

OCCUPATIONAL HEALTH AND SAFETY GUIDELINES FOR SUPPLIERS

NOKIAN TYRES AND VIANOR

2025



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NOKIAN TYRES SAFETY

Safety is a priority for Nokian Tyres as a company. At Nokian Tyres we work to make the world safer by reinventing tires, and how they are made, over and over again.

For us, safety is made by a safe working culture & environment for our people and partners, by operating responsibly and sustainably.

In our company, everyone cares about their own and other people's safety. Improving safety is something that affects and involves every one of us. Every day, we all contribute to a safe, enjoyable, and comfortable working environment.



SCOPE

This document defines common practices, performance expectations, and general safety management requirements for all suppliers working in Nokian Tyres and Vianor sites.

Nokian Tyres requires all suppliers and employees to comply with all applicable national and EU regulations.

These are safety guidelines and by no means all inclusive. More detailed department and/or site-specific instructions must also be followed.

Site specific instructions are described in safety induction training materials for each location.

For more information contact your Nokian Tyres and Vianor contact person.

From here onwards Nokian Tyres and Vianor is referred to as the “client”.

Supplier is a company or work group, which works for the client. These include e.g. contractors and subcontractors.



SAFETY RESPONSIBILITIES

WE ALL HAVE RESPONSIBILITIES DEPENDING ON OUR ROLE IN SAFETY!

SUPPLIERS	CLIENT	WORK SUPERVISION	ALL EMPLOYEES
<ul style="list-style-type: none">• Are legally responsible for the safety of their personnel and their subcontractors.• Must comply with applicable safety laws and legal requirements and client's safety rules.• Are responsible for the professionalism, training, medical condition and induction of its own and its subcontractors' personnel.• Are responsible for monitoring and inspecting work and working conditions.• Are responsible for intervening in any unsafe behavior and working methods.	<ul style="list-style-type: none">• Is responsible for the correctness of the workplace safety information and providing it to all suppliers.• Is responsible for the safety of its own personnel and its workplace in accordance with the law.• Is responsible for informing of any changes in the working environment that may affect safety.• Is responsible for intervening in any unsafe behavior and working methods.	<ul style="list-style-type: none">• Unless otherwise agreed in writing, the supplier is responsible for managing the work assigned to it and supervising its employees at the workplace.• The supplier must allocate adequate resources and time to its supervisor to ensure safety.• Although the client's representatives give the supplier's employees technical instructions on how to perform the work, this does not imply of transfer of managerial responsibility.	<ul style="list-style-type: none">• Complies with safety procedures and instructions.• Practices caution, order, and tidiness in their work.• Reports any unsafe condition immediately to their supervisor and Clients contact person.• Creates development suggestions.• Have the right and responsibility to stop unsafe work.

BEFORE STARTING WORK

All projects and external work starts with a **kick-off meeting** where the work conditions, methods, schedules and safety related issues are defined

Supplier is obligated to evaluate risks before starting to work. **Risk assessments** are the bases of safety work. To mitigate and manage risks they must be first identified. Everyone involved must also understand the risks associated with work and their responsibility in managing the risks.

For all high-risk operations, a separate **Safety plan** must be created.

The safety plans include description of the work environment and of the specific hazards associated with the work and the corresponding protective measures.

All these precautionary measures must be documented.



SAFETY INDUCTION

External workforce must undergo client's safety induction before starting work

- General safety induction
- Lockout/Tagout training if applicable (see page 17)

The successful completion of these trainings is an authorization for access rights to clients premises.

The induction trainings are valid for one (1) year and must be renewed in order to maintain the work authorization.

Links to Induction trainings.

Nokia:

[Nokia Finnish](#)
Key: NT23

[Nokia English](#)
Key: NT23

Oradea:

[Oradea Romanian](#)
Key: Safety

[Oradea English](#)
Key: Safety

Dayton:

[Dayton English](#)
Key: Safety

SITE ENTRY

Only authorized persons have the right to access.

All persons entering the client's premises must be informed to the clients contact person at least one (1) week prior starting work.

To receive an access control badge, safety induction must be successfully passed.

Access control badges are personal and must never be given to someone without authorization. Unauthorized persons must never be let in the client's premises.

The access control badge must be returned to the clients contact person at the end of the contract or assignment.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

Minimum personal protective equipment (PPE) requirements are described locally.

Personal protective equipment (PPE) requirements are based on task specific risk assessments. PPE must comply with local legislation and standards.

Examples of required PPE:

- **Safety shoes**
- **Safety glasses**
- **Work clothing**
- **Hearing protection**
- **Gloves**
- **Bump cap/hard hat**
- **Respirators**
- **Fall protection**
- **High visibility vest**

PPE must be regularly checked by the user. Faulty PPE must never be used.



INTERNAL TRAFFIC

Please take caution when ever walking in the clients premises. Fulfil traffic rules specified by the client.

Please concentrate and leave your mobile phones in your pockets when walking.

Remain on walk paths when ever possible and avoid walking in the middle of the aisles.

Never walk through roll up doors but use man doors instead.

Be aware of forklifts and other automated vehicles.



FIRE PREVENTION

All suppliers are responsible for working in their own area of responsibility in a manner that promotes fire prevention and correspond emergency safety guidelines.

Doorways and routes must be maintained accessible in order to facilitate firefighting and rescue operations as well as rescue of personnel.

In addition, initial firefighting equipment must be accessible at all times.

Make sure the locations of the fire extinguishers, exit routes and assembly points are known in advance.

During an emergency follow universal operating procedures.

Please contact clients contact person for hot work authorization and site-specific instructions.



General operating procedure:

1. **Warn and save** people in danger
2. **Extinguish** with the nearest extinguisher
3. **Call for help** US 911 or Europe 112 and also inform the clients's security
4. **Limit** the fire by closing doors and windows
5. **Exit** the building using the nearest exit
6. **Assembly** to your assembly point

OCCUPATIONAL HEALTH CARE AND FIRST AID

The supplier must have statutory occupational health care for its employees. Proof of contract must be provided on request.

The supplier must ensure that its personnel have access to adequate first aid equipment and that their staff is skilled to provide first aid in accident situations.

Everyone is responsible for assisting people in danger and give first aid if necessary.

In first aid situations, the clients first aid equipment are also available to all.

DARE TO HELP!

Call for help EU 112 US 911
follow the situation until professionals arrive

GIVE CPR

Give chest compressions and mouth-to-mouth ventilation according to existing rules.

If an unconscious person is breathing normally, place the person in the recovery position (side position) to ensure continuous breathing.
Unconscious person is always at risk of suffocation.

STOP BLEEDING

Stop the bleeding by applying direct pressure over the wound with a pressure bandage.

If a foreign object, such as a knife, is lodged in the wound, do not remove it.

CHOKING

Slap firmly between the shoulder blades five times.

Continue first aid with abdominal thrusts, i.e. the Heimlich maneuver

WORK AUTHORIZATION AND WORK PERMITTING

Before starting work evaluate the need for authorized work.

Work permits must be obtained for all applicable works such as but not limit to:

- work in confined space
- work at heights
- hot work
- EX-work
- work with exposure to radiation
- work with asbestos
- handling of hazardous chemicals
- heavy lifting/lifting of people
- work with danger of drowning/suffocating
- excavation work with danger of cave-in
- work with high-voltage equipment

Please note that there might be location specific requirements for work authorization. Please contact your contact person for further information.



HOT WORK

Hot work is work that generates sparks or uses flame or other heat. Hot work poses a fire hazard.

All hot work must be done in a designated hot work area if possible.

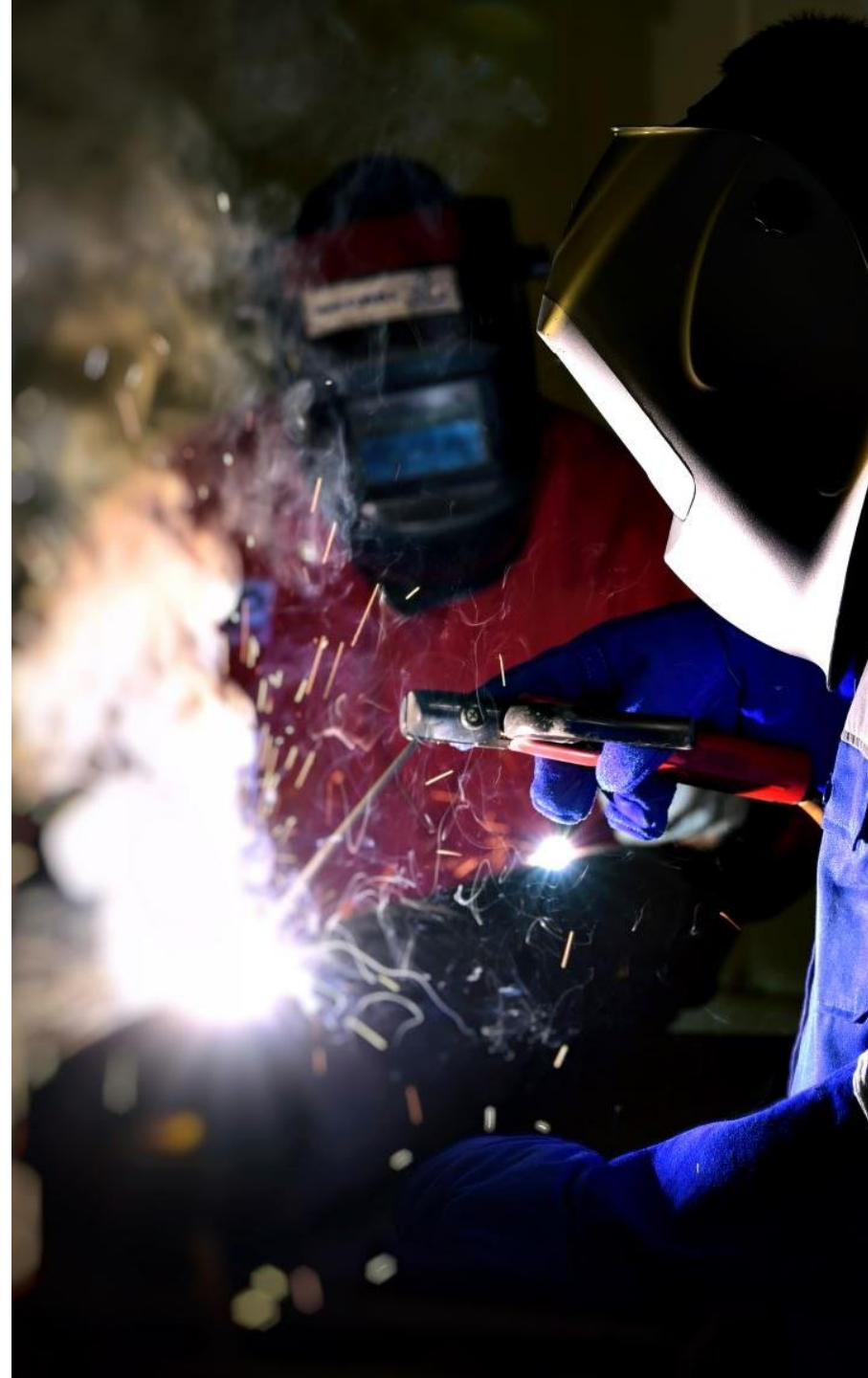
Hot work requires a permit.

Only competent people are allowed to participate in hot work:

- Person performing the work
- Person in fire watch

During hot work:

- Ensure that used equipment are not faulty
- Ensure adequate ventilation
- Remove all combustible material from the area
- Make sure combustible dust is not present in the area (ATEX areas)
- Use proper personal protective equipment and clothing
- Ensure adequate fire extinguishing media
- Fire watch must be organized according to local legislation



WORKING IN CONFINED SPACES

The risks of working in confined spaces may be related to the location, structure, climate, substances or materials in the enclosed space, the work tasks performed in the space or mechanical or process-related safety hazards in the space.

A permit is needed when ever working in confined spaces.

Ensure Lockout/Tagout procedure always when working in confined spaces.

A safety plan must be created before work to ensure sufficient rescue in emergency situations.

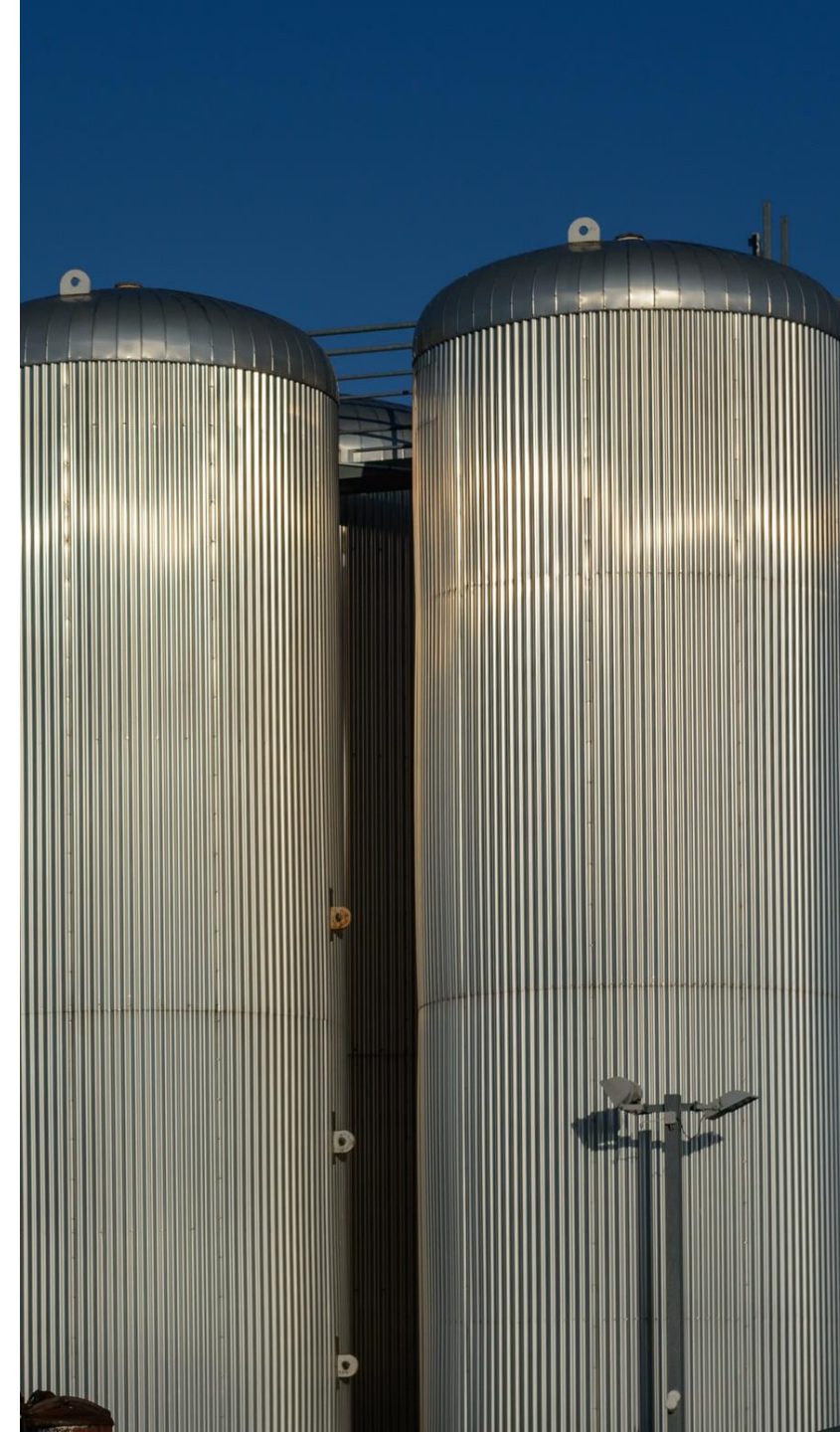
Plan the work:

- Evaluate risks
- Communicate risks to everyone involved and make sure everyone understands them
- Create a safety and rescue plan

During work:

- Work according to the plan
- An attendant (assistant person) must be named for the work
- Use proper personal protective equipment
- Monitor the conditions by measuring
- Stop work immediately if something abnormal occurs

After work make sure that the space is emptied of people, tools and wastes.



WORKING AT HEIGHT

Falls from heights are common and often lead to serious injuries. **The risk of falling must be considered when working at an altitude of more than one meters.**

- Remember also situations where it is possible to fall into a pit/hole even when working on the ground level.
- Prevent also tools and other equipment from falling

Risks can be mitigated or managed by identifying hazards, assessing risks, carefully planning work and providing instructions.

People working at heights must be physically fit to perform their work.

Use personal lifting equipment appropriate to the task in hand.

Use personal protective equipment and safeguarding adequate to the lifting job and national legislation.

Lifting equipment, safety gear and personal protective equipment must be inspected regularly. Faulty equipment must never be used.



CRANES AND LIFTING EQUIPMENT

Only trained and qualified person are allowed to use cranes, mobile elevating work platforms and forklifts.

The supplier is responsible for the safe use, storage and security of their equipment. These equipment is subject to on-site inspection at any time.

All tools like jacks, winches, tackles, ropes, chains etc. and cranes must have documentation of their test and inspection.

Users must inspect the equipment daily before use and ensure safe lifting operation.

Faulty equipment and tools must never be used.

A separate lifting plan is required when circumstances are complex or lifting operations include high risks.

Please note that country specific legislation concerning lifting and the authorization may exist. Please contact your contact person for more information.



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CONTROL OF HAZARDOUS ENERGY (LOTO)

Any machine can unexpectedly start by itself or accidentally by an operator. To prevent those sudden start-ups a procedure for the control of hazardous energy is in place.

The purpose of the procedure is to prevent dangerous situations caused by unexpected movements of machines during installing, servicing and maintenance work.

All machinery must be locked out before starting work according to machine specific lockout/tagout instructions.

Energy sources (including electrical, mechanical, hydraulic, pneumatic, chemical, thermal) must be isolated by using personal locks with contact information.

Locks applied by others must never be removed!

If lockout/tagout procedure is needed, please see that the LOTO induction training has been successfully passed prior work.



LOTO
Finnish
Key: LOTO

LOTO
English
Key: LOTO

HOUSE KEEPING

Each supplier must keep their work environment tidy and clean daily.

Cleaning must be done immediately after the completion of the work.

Suppliers must store and recycle wastes in accordance with the local waste legislation and site-specific recycling instructions.

If the supplier fails to meet these obligations, the client may perform the site cleaning at the supplier's expense without further notice.



ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

All incidents and other damages occurring at the workplace must be reported to the client:

- Accidents (all accidents from first aid cases to lost time cases)
- Near miss situations
- Safety observations

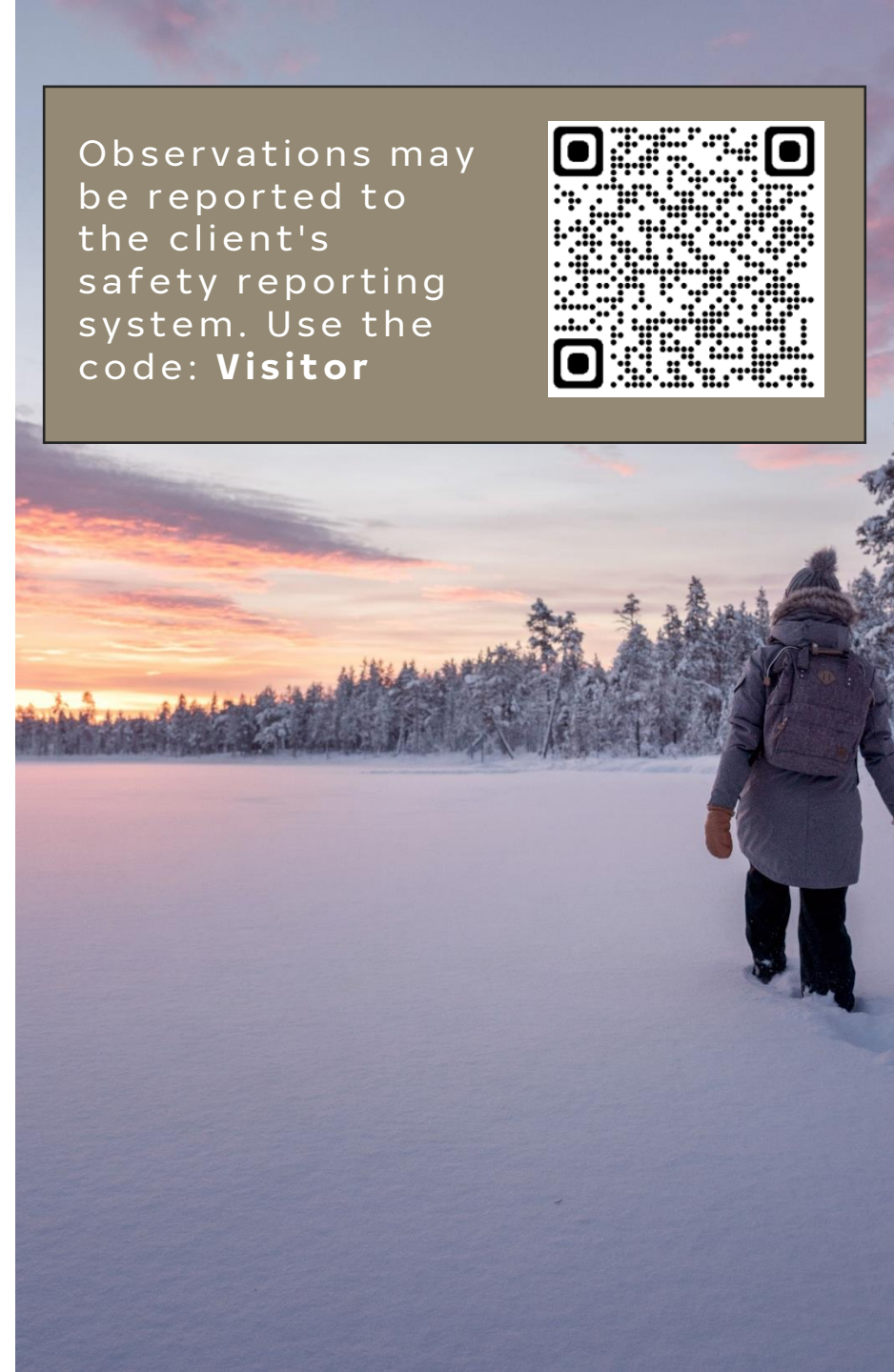
An accident report must be made immediately to the client's representative, who will record the accident in the client's safety reporting system.

The supplier is responsible for statutory notifications to the police and labor protection authorities according to local legislations, and for reporting claims to their own insurance company.

All accidents will be investigated to prevent similar incidents from happening again. This will be done in cooperation with the clients and the suppliers' representatives.

Also, minor safety observations must be reported to the clients representative to proactively develop safe working conditions.

Observations may be reported to the client's safety reporting system. Use the code: **Visitor**



CHEMICAL SAFETY

Chemical related risks must be considered before starting work. Everyone is responsible for proper handling and storing of chemicals because chemicals can pose hazards to:

- human health
- property (fire, explosion etc.)
- the environment

All chemical brought to the client's premises must be preapproved. Please provide safety data sheets (SDS) for all chemicals used to the client one (1) week prior starting work.

Precautionary measures must be taken into consideration when handling and storing chemicals. See SDS for further information.

Chemicals must be easily identified in case of human exposure or environmental contamination. Therefore all containers must be clearly marked.

Give first aid according to the instructions in the SDS.



ATEX

Some materials e.g., powder like chemicals and combustible liquids used in rubber manufacturing can form a combustible mixture in air. Areas and sites with risk of explosion are designated with EX signs.

When working in EX areas, the devices and methods used must be chosen according to the conditions and the site EX classification.

Minimize explosion hazard by:

- Using only EX approved equipment
- Removing ignition sources such as sparks and flames
- Grounding machines
- Ensuring cleanliness and tidiness to avoid dust formation
- Smoking only in designated areas

Hot work is explicitly prohibited in areas where these materials are used or stored.



RESPECTING THE ENVIRONMENT

The clients' objective is to act responsibly, and to consider the environmental effects of one's actions.

Please respect the environment by:

- Be careful when using chemicals.
- Store chemicals in appropriate manner.
- Sort wastes according to instructions and recycle when ever possible.

Report immediately any incidents that may cause danger to the environment to the clients contact person or straight to the client's safety reporting system

Report also Environmental incidents and observations to the client's safety reporting system. Use the code "Visitor":





INFORMATION SECURITY

Photography and taking videos with any device on the client's premises is prohibited without the client's representative's permission.

Any material taken must not be released to any third party.

ALCOHOL, DRUGS AND SMOKING

It is forbidden to be under the influence of any intoxicants or alcohol in the client's premises. It is also forbidden to bring intoxicants or alcohol to the sites.

Breathalyzer test may be conducted at the sites. Results over 0,0 ‰ will be reported to the employee's supervisor. Refusal of the test is considered as exceeding the limit.

Any positive alcohol test or any drug usage will lead to immediate removal from the site and may result permanent restriction to enter.

Suspicious of use of drugs or narcotic substances entitles the client to restrict the working of the person until the case has been resolved.

Smoking is only allowed in designated smoking areas.



VIOLATION OF INSTRUCTIONS

Everyone is obliged to intervene in the violation of safety instructions. The supervisors are required to provide guidance, reminder, or warning in unsafe working situations, all of which must be recorded.

Failure to follow the client's safety requirements the safety induction must be redone.

In the event of negligence to comply with instructions, or serious violations the person may be immediately removed from the site.

The client shall have the right to impose a penalty of EUR 500 or its equivalent in other currencies to the supplier for any violations.

The disciplinary actions must not affect the work or schedules.

