



## Why do we have 8 Life Saving Rules?

All safety rules are important, but these 8 rules are considered so important that they have been selected as “Life Saving Rules” – that address the most dangerous, life-threatening situations in our company.

The purpose of the 8 Life Saving Rules is also to draw attention to the importance of safety and accountability – to ensure that safety rules are followed and action is taken if the rules are not followed.

## Who are the rules for?

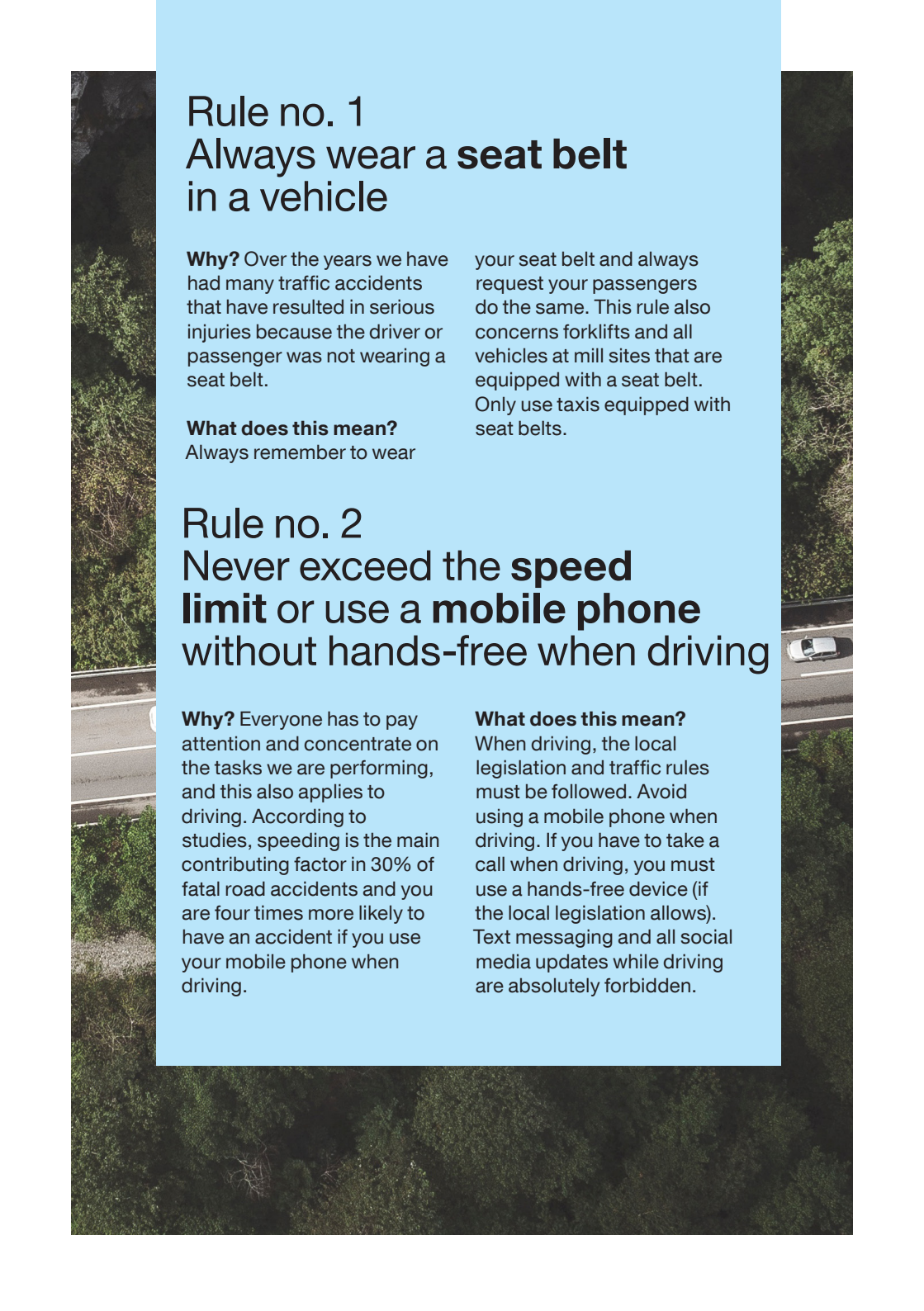
These rules are mandatory and common for all Stora Enso units and employees worldwide, including our contractors working at our sites or under our supervision.

These rules don't replace other existing safety rules and by no means cover all life threatening situations. The 8 Life Saving Rules simply remind us to work safely, everyday.

## What happens if someone does not obey the rules?

The Life Saving Rules demand zero tolerance to unsafe behaviour, and the consequence of breaking such rules can be very serious, even fatal. Therefore

the enforcement of the rules must include communication and consensus on respecting the rules, as well as how to act if the rules are not followed.

An aerial photograph of a road winding through a dense forest. The road is visible on the right side of the image, with a white car driving on it. The surrounding area is filled with green trees and foliage. The image is used as a background for the text on the page.

## Rule no. 1

# Always wear a **seat belt** in a vehicle

**Why?** Over the years we have had many traffic accidents that have resulted in serious injuries because the driver or passenger was not wearing a seat belt.

**What does this mean?**  
Always remember to wear

your seat belt and always request your passengers do the same. This rule also concerns forklifts and all vehicles at mill sites that are equipped with a seat belt. Only use taxis equipped with seat belts.

## Rule no. 2

# Never exceed the **speed limit** or use a **mobile phone** without hands-free when driving

**Why?** Everyone has to pay attention and concentrate on the tasks we are performing, and this also applies to driving. According to studies, speeding is the main contributing factor in 30% of fatal road accidents and you are four times more likely to have an accident if you use your mobile phone when driving.

**What does this mean?**  
When driving, the local legislation and traffic rules must be followed. Avoid using a mobile phone when driving. If you have to take a call when driving, you must use a hands-free device (if the local legislation allows). Text messaging and all social media updates while driving are absolutely forbidden.

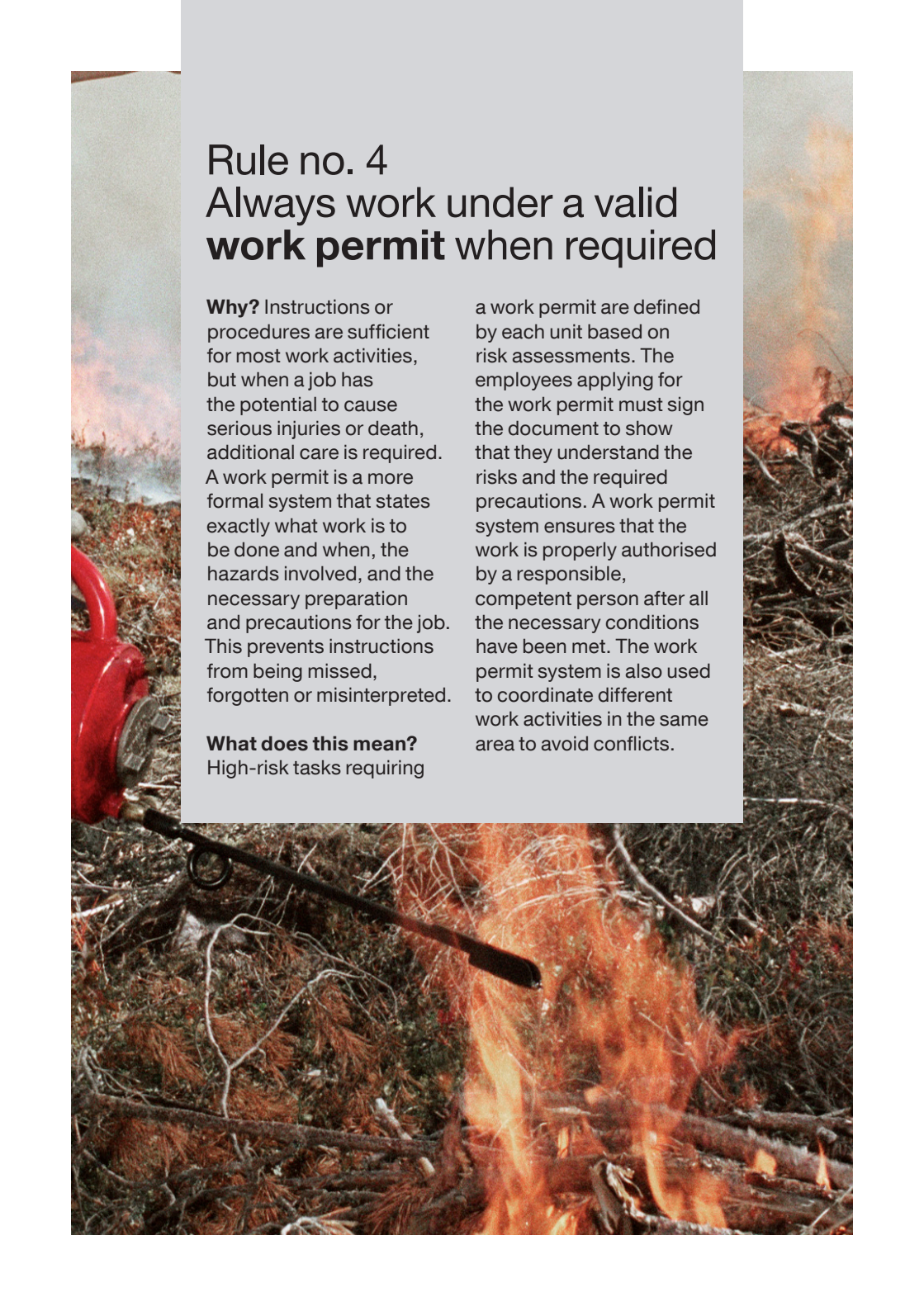


## Rule no. 3 Never drive or work under the influence of drugs or alcohol

**Why?** Alcohol is statistically a contributing factor in 25% of fatal road accidents. Drugs and many commonly used medicines also affect the ability to drive. It is also estimated that 17% of fatal road accidents are due to driver tiredness. Unfortunately, we have had fatal accidents that occurred at the workplace because the employee was under the influence of alcohol.

**What does this mean?**  
We have zero tolerance to alcohol and drugs at our sites to ensure that work is

performed safely and that work related decisions are made with clear judgement. Despite not wanting to promote the use of alcohol due to health reasons, serving and consuming alcohol in a responsible manner is permitted at customer and company events as part of dinner after regular working hours, if the participants are not to return to work directly after the event. Do not drive if you are under the influence of drugs or alcohol or if you are tired. On public roads and areas the local legislation and limits apply.



## Rule no. 4


# Always work under a valid work permit when required

**Why?** Instructions or procedures are sufficient for most work activities, but when a job has the potential to cause serious injuries or death, additional care is required. A work permit is a more formal system that states exactly what work is to be done and when, the hazards involved, and the necessary preparation and precautions for the job. This prevents instructions from being missed, forgotten or misinterpreted.

### **What does this mean?**

High-risk tasks requiring

a work permit are defined by each unit based on risk assessments. The employees applying for the work permit must sign the document to show that they understand the risks and the required precautions. A work permit system ensures that the work is properly authorised by a responsible, competent person after all the necessary conditions have been met. The work permit system is also used to coordinate different work activities in the same area to avoid conflicts.



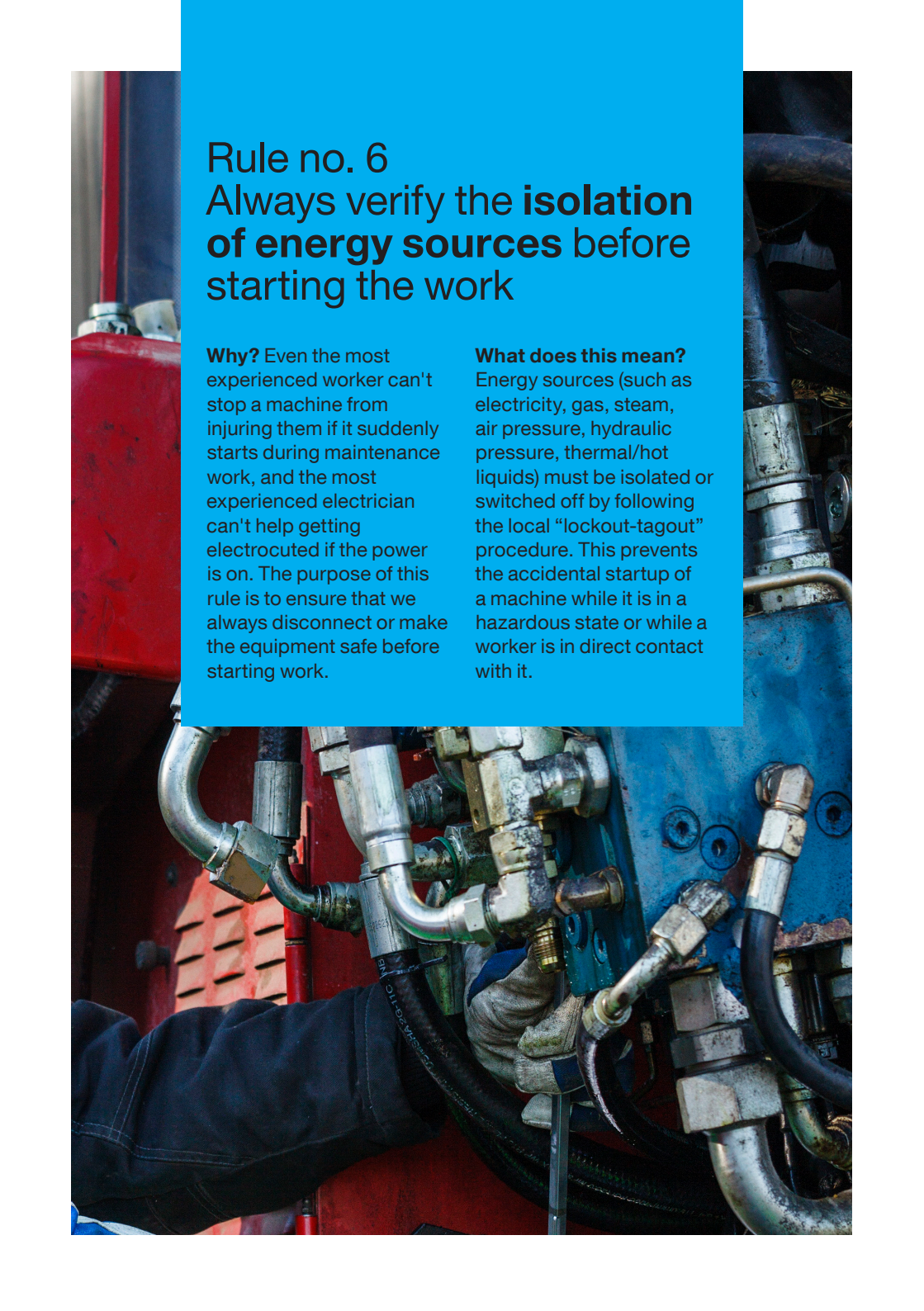
## Rule no. 5 Always use **safety gear** when working at heights

**Why?** During 2013 alone, we had two worker fatalities that occurred because safety gear was not properly used when working at heights. Falling is statistically the most common non-work-related, fatal accident. If you must climb or work at heights, ensure that you do it safely.

### **What does this mean?**

To avoid fall accidents, everyone working at Stora Enso sites is required to wear safety gear when

working at heights and to ensure they are connected to a proper anchoring point. Make sure you know how to do this before climbing. In addition, all personal protective equipment must be properly maintained and checked before you use it. Always check the detailed local work instructions and work permit requirements beforehand, including the required safety equipment for climbing and working at heights.



## Rule no. 6

# Always verify the **isolation of energy sources** before starting the work

**Why?** Even the most experienced worker can't stop a machine from injuring them if it suddenly starts during maintenance work, and the most experienced electrician can't help getting electrocuted if the power is on. The purpose of this rule is to ensure that we always disconnect or make the equipment safe before starting work.

**What does this mean?** Energy sources (such as electricity, gas, steam, air pressure, hydraulic pressure, thermal/hot liquids) must be isolated or switched off by following the local "lockout-tagout" procedure. This prevents the accidental startup of a machine while it is in a hazardous state or while a worker is in direct contact with it.

## Rule no. 7

# Never bypass or break safety critical equipment

**Why?** In one mill, an employee ignored a safety gate and went to clean a running paper machine. He got stuck between the reels and his colleagues came to his rescue, also ignoring the safety gate. We almost had four fatalities that day. In another mill, employees used to fasten forklift seat belts behind the seat so the safety alarm did not sound. In both these cases, the intention was to be

more efficient – but safety was compromised.

### **What does this mean?**

Safety guards and other safety equipment are installed for a reason - do not ignore, bypass, remove or break them. If you need to bypass safety equipment, for example a safety gate to maintain the machine, follow the special instructions on how to do it safely.



## Rule no. 8 Never walk or stand close to **working** **moving machinery**

**Why?** Unfortunately, we have a lot of fatal accidents with moving machinery in operation. For example, warehouses, wood yards and harvesting sites are high-risk areas for pedestrians because operators of forklifts and tractors are not able to see around corners or in all directions.

**What does this mean?**  
Segregate the areas of working moving machinery and pedestrians both in

the mill yard and inside the premises. Walk along marked pedestrian routes and pay attention to the machinery. Inform machine operators beforehand of visitors entering the working area, such as a warehouse or harvesting site. Make sure that the operator has noticed you by making eye contact and with a hand signal. Keep a safe distance from all moving machinery according to safety instructions.



# 8 Life Saving Rules



1. Always wear a **seat belt** in a vehicle



2. Never exceed the **speed limit** or use a **mobile phone** without hands-free when driving



3. Never drive or work under the influence of **drugs or alcohol**



4. Always work under a valid **work permit** when required



5. Always use **safety gear** when working at heights



6. Always verify the **isolation of energy sources** before starting the work



7. Never bypass or break **safety critical equipment**



8. Never walk or stand close to **working moving machinery**



# Everybody home safe, everyday

These 8 Life Saving Rules are for your own safety to prevent serious accidents. We promote these rules to make our workplace safe for everyone working for or with Stora Enso, including our own employees, contractors and visitors. As an employer, we can enforce these rules during working hours and on sites

that we control (company disciplinary practices apply). Outside our sites and premises, in public areas outside working hours, we are all responsible as individuals for our own safety by following local legislation and law enforcement. For example: if you receive a speeding fine in your private time, we do not apply company disciplinary practices.