



Metsä

HEALTH, SAFETY,
ENVIRONMENTAL
& QUALITY
HANDBOOK

*"Nothing you do on site **will be as important as** going home to your friends and family"*

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Intro

This booklet explains the main points of the Company's safety policy to encourage you to understand your own responsibilities.

It is our aim is to create a general awareness of health and safety matters to help you avoid actions that might endanger yourself, work colleagues and others with whom you come into contact.

It does not give you the rules to follow in every situation nor is it a substitute for good common sense and practice.

It is important that you carefully read and keep this booklet for your guidance.

If you are unsure of any information in this booklet - please ask your Line Manager or a member of the UK HSEQ Department.



Responsible Operations Policy (ROP)

As a company, we acknowledge the Health & Safety, Quality, and Environmental aspects of every operation we perform. We are committed to continually improving all areas of the business to provide a safe and healthy working environment, alongside, improved productivity and quality throughout all operations.

Performance is driven through objectives and targets set annually by the Executive Leadership Team (ELT) and Site Management. Annual reviews ensure that our systems, policies, and processes remain effective at all times whilst monitoring progress on objectives and targets.

Our integrated manual and business procedures define and set our standards. The company will ensure its Integrated Management System (IMS) is documented and certified to the relevant internationally recognised standards OHSAS 45001 (Health & Safety), ISO 9001:2015 (Quality), and ISO 14001 (Environment).

The ELT is responsible for ensuring that all resources necessary for implementing this statement are provided. Roles and responsibilities for the management of Health & Safety, Quality, and Environment are outlined in the company's IMS Manual.

The policy statement is communicated to employees, customers, suppliers, and contractors.

HEALTH & SAFETY

The company recognises its responsibility for health and safety and acknowledges that the provision of a safe and well-maintained environment, good working standards and equipment, and clear working procedures go hand in hand.

Details of our organisation and arrangements for the identification of hazards, control of risks, consultation between management and employees, and the management of health and safety are set out in our Management System documentation. The Company will ensure that all relevant legislation and other requirements for quality, environmental, health & safety, and social accountability are met and where best practice is available, exceeded.

QUALITY

The ELT recognise that understanding our customers and determining their requirements is essential for ensuring productivity and profitability. Where possible we will actively introduce and maintain quality marks on products, which meet criteria set by industry requirements and standards.

ENVIRONMENT

The Company will identify and minimise the environmental impacts of current and new products, operations, and services. Within all activities, the company will set objectives to prevent and reduce pollution, minimise or recover waste as well as reduce the consumption of non-renewables.

SOCIAL RESPONSIBILITY

Metsä Wood is a subsidiary of Metsäliitto Group which holds a voluntary commitment advocated by the UN Global Compact, which is focused on key areas of concern such as human rights, labour, the environment, and anti-corruption.

Training

Your health and safety training and development is a priority to provide you with the knowledge and skills to perform your work correctly.

- Training is seen as a priority both at induction and for your future development
- All employees will receive information, training and supervision applicable to their role
- Your training will allow you to maintain health and safety standards at all times
- Where new procedures or equipment are introduced, appropriate training will be given
- Periodic refresher training, where appropriate is always available to you
- Ask your Line Manager to see the appropriate risk assessments, SOP's and other associated documentation

“As part of my induction, I was given more than adequate training to allow me to complete my duties”

*John Bass
Distribution Manager*

Duties and Responsibilities as an Employee

The Health and Safety at Work Act, 1974 – section 7 - requires you, as an employee, to take reasonable care for your own health and safety and that of others around you.

- Take care of your own and others' safety
- Do not interfere or misuse equipment or facilities
- Co-operate with the company on all health and safety matters
- Use equipment or facilities properly and follow instructions and training given
- Inform your Line Manager of any unsafe equipment, machinery, and any dangers to health and safety



Accidents and Near Misses

Accidents are unplanned and uncontrolled events that have led to injury to persons, damage to equipment, or any other loss. A near miss is also unplanned and uncontrolled but under those particular circumstances, there was no injury.

ACCIDENTS AND NEAR MISSES ARE OFTEN CAUSED BY

- Unsafe attitude to work, which includes horseplay and practical joking
- Ignoring proper procedures
- Failing to use Personal Protective Equipment
- Working whilst under the influence of alcohol or drugs

If you do suffer from an accident in the course of your work, you must report the accident, no matter how slight the injury, to your Line Manager.

Details of the accident must be entered in the accident book and onto the company's accident reporting system. If another person, such as a first aider, fills out the accident book you must sign the book to confirm the details are accurate.

Similarly, you must report a 'near miss' It needs to be investigated to prevent it from happening again and possibly resulting in injury. If an accident or near-miss is not reported, then action cannot be taken to prevent it from happening again.

Certain accidents/near misses are required by law to be reported by the company to the local enforcing authority or the Health and Safety Executive.

DRIVERS OF COMPANY VEHICLES

If you are involved in an accident whilst using a company vehicle, you must report the facts immediately to your Line Manager and the Human Resources department. Should a summons or a writ be received as a result of an accident, you must seek advice from the Human Resources department. Refer to the company car policy document for more information.

First Aid

- First aid equipment and qualified first aiders are provided at each site
- Familiarise yourself with the location of the first aid facilities and officers, including First Aider boards (where applicable)
- Investigate what action to take if you or someone else has an accident
- What is required? - Call first aider or call 999 to request an ambulance
- Notify Line Manager and enter details in the accident book and onto the company's accident reporting system

Health & Safety statistics UK 2021

1.7m

Workers suffering from work-related ill health (new or long-standing) in 2020/21

142

Workers killed at work in 2020/21

0.8m

Workers suffering from work-related stress, depression or anxiety (new or long-standing) in 2020/21

0.5m

Workers suffering from work-related stress, depression or anxiety (new or long-standing) in 2020/21

0.6m

Workers suffering from a work-related illness caused or made worse by the effects of the coronavirus pandemic (new or long-standing) in 2020/21

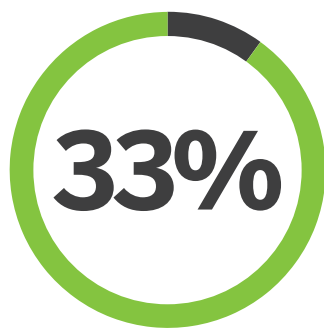
Hazard Spotting and Reporting

SEE IT, SORT IT, REPORT IT

Treat hazard spotting as part of your daily routine and make your site a safer place for everyone.

- Do not delay – take action immediately
- Make the area safe, if possible
- Remove the hazard, if possible
- Report the hazard immediately to your Line Manager
- Cordon off the area/keep people away
- Keep workplaces clean and tidy

SISIRI's are our way of highlighting concerns and enabling proactive actions to be taken to prevent accidents. You are expected to actively monitor and raise safety observations as part of your work. Each shift/department has targets to be achieved to drive proactive safety.



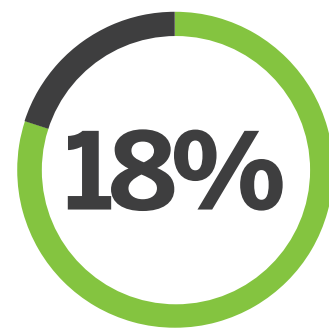
SLIPS & TRIPS

UK Accidents in workplace in 2021 were caused by slips, trips and falls



MOVING OBJECTS

UK Accidents in workplace in 2021 were caused by a moving object



HANDLING

UK Accidents in workplace in 2021 were caused by handling incorrectly

Housekeeping

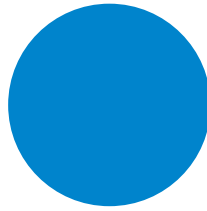
All areas of the site must be kept tidy at all times.

- Ensure that your work area is always clean and tidy
- Remove rubbish immediately
- Clear up spills immediately
- Keep the entrances to warehouses clear so that forklift truck drivers can see
- Gangways, aisles, and walkways must be free of obstructions
- Close all drawers after use, only open one filing cabinet drawer at a time
- Keep a clear route to all fire exits and firefighting equipment
- Welfare arrangements – toilets, washing facilities, and canteens should be left clean and tidy
- Report any poor housekeeping arrangements or damage immediately

Safety Signs



PROHIBITION
YOU MUST
NOT STOP, DO
NOT STOP



MANDATORY
YOU MUST CARRY
OUT THE ACTION
GIVEN BY THE SIGN



HAZARD
CAUTION, HAZARD
AHEAD, RISK OF
DANGER



SAFE CONDITION
THE SAFE WAY.
WHERE TO GO IN AN
EMERGENCY



FIRE FIGHTING
TO INDICATE
LOCATION OF
FIRE EQUIPMENT

Across our sites, there are many safety signs installed. These signs are colour coded to identify their meaning. Make sure you know and adhere to the following:

- The biggest risks posed on our sites surround vehicle movements, stacking and use of machinery
- All safety signs must be adhered to. It is prohibited to move, remove, deface or cover safety signs across the site
- Examples of the safety signage across our site is as follows: Hazard (**YELLOW**) – FLT Movements in this area, Safe Condition (**GREEN**) – Emergency Exits, routes and First Aid facilities and Mandatory (**BLUE**) – PPE required in this area

Manual Handling

Set out below are some practical tips for use in safe manual handling – Before doing any lifting or loading, stop and think first:

- Do I need to move the load?
- Can the load be broken down into smaller portions?
- Is there a mechanical way of moving the load?
- Is there a trolley available?

Also, consider where the load has to be taken. For example, will you have to go through a door? If so, ensure your route is clear and, where possible, the doors are open.

- Can handling aids be used?
- Where is the load going to be placed?
- Remove obstructions such as discarded wrapping materials
- For a long lift, consider resting the load midway on a table or bench to change the grip

It does not take a great deal of weight to cause back injuries through lifting and handling. The use of good lifting and handling techniques will help to avoid injuries.

ADOPT A STABLE POSITION

Feet shoulder-width apart with one leg slightly forward to maintain balance. Be prepared to move your feet during the lift to maintain your stability and avoid unsuitable clothing or footwear, that may hinder the position.

Manual Handling (cont.)

GET A GOOD HOLD

Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

START IN A GOOD POSTURE

At the start of the lift, slight bending of the back, hips, and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

DON'T FLEX THE BACK ANY FURTHER WHILE LIFTING

This can happen if the legs begin to straighten before starting to raise the load.

KEEP THE LOAD CLOSE TO THE WAIST

Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

AVOID TWISTING THE BACK OR LEANING SIDEWAYS

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

KEEP YOUR HEAD UP WHEN HANDLING

Look ahead, not down at the load, once it has been held securely.

MOVE SMOOTHLY

The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

DON'T LIFT OR HANDLE MORE THAN CAN BE EASILY MANAGED

There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

PUT DOWN - THEN ADJUST

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



If you have any concerns regarding manual handling, please speak to your Line Manager.

Protective Equipment and Clothing

If your job requires it, you will be provided with personal protective equipment (PPE) such as hearing protection, high visibility vest or coat, safety helmets, goggles, gloves, etc which you must wear.

- PPE is provided for you to wear in specified areas and whilst carrying out specific activities
- Please avoid loose clothing, long hair, or jewellery, which could be easily caught in machinery
- By law, you are required to wear PPE where it is necessary
- Only Metsa Wood issued PPE must be worn while on site
- Do not alter any Metsä issued PPE or equipment

Workplace Equipment, Machinery and Processes

Wherever you work, there will be special rules relating to the equipment and machinery in use, the working environment, and the safest way to work in each specific area.

When using tools and equipment follow these basic rules:

- Use the right tool or piece of equipment for the job
- Make sure that it is in good condition
- Use it in the correct way
- Do not use tools or equipment you have not been trained to use
- Report worn and broken tools and equipment

Do not operate, or attempt to operate, machines and processes unless you have been trained and authorised to do so.

OFFICES

Equipment and materials used in an office present a wide range of potential hazards. Accidents may be caused by tripping over open drawers of a filing cabinet or falling over a trailing cable. Many accidents are caused by human error or lack of perception, for instance, reading whilst walking along a corridor or climbing stairs, restricted vision whilst carrying bulky objects, or inattention to obstructions.

One of the main hazards in any office is fire. Fire hazards may be created by carelessness, defective wiring, and for example, overloading of electrical circuits. Always be on the lookout for potential hazards and where possible take corrective action and report them immediately to your Line Manager.

DISPLAY SCREEN EQUIPMENT

The use of computers is commonplace in offices. However, inappropriate methods of use may lead to such effects as eye strain, headaches, shoulder, and backache. If you are identified as a Display Screen Equipment (DSE) user within the company, you will be required to carry out a personal DSE assessment on your workstation to comply with DSE Legislation and all applicable regulations.

You will also be asked to read our Metsa Wood DSE procedure as part of your employment. You must let your Line Manager know if you experience any problems or adverse health effects while using your computer.

Workplace Equipment, Machinery and Processes (cont.)

KEYBOARD

Adjust your keyboard to get a good position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not using it. Try to keep your wrists straight when typing. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

USING A MOUSE

Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used. Support your forearm on the desk, don't grip the mouse too tightly, and do not press too hard.

SCREENS

Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room and make sure the screen surface is clean. In setting up software, choose options ensuring text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background or vice versa). Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the screen may need servicing or adjustment.



Seating

Have an adjustable chair and know how to use it



Displays

Check your display is flicker and glare free



Breaks

It is advisable to take a 5 minute break every hour. Teams amnesty 12:00-13:00

GETTING COMFORTABLE

Adjust your chair and screen to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the screen. Make sure you have enough workspace to take whatever documents or other equipment you need.

Try different arrangements of keyboard, screen, mouse, and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.

Arrange your desk and screen to avoid glare or bright reflections on the screen. Adjust curtains or blinds to prevent unwanted light.

Make sure there is space under your desk to move your legs freely. Remove any obstacles such as boxes or equipment. Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for shorter users.

Workplace Equipment, Machinery and Processes (cont.)

POSTURE AND BREAKS

Don't sit in the same position for long periods. Change your posture as often as possible. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation). Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. If there are no such natural breaks in your job, planned rest breaks must be taken. Frequent short breaks are better than fewer long ones.

YARD AND WAREHOUSE AREAS

Our sites have a range of hazards from vehicles that are moving around in restricted areas. Only authorised persons are allowed in these areas.

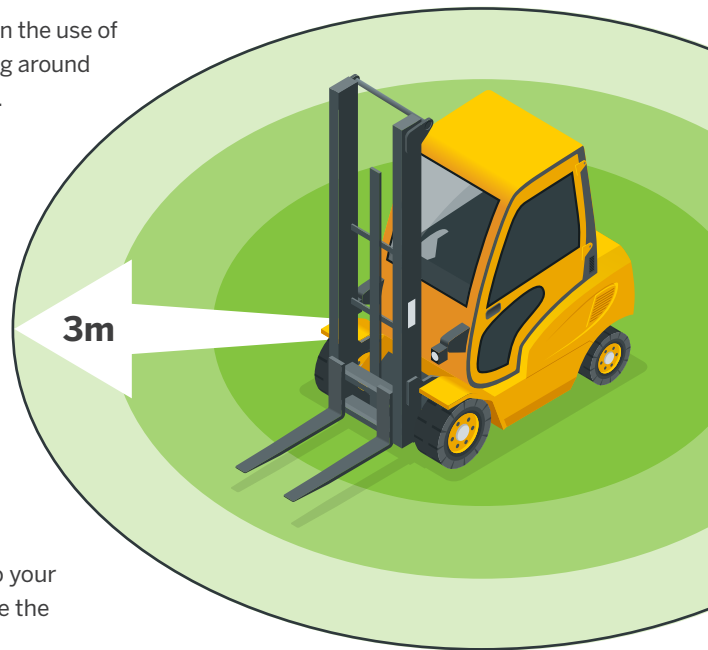
Keep clear of lorries and FLT's when being loaded/unloaded or moved as they present potential hazards. FLT's are constantly on the move, and vehicles are being driven, reversed, and parked. In some instances, there will be pedestrians either working in or visiting the area. Please remember that lorries have often travelled many miles and the stability of the load may have been affected. Be cautious and act safely.

Where shunting activities take place, all drivers must be trained in the use of these vehicles. Skids (chocks/bearers) and banding wire left lying around can cause accidents. Pick these up, do not rely on others to do it.

You will be given instructions regarding the stacking of products and these must be adhered to. Should you see any stacks which may present a hazard, you should correct them or report it immediately to your Line Manager.

When banding or cutting bands you must use safety cutters and wear eye protection. When stacking, skids (chocks/bearers) with a square section of similar size must be used throughout the stack. NEVER climb on stacks and beware of loosely banded products.

If you are aware of uneven surfaces, holes in roadways, or any spillage of oil or similar, this should be reported immediately to your supervisor or manager. For further information on stacking, see the associated Standard Operating Procedures (SOP).



FORKLIFT TRUCKS

It is company policy to ensure that all staff who drive FLT (front and side loaders) whether with previous experience or not are fully trained to meet statutory and company requirements.

The emphasis will be placed upon safety as well as a high standard of driving skills to equip employees to perform their duties skillfully and safely. All trucks are inspected and maintained regularly and it is the responsibility of the driver to carry out a daily check and report any defects.

FLT and side loader drivers must wear their seat belts at all times. This is covered in training on this type of equipment. Ask your Line Manager if you have any questions in regards to wearing seatbelts while using company FLT's and side loaders.

Workplace equipment, machinery and process (cont.)

MILL

Those working in the mill will be made aware of the arrangements in respect of the handling and machining of timber. Individuals must not operate certain machines unless they have completed an appropriate training course or are under supervision. Machine guards are a legal, as well as a common-sense requirement and they should not be adjusted or removed except by authorised people.

Be aware that high noise levels can be present in mill areas. Appropriate noise control measures must always be used and this can include, ensuring that sound enclosure doors are kept shut and wearing hearing protection. Where this is the case, hearing protection is required for all persons in the area even if they are there for only a short time (see noise section in this handbook for further information). The mill area is restricted to authorised staff only and if you have to enter the mill, always report to the mill Line Manager.

TIMBER TREATMENT PLANT

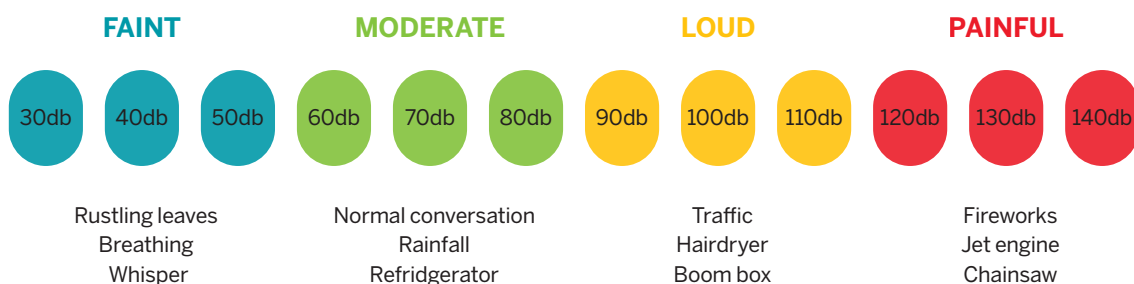
Some Metsä Wood sites have timber treatment plants. The treatment plant is a restricted area and if you are not authorised to enter the area you must not do so. This process is considered a potential risk because of the chemicals involved. Only fully trained and authorised operators who are aware of the manufacturers' instructions and regulations are permitted to operate the treatment plant. Protective clothing must be worn and the operators must know what to do in the case of emergency.

Noise

Noise is often defined as an unwanted sound. Noise is around us all the time, at home, at work, and during leisure pursuits. Our hearing naturally declines with age and can also be affected by exposure to high levels of noise.

Damage to hearing, which is irreversible, is often not noticed until it is too late. Therefore, noise control measures must be used at all times including the wearing of earmuffs or earplugs, in all areas marked as 'ear protection zones'.

The Control of Noise at Work Regulations set out what should be done to prevent hearing damage due to noise at work. In areas where noise levels are between 80–85 dB(A), you are strongly advised to make use of the hearing protection provided. Where noise levels exceed 85 dB(A) you MUST wear hearing protection at all times. For example, noise levels exceed 85 dB(A) within our mills on-site, therefore hearing protection is mandatory at all times when in this area.



Chemicals and Substances

Special precautions will be in place when dealing with possible hazardous chemicals or substances. Find out about the chemicals and substances you use in your job and get to know the methods of handling and storage, the use of personal protective equipment, disposal techniques, clearing spillages, first aid, and emergency action.

Chemicals and substances may enter the body by breathing them in (inhalation), swallowing them (ingestion), and getting them into your skin (absorption).

Symbols shown below are displayed on products that may cause injury if you are exposed to them. Their meanings are given below.



TOXIC



HAZARDOUS TO ENVIRONMENT



CORROSIVE



FLAMMABLE



EXPLOSIVE



IRRITANT



HEALTH HAZARD



OXIDISER

Examples of COSHH substances used across our site are; Lubricants, Printer Ink, De-greasers, Diesel, and many more. Make sure you are aware of these at all times.

- Know which substances you can use
- If unsure, always seek advice from your Line Manager
- Only approved substances can be used
- Know the hazards associated with each substance – see the safety data sheets and COSHH risk assessment
- Follow the correct procedure to deal with spillages and reduce the risks to you, your colleagues, and others who may be affected by the substances
- Find out what are the handling, storage, clean-up, disposal, and first-aid arrangements
- Learn what PPE you need and how to use it properly

Your Line Manager holds information on substances hazardous to health (safety data sheets and COSHH risk assessment) and you should familiarise yourself with the relevant details in respect of your duties.

New Starters

If you are a trainee, you are not allowed to use machinery, drive vehicles, or operate specialised processes in any circumstances unless you are being trained and under constant supervision.

Provisions are made for your safety and your co-operation is essential to ensure a safe working environment.

If you have any problems or difficulties whilst at work, consult your Line Manager immediately.

Contractors and Visitors

On arrival at the site, contractors and visitors are required to read the information provided and sign in/out via the site visitors' book. All visitors will wear orange coloured hi-vis and are required to follow all procedures on site.

- Contractors and visitors are the responsibility of everyone – special rules and guidelines apply
- They will have the correct PPE supplied
- If required, they will receive a site induction before any work
- A 'permit to work system' is in place and must be used for contract work activities, as appropriate

*“I felt the induction process was very thorough and **I was educated on all aspects of H&S** of the site”*

*Jimmy Ward
Office Manager*

Electrical Safety

Never interfere with electrical apparatus or the connections of electrical equipment. If electrical equipment breaks down, report the matter so that an electrician can be called.

- All electrical equipment will be regularly maintained and in a safe condition for use
- Never interfere with electrical equipment
- Never try to repair electrical equipment unless trained and authorised to do so
- Report all electrical faults including damage to plugs, cables, loose connections, etc
- Do not leave leads trailing across aisles or walkways or wrapped around corners.
- Temporary leads or wiring should not be used
- Do not use adapters as they can overload sockets
- Unless otherwise instructed, always switch off electrical equipment when not in use
- Visually inspect wires/plugs before using them
- Do not bring in, or use, any personal mains electrical equipment onto your site without permission from your Line Manager

Electrical appliances will be tested (PAT Test), look out for a label on the plug, cable, or appliance.

Fire Precautions and Arrangements

EVACUATION PROCEDURES



In any major fire not only are the flames dangerous, but smoke, fumes, and explosions can also kill and maim. Ensure you know what to do in the event of a fire. Report all fires no matter how small. Keep fire exit routes and fire alarm call points clear at all times. Once you have evacuated a building or site, do not try to re-enter until told to do so by an authorised person. Ensure your clocking in and out fob is kept on you at all times. You will be required to clock into a muster point during the evacuation process. This is important to ensure the roll-call is accurate and everyone is accounted for and safe.

FIRE EXTINGUISHERS

If you discover a fire, you must take the appropriate action to warn others of the emergency. If you tackle a fire with a fire appliance provided, do so without taking a personal risk. Remember you should only use the equipment if you know how to operate it and it is safe for you to do so.

IT CAN BE VERY DANGEROUS TO USE THE WRONG EXTINGUISHER

Fire extinguishers can be identified by a coloured band or lettering on the cylinder, the main body of which will be red. The chart below shows the different fire extinguishers, their colours and fire types

DRY POWDER	FIRE HOSE REEL	FOAM SPRAY	WATER	CO ₂
				
USE ON: Wood, Paper and Textiles	USE ON: Wood, Paper and Textiles	USE ON: Wood, Paper and Textiles	USE ON: Wood, Paper and Textiles	USE ON: Flammable Liquids
USE ON: Flammable Liquids	DO NOT USE ON: Live Electrical Equipment	USE ON: Flammable Liquids	DO NOT USE ON: Live Electrical Equipment	USE ON: Live Electrical Equipment
USE ON: Gaseous Fires	DO NOT USE ON: Flammable Liquids	DO NOT USE ON: Live Electrical Equipment	DO NOT USE ON: Flammable Liquids	DO NOT USE ON: Wood, Paper and Textiles
USE ON: Live Electrical Equipment	DO NOT USE ON: Flammable Metal Fires	DO NOT USE ON: Flammable Metal Fires	DO NOT USE ON: Flammable Metal Fires	DO NOT: Hold horn when operating

IF YOU DISCOVER A FIRE

- Shout "FIRE"
- Raise the alarm, by pressing an alarm call point where available
- Deal with the fire only if it is safe to do so
- Evacuate the building/area
- Use the nearest exit and go to the fire assembly point
- If your building has lifts, then do not use them

IF YOU HEAR THE FIRE ALARM

- Do not panic
- Evacuate the building/area
- Use the nearest exit and go to the fire assembly point
- If your building has lifts, then do not use them
- Do not stop to collect personal belongings
- Do not return to the building until told to do so by an authorised person

Health at Work

ALCOHOL AND DRUGS

It is your duty as an employee to take reasonable care for your health and safety and that of others who may be affected by what you do or do not do. If you are under the influence of alcohol or drugs at work, you are a potential hazard to yourself and the people with whom you work.

- Being at work under the influence of alcohol is prohibited
- Being at work under the influence of drugs, other than those prescribed by a doctor, is prohibited
- Carefully read the information supplied with any medicines you may take
- Stress can affect your behavior and may have a bearing on your health and safety at work

Talk to your Line Manager if you have any concerns about stress affecting your health and safety at work, or any symptoms that you believe may be work-related.

SMOKING

Smoking is prohibited except in designated areas and at official break times. You will be shown the designated area and your Line Manager will agree on official break times.

*“All employees are encouraged to **maintain safety across all sites**. And keep making safety observations”*

*Dayle Rowson
HSE Manager*

Environmental Issues

Metsä Wood's activities have a wide range of environmental impacts.

All sites now have in place facilities to recycle most waste streams, paper, plastics, metals.

Ensure that you always place waste materials in the correct bin or skip.

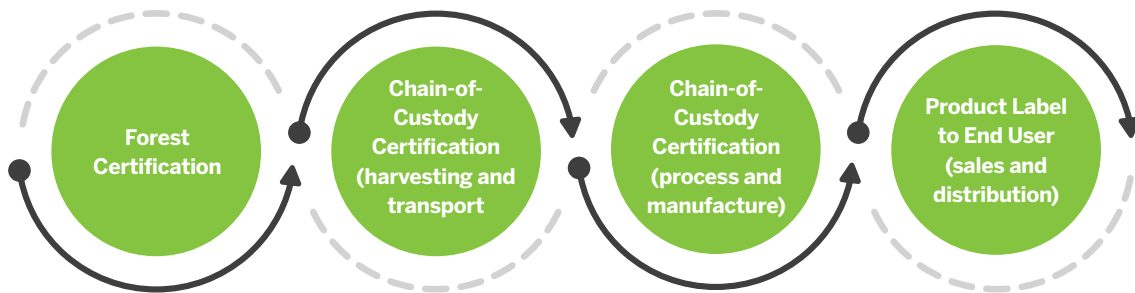
Hazardous waste such as waste oils, grease, paints, empty chemical containers, or waste electrical and electronic components should always be disposed of accordingly on site.

- Ensure that you always place waste materials in the correct bin or skip
- Save energy, money and reduce CO2 emissions by turning off lights and equipment when it is not required
- Please help us by being Energy-Aware while at work
- Ensure equipment is switched off when not in use
- Switch off lights if not required
- Make suggestions of energy-saving ideas
- Report any compressed air leaks
- Use SISIRI to report any concerns or improvements

If you have any suggestions to enhance Metsä Wood's environmental program please speak to your Line Manager.

Chain of Custody

- An increasing number of our customers require us to be able to prove that our timber products have been derived from a well-managed source
- The company holds Chain of Custody for two certified schemes - FSC & PEFC
- These schemes are certified by third-party auditors
- Internal site audits are also conducted across all of our sites



Wellbeing at Work

The wellbeing of our team is a priority for Metsä Wood UK. We are proactive in identifying support needs, providing relevant support, and communicating with team members to review progress.

We use a number of processes to ensure that team members are fit and well at work and have the necessary skills and support to be successful at work.

All employees undergo a pre-employment fitness for work assessment to ensure that they can safely perform all aspects of their role. We use this assessment to proactively identify any support needs at an early stage.

Our Early Intervention processes provide a supportive framework for team members and Line Managers to discuss any health, personal, or capability issues that may be preventing team members from performing at their best, and our Line Managers are responsible for ensuring that the right support is given at the right time to our teams. We recognise that issues are best resolved as early as possible, and the focus of our processes is early proactive support, which is underpinned by the Metsä Group Code of Conduct.

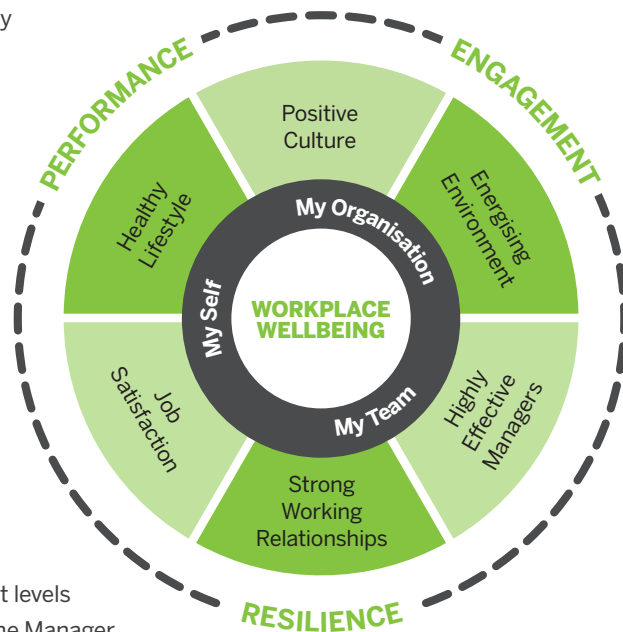
We provide ongoing health checks for our operational team members to ensure that they remain fit and well at work, and we work closely with our Occupational Health provider to support where needed in cases of long-term sickness or illness.

We encourage all team members to focus on their wellbeing, and we support a number of wellbeing initiatives each year focussing on a number of different topics. We also have additional support provided through the Me@Metsa platform and the Employee Assistance Programme, which is accessible for all employees.

Occupational Health

You should make your Line Manager aware of any pre-existing health conditions which may be affected by your job and the area in which you work. These may include, for example, asthma or any allergies.

In addition, report any symptoms/ill health effects which you believe may be a result of your work activities, to your Line Managers. You will be given an appropriate medical examination/health checks as necessary. For example, if your work involves you being exposed to high noise you will have hearing tests. If you work with timber treatment chemicals or drive FLT you will have other types of health checks. Metsä Wood UK carries out regular occupational monitoring of noise and dust levels at our sites. Full details are available from your Line Manager.



Employee Assistance Helpline

TELEPHONE: 0800 917 9330 OR VISIT WECARE-CL.COM
ACCESS CODE: E28164

Your free Employee Assistance helpline can provide confidential information, resources, and counselling to help you balance your work, family, and personal life. Support you can count on available 24 hours a day, 7 days a week, 365 days a year. You also have access to a web portal for 24-hour online support.

Support areas include, but are not limited to:

- Work-life balance
- Health and Wellbeing
- Disability and illness
- Bereavement and loss
- Eldercare
- Bullying and Harassment
- Debt
- Stress
- Anxiety and Depression

Acknowledgement

I have received and read the Health and Safety Handbook and understand its contents.

NAME

SIGNED

DATE

Now print this page and pass it to your Line Manager.

This page of the Health and Safety Handbook should be signed and dated by the recipient and placed in their personnel file as a record of their acknowledgment of reading and understanding its contents.

April 2022

1st Edition. UK Health, Safety, Environmental & Quality.

Mental Health & Wellbeing Helplines



CALM – is the Campaign Against Living Miserably. A charity providing a mental health helpline.
Phone: 0800 58 58 58 (7 days a week – 5:00pm to midnight)



SAMARITANS – For support and help regarding Mental Health.
Phone: 116 123 (24 hours a day, 365 days a year)



SHOUT – help, and support for any problem including relationship problems, addiction, mental health, bullying & self-harm.
Text the word: 'SHOUT' to 85258



ALCOHOLICS ANONYMOUS – A free self-help group for getting help becoming sober.
Phone: 0800 917 7650 (24-hour helpline)



FRANK – Free, confidential information and advice about drugs their effects, and the law.
Phone: 0300 1236600. Or text a question to 82111



GAMBLERS ANONYMOUS – A free self-help group for help stopping gambling.
Phone: 0330 094 0322 (24-hour)



BEAT – Advice and support on how to tackle eating disorders.
Phone: 0808 801 0677 (24-hours)



CRUSE BEREAVEMENT CARE – Support and advice on coping with bereavement.
Phone 0808 808 1677 (9am to 5pm)



Metsä