hours of 7am and 10pm. Appropriate noise mitigation measures should be implemented in advance if necessary.
- If dust is generated by an activity, water sp-

raying or similar measures should be taken to prevent it from spreading. Avoid dust-generating activities in windy weather.

- Waste must be sorted and collected at the designated points or in appropriate containers.

Cleanliness and tidiness

- Good general cleanliness and tidiness must be upheld at work sites.
- Items must not be stored in corridors and along access routes, etc. Access to buildings' emergency exits must be kept unobstructed.
- Smoking is prohibited in the waste treatment centre area, with the exception of designated smoking areas in the office and at Cool Finland.

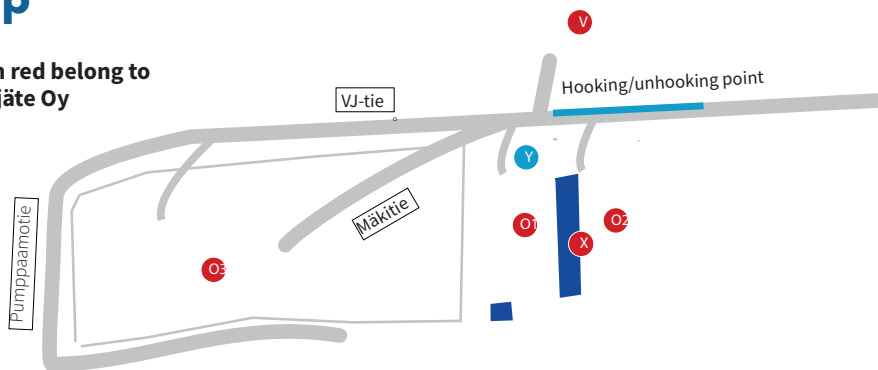
Hot work

- Workers carrying out hot work must be trained to do so and hold a valid hot work card.
- Before beginning hot work, LHJ's operations manager or site supervisor must issue a hot work permit for temporary hot work. Site supervisors at Suomen Materiaalikierrätys, Suomen Erityisjäte, and Cool Finland can also issue hot work permits for their own areas.
- Personal protective equipment for hot work is selected based on the task and environment, and in accordance with occupational safety regulations.



Site map

Areas marked in red belong to Suomen Erityisjäte Oy



- | | | | |
|-----------|--|-----------|---|
| A | Weighbridge | O3 | Permanent disposal area for HW |
| B1 | Office | P | Small load area |
| B2 | Suomen Materiaalikierrätys Oy | Q | Storage area for recyclable waste |
| C | Warehouse | R | WEEE storage area |
| D | Building D | S | Storage field 1 |
| E | Grey storage hall | T | Storage field 2 |
| G | Suomen Materiaalikierrätys and Suomen Tietoturva | U | Gas pumping station |
| H | Cool Finland | V | Interim storage area for clean soil |
| I | Hazardous waste reception | W | Equalizing reservoir |
| J | Pumping station | X | Contaminated soil storage hall |
| K | Waste hall K | Y | Tyre washing area |
| L | Oily sludge reception basin | Z | Disposal site for contaminated soil and stable non-reactive hazardous waste (SNRHW) |
| M1 | East field A (contaminated soil TA) | Å | Site office (Suomen Erityisjäte Oy) |
| M2 | East field B (contaminated soil TA) | Ö | Assembly point (main gate) |
| M3 | East field C (contaminated soil TA) | | |
| N1 | Permanent disposal area for non-hazardous waste | | |
| N2 | Extension to permanent disposal area for non-hazardous waste | | |
| O1 | HW field E (hazardous contaminated soil treatment area) | | |
| O2 | HW field F (hazardous contaminated soil treatment area) | | |



Site speed limit

Safety and rescue activities

Reports

Accidents, incidents, disruption, near misses, and any safety-related shortcomings should be reported immediately. During opening hours, please contact Loimi-Hämeen Jätehuolto Oy's occupational safety manager Maaret Lahtinen+358 (0)40 358 9038, and outside of opening hours, call the duty manager, tel. +358 (0)50 543 5592.

Fire safety

- Some buildings are equipped with an automatic fire alarm and fire detection system, and alarms are forwarded to the regional emergency services centre.
- Properties are structurally divided into fire-technical compartments separated by metal fire doors.
- In the event of a fire or incident involving hazardous substances inside a property, it is important that all fire doors in the property are kept closed to prevent the fire, smoke, or hazardous gas from spreading and to allow anyone inside the building to evacuate safely.
- The properties are equipped with emergency and exit lighting, as well as safety signage, which also aid evacuation in the event of a power outage. The REF plant and Cool Finland treatment centre are also equipped with smoke extraction equipment. The REF plant's process area is equipped with spark detectors.
- Flammable liquids and gases are stored only in the designated storage areas equipped with warning signs.

Explosive areas

- There are explosive areas and equipment at the waste centre site. Explosive areas are separately marked with signage.
- It is prohibited to smoke, perform spark-producing work, and use non-EX-protected equipment in explosive areas.
- More information about explosive areas is available from facility manager Mika Kalliola, +358 (0)50 369 5898.

Safety and electrical equipment

- For matters concerning electrical current/energy availability, plus fire safety, electrical equipment inspections, maintenance and testing at the Kiimassuo site, please contact facility manager Mika Kalliola, tel. +358 (0)50 369 5898
- The occupational safety manager is respon-

What to do in the event of an accident

- If you notice an accident, illness, or fire, call the emergency services immediately (112). Clearly and calmly explain:
 - Who you are and where you're calling from
 - What has happened
 - Where it happened
- Answer the dispatcher's questions and follow their instructions.
- Do not end the call without being told to do so. Do not use the telephone for other uses after calling the emergency services, as they may attempt to contact you again to ask for further information. Provide directions and enable unobstructed access to the scene of the accident for rescue units.
- When evacuating the buildings and site, ensure that:
 - Everyone evacuates the buildings and site
 - All machinery and equipment is disconnected from the power supply
 - Doors are closed
 - Move to the assembly point at the site's outer gates, or to another place announced by the safety manager.



What to do in the event of a chemical or oil spill

- Further damage should be prevented by closing or plugging the site of the leak if possible.
- Limit the leak or spill using an absorbing agent and/or embankment. If possible, use pumping. The pump and absorbing agents are stored in the Ekotekotalli building.
- Notify the safety manager and fire department.

Rescue department contact information

- Rescue Department of Kanta-Häme, Forssa office
Turuntie 20,
30420 Forssa
- ***The contact person during office hours is site fire master***
- Mikko Malin +358 (0)40 8271811
- ***Outside office hours***
- on-call fire master +358 (0)40 0122765
- on-call fire supervisor +358 (0)40 7432003



The assembly point is in front of the office main gate

First aid and fire extinguishing equipment

Function	Location of fire extinguishers	First aid cabinet	Wound care point	Eye rinse	Emergency shower	Stretcher	Fire hydrant	Sprinkler	Extinguishers	Defibrillator
Office	Entrance, corridor, canteen entrance, social area entrance	X		X			X		XX XX	
Weighbridge		X	X	X			X		X	X
Ekotekotalli									XXX	
Office room									X	
Oil room				X					X	
Warehouse			X	X					X	
Battery room				X	X		X		X	
Fluorescent tube room					X				X	
Toxic substance storage				X	X				X	
Suomen Tietoturva / Suomen Materiaali-kierrätys Oy	Work area (2) Work area cabinet 82		X	X	X		XX		XX XX	
Cool Finland			X	X					XX X	
Suomen Erityisjäte Oy Työmaatoimisto		X	X	X					X	
Building D	Machine hall cabinets (2), door to main distribution board, forklift, hot work cart (2), fuel distribution					X	XX	X	XX XXX	
Waste hall K									XX	
Process pumping station									X	
Vans and trucks									XX XXX	
Cardboard hall	Ovien vieressä, kuljettimen vieressä								XXX	

Instructions and standards to be followed at Kiimassuo waste treatment centre

Valid standards

When operating in the area, you must comply with valid legislation, regulations, given instructions and with the environmental permit regulating Loimi-Hämeen Jätehuolto Oy's activities.

LHJ Group has a certified operating system that complies with standards ISO 9001, ISO 14001 and ISO 45001.

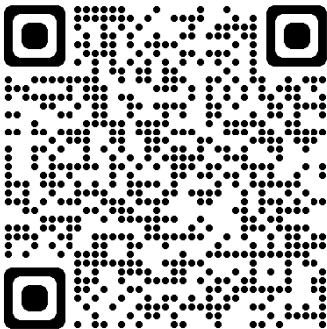
Both LHJ Group's personnel and contractors' personnel must comply with operating system instructions, objectives, and obligations.



- ISO 9001
- ISO 14001
- ISO 45001

Safety observations

You can use the QR code below to report a safety observation if you notice any safety shortcomings or deviations at the site.



Contact information



Loimi-Hämeen Jätehuolto Oy

www.lhj.fi

Kiimassuontie 127, 30420 Forssa

firstname.lastname@lhj.fi

• Centre +358 (0)3 4242 600

• Weighbridge +358 (0)3 4242 620

Property and infrastructure manager

Janne Lukkala +358 (0)40 565 5248

Site supervisor Tommi Savo

+358 (0)50 3418 935

CEO Immo Sundholm +358 (0)50 5530 709

Service manager Anne Sjöberg +358 (0)50

5675 815

Finance manager Terhi Kaattari +358

(0)440 242 696

Occupational safety manager, safety
manager

Maaret Lahtinen

+358 (0)40 358 9038

Cool Finland Oy

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CEO Pasi Kaskinen +358 (0)50 347 0605

Site management +358 (0)50 362 0861

Suomen Materiaalikierrätys Oy

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CEO Rauno Partanen +358 (0)50 5718 800

Production manager Jaana Syrjänen +358

(0)40 8340 501

Site supervisor Kari Salminen +358 (0)440

242 661

Suomen Erityisjäte Oy

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661 2858

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+358 (0)40 617 3732

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Field worker Jani Jaakkola +358

(0)40 565 2767

Field worker Janne Mäkelä +358

(0)40 675 1083

Suomen Tietoturva Oy

www.lhjgroup.fi

CEO Pasi Kaskinen +358 (0)50

3470 605

Safety personnel

Occupational safety manager, safety
manager

Maaret Lahtinen

+358 (0)40 358 9038

Safety advisors

Markku Alapirtti +358 (0)40 575 5331

On-call manager +358 (0)50 543 5592

Only in exceptional circumstances
outside of opening hours.