



TA2026 LD-B Training manual

Contractors

Welcome to the TA2026 LD-B turnaround

Borealis has a rule that we obey without compromise: **“If we can’t do it safely, we don’t do it at all.”** As such, prior to the turnaround we want to offer a highly comprehensive training package to all the contractors coming to our turnaround site. With the help of the training courses, we aim to ensure safe and efficient working conditions for all and to provide all of those coming to the turnaround site with information on how to operate safely at the Borealis construction site. We want everyone to do their part in making every workday safe and to be able to consider legislation and Borealis’ requirements in their work. Adequate induction and competence are key components of safe working.

This training manual contains basic information on all the training courses that will be organized as well as target group-specific requirements. Examine the contents of the manual carefully and make sure to complete any required training courses well before your work at the turnaround site begins.

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1. HSE training requirements for Borealis contractors

General

All the employees participating in the turnaround must have the professional skills required for the job and must be able to demonstrate their competence adequately before starting work. A representative of the developer is entitled to check the employees' certificates of vocational aptitude.

The contractors are responsible for training their employees in the safe use of equipment under all circumstances. The contractors are responsible for teaching their employees and any subcontractors the safety requirements they have been given by Borealis.

2. TA2026 training requirements

Contractors must participate in all training required by Borealis Polymers Oy. During the turnaround, all employees must have a valid pass to Kilpilahti with a photo ID and keep this visible while working at the construction site (turnaround site). The Kilpilahti access permit training, Turnaround training, Quality training, and a valid occupational safety card are mandatory for everyone working at the site. In addition, area and work category-specific inductions/training courses are required depending on the location and nature of the work. All online training courses are in the Kilpilahti L2O system, where completed training courses are registered.

2.1 Occupational Safety Card

Content:	The occupational safety card training covers basic information on the responsibilities at a shared workplace, factors that cause hazards and negative impacts in the working environment as well as occupational health and safety at a shared workplace. The training also provides basic information on risk management and assessment of hazards. Everyone working at the turnaround site must have a valid occupational safety card. Contractors are responsible for ensuring that their employees' occupational safety cards are valid prior to coming to the turnaround site.
Target group:	All those working at the turnaround site
Duration:	8 h
Validity:	5 years after the date of completion
Implementation:	Classroom training
Approved cards:	<p>The contractors and subcontractor's employees working in the area must have a valid occupational safety card or corresponding international card, such as:</p> <ul style="list-style-type: none">• SCC Basic Elements of Safety (the Netherlands)• SSG Entre (Sweden)• FAS Safe Pass (Ireland)• ECITB/CCNSG Safety Passport Scheme (UK)• SPA Safe Pass (UK)• CSCS Construction Skills Certification Scheme (UK)• OSHA Outreach Training Program (USA)

2.2 Hot work card

Content: The aim of the hot work card training is to provide hot workers with orientation to perform hot work safely and to have them adopt the responsibilities and obligations of hot work. The course covers legislation, instructions, and safe operating in relation to hot work.

Target group: Hot workers, issuers of hot work permits, hot work guards and all of those participating in the hot work process.

Duration: 8 h

Validity: 5 years after the date of completion

Implementation: Classroom training

Nordic hot work cards are accepted. The contractor is responsible for ensuring that their employees have a valid hot work card prior to working at the site. People conducting or supervising hot work must have a hot work card.

2.3 Kilpilahti access permit training

Content: The Kilpilahti access permit training covers the basics of operating safely in the Kilpilahti area.

Target group: Everyone working in the Kilpilahti industrial area

Language options: FI, ENG, EE, DE, RU, SK

Duration: 30 min

Validity: 3 years after the date of completion

Implementation: Online training

Enrolment: L2O system

2.4 First aid training

The contractors must ensure that there are enough employees with first aid training at the turnaround site. The requirement for the turnaround site is 25% of employees.

Number of employees with first aid training (in accordance with BOY-2045):		
In electrical and instrument work	100%	of employees
In the process area	25%	of employees
In the plant area	20%	of employees
In the laboratory	10%	of employees
In office work	5%	of employees

2.5 Turnaround training

Content: The LD-B turnaround training covers the general safety instructions at the Borealis turnaround site and the hazards and hindrances of a construction site. The course provides basic information on arriving at the turnaround site, traffic arrangements, and safe operation at a shared construction site. Turnaround training is compulsory for everyone working at or visiting the site.

Target group: Mandatory for all who are working or visiting the site.

Language options: FI/ ENG

Duration: 60 min

Validity: The training is valid for the duration of the turnaround

Implementation: Online training

Enrolment: L2O system

2.6 Quality training

Content:	The training covers the basic concepts of quality and the most common quality deviations detected during turnarounds. After completing the training, you will understand the cleanliness criteria for equipment and the principles of work site handovers at Borealis.
Target group:	Mandatory for all working in the turnaround area
Language options:	FI/ ENG
Duration:	30 min
Validity:	Valid for the duration of the turnaround
Implementation:	Online training
Enrolment:	L2O system

2.7 Last-minute risk assessment

Content:	The training covers the important precautionary measures regarding starting work. After completing the course, you will understand what last-minute risk assessment entails and how you can improve safety for yourself and your coworkers through small actions. Stop and think for a second – avoid accidents and hazards.
Target group:	Training is recommended for everyone working in the turnaround area
Language options:	FI/ ENG
Duration:	15 min
Implementation:	Online training
Enrolment:	L2O system

2.8 Lifting work supervisor training

Content:	The aim of the course is to provide the participants with orientation regarding lifting work and how to do the work safely.
Target group:	Lifting work supervisors
Language options:	FI
Duration:	8 h
Validity:	1 year after the date of completion
Implementation:	Classroom training, the course includes an exam

2.9 Slinger training

The employer must ensure that the employee attaching loads has their employer's written permit for attaching loads to a crane used for installation. Prior to issuing the written permit, the employer must ensure that the employee has sufficient abilities and skills to attach loads.

2.10 Hot work guard and entry guard training (Rescue services Kilpilahti Securitas)

Content:	The training covers the roles of a hot work guard and entry guard. It includes essential safety considerations and how to act in emergencies.
Target group:	Those working as hot work guards or entry guards at the turnaround site.
Language options:	FI
Duration:	2.5 h
Validity:	3 years after the date of completion
Implementation:	Classroom training.
Enrolment:	Service providers take care of enrolling tina.vainio@neste.com)

2.11 RAP work permit acceptance

Content:	The training covers the work permit practice process at Borealis and how the work permit system functions. The training includes risk management as well as safety responsibilities and regulatory requirements at different levels of the organization.
Target group:	Those who accept work permits must complete the RAP work permit acceptance training. After completing the training, you will receive personal credentials for the RAP work permit system from a contact person at Borealis.
Language options:	FI/ ENG
Duration:	20 min
Validity:	5 years after the date of completion
Implementation:	Online training
Enrolment:	L2O system.

2.12 Flange and gasket training

Content:	The training covers the most common flanges and connections, markings and safety considerations. The course includes the basics of flange work as well as the operating principles of six-stage flange tagging to ensure the safety and high quality of flange work. The training cannot be used to replace training that is in accordance with the SFS-EN 1591-4 standard. Rather, the course is meant to provide additional training and basic information.
Target group:	Inspectors, supervisors
Language options:	FI

Duration:	20 min
Validity:	1 year after the date of completion
Implementation:	Online training
Enrolment:	L2O system.

2.13 Training and qualification for flange connection fitters (SFS-EN 1591-4)

Content:	Training for flange connection fitters in accordance with the SFS-EN 1591-4 standard.
Target group:	Those working with flange connections.

Contractors are responsible for ensuring that the people working with flange connections have completed a training course that is in accordance with the SFS-EN 1591-4 standard.

2.14 Matap training

Content:	The training covers the use of the Matap (Management Tool for Turnarounds and Projects) tool, including the use of TA wall chart, management of deficiencies, progress reports, etc. The training provides your target group with basic information on how to use the program.
Target group:	Consultant supervisors and project supervisors
Language options:	FI
Duration:	2 h
Validity:	Valid for the duration of the turnaround
Implementation:	Teams/classroom training
Enrolment:	Separate invitations will be sent to the participants

3. Contact details

- In all matters related to training, you can contact the turnaround Safety coordinator:
kimmo.oinonen@borealisgroup.com ☎ 050 3794040
- Log in to the L2O training program and support: Securitas neste.hse-verkkokurssi@neste.com, ☎ 040 595 0397, mon-fri klo 8-15
- Log in to the Sedatus system and support: support@sedatus.fi, ☎ 010 2926 230