



# TA2023 Training manual

## Contractors

## **Welcome to the TA2023 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 of 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 turnaround site. We want everyone to do their part in making every workday a safe and to be able to take into account 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 of 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.

Welcome to the safe turnaround site!

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## 1. HSE training requirements for Borealis contractors

### General

All of 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 on 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 from Borealis.

## 2. TA2023 training requirements

All contractors must participate in the training which is 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-specific induction 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 of the online training courses can be found in the Kilpilahti L2O system, where completed training courses are also registered. Classroom training courses are mainly arranged at Borealis' premises at Kilpilahti. Timetables can be found in the training section of the turnaround homepage where you can also enroll for the courses.

## 2.1 Kilpilahti access permit training

<b>Content:</b>	The Kilpilahti access permit training covers the basics of operating safely in the Kilpilahti area.
<b>Target group:</b>	Everyone working in the Kilpilahti industrial area.
<b>Language options:</b>	FI, ENG, EE, DE, RU, SK
<b>Duration:</b>	30 min.
<b>Validity:</b>	3 years after the date of completion
<b>Implementation:</b>	Online training
<b>Enrolment:</b>	The training is conducted in the L2O system.

## 2.2 Occupational Safety Card

<b>Content:</b>	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.
<b>Target group:</b>	All those working at the turnaround site
<b>Duration:</b>	8 h
<b>Validity:</b>	5 years after the date of completion
<b>Implementation:</b>	Classroom training

- Approved cards:** The contractors and subcontractor's employees working in the area must have a valid occupational safety card or corresponding international card, such as:
- 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)

### 2.3 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 carrying out or supervising hot work must have a hot work card.

## 2.4 Turnaround training

<b>Content:</b>	The 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 operating at a shared construction site. The turnaround training is compulsory for everyone working at or visiting the turnaround site.
<b>Target group:</b>	All those working at and visiting the turnaround site.
<b>Language options:</b>	FI, ENG
<b>Duration:</b>	35 min.
<b>Validity:</b>	The training is valid for the duration of the turnaround
<b>Implementation:</b>	Online training
<b>Enrolment:</b>	The training is conducted in the L2O system.

## 2.5 First aid training

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

<b>Sufficient number of employees with first aid training (in accordance with BOY-2045):</b>		
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

## 2.6 Last-minute risk assessment

<b>Content:</b>	The training covers the important precautionary measures with regard to 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.
<b>Target group:</b>	The training is recommended for everyone working in the turnaround area.
<b>Language options:</b>	FI, ENG
<b>Duration:</b>	15 min.
<b>Validity:</b>	The training is valid for the duration of the turnaround
<b>Implementation:</b>	Online training
<b>Enrolment:</b>	The training is conducted in the L2O system.

## 2.7 Lifting work supervisor training

<b>Content:</b>	The aim of the course is to provide the participants with orientation regarding lifting work and how to do the work safely.
<b>Target group:</b>	Supervisors of lifting work
<b>Language options:</b>	FI
<b>Duration:</b>	8 h
<b>Validity:</b>	1 year after the date of completion
<b>Implementation:</b>	Classroom training, the course includes an exam
<b>Enrolment:</b>	Via the training section on the turnaround website.



## 2.8 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.

## 2.9 High-pressure water work supervisor training

<b>Content:</b>	The aim of the training is to provide supervisors with orientation regarding high-pressure water work and to provide them with the competence to supervise such work. The course covers high-pressure water work and the related equipment and protective gear. A focal point of the training is occupational health and safety with regard to high-pressure water work, which includes preparing a risk assessment and safety plan as well as safety responsibilities.
<b>Target group:</b>	Supervisors of high-pressure water work.
<b>Language options:</b>	FI
<b>Duration:</b>	8 h
<b>Validity:</b>	1 year after the date of completion.
<b>Implementation:</b>	Classroom training, the course includes an exam.
<b>Enrolment:</b>	Via the training section on the turnaround website.

## 2.10 Column training

<b>Content:</b>	Installation and inspection of intermediate platforms and packings as well as associated safety considerations. The aim of the training is to prepare the participants to perform maintenance and repair work with regard to distillation columns during the TA2023 turnaround. The course participants will familiarise themselves with distillation operations and the structure of a distillation column.
<b>Target group:</b>	Those doing column work, foremen/supervisors.
<b>Language options:</b>	FI
<b>Duration:</b>	4 h
<b>Validity:</b>	1 year after the date of completion.
<b>Implementation:</b>	Teams/classroom training
<b>Enrolment:</b>	Via the training section on the turnaround website.

## 2.11 Flange and gasket training

<b>Content:</b>	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. <b>The training cannot be used to replace training that is in accordance with the SFS-EN 1591-4 standard.</b> Rather, the course is meant to provide additional training and basic information.
<b>Target group:</b>	Inspectors, supervisors
<b>Language options:</b>	FI
<b>Duration:</b>	20 min.

**Validity:** 1 year after the date of completion.

**Implementation:** Online training

**Enrolment:** The training is conducted in the L2O system.

## 2.12 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 persons working with flange connections have completed a training course that is in accordance with the SFS-EN 1591-4 standard.**

## 2.13 Hot work guard and entry guard training (Neste fire service)

**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 by contacting the Neste fire service. (tina.vainio@neste.com)

## 2.14 Safety guard training

(Hot work guard, entry guard, an additional training by Borealis)

<b>Content:</b>	In addition to the Neste hot guard and entry guard training, Borealis organises its own training course for safety guards working at the turnaround site. The training covers the roles and activities of a hot work guard and entry guard during the Borealis turnaround in particular, and it aims to provide information on the general arrangements and special characteristics of the turnaround site to the participants.
<b>Target group:</b>	Those working as hot work guards and entry guards during the turnaround.
<b>Language options:</b>	FI
<b>Duration:</b>	2 h
<b>Validity:</b>	Valid for the duration of the TA2023.
<b>Implementation:</b>	Teams/classroom training.
<b>Enrolment:</b>	Via the training section on the turnaround website.

## 2.15 Quality training

<b>Content:</b>	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.
<b>Target group:</b>	All those working in the turnaround area.
<b>Language options:</b>	FI, ENG
<b>Duration:</b>	30 min.

**Validity:** Valid for the duration of the TA2023.

**Implementation:** Online training

**Enrolment:** The training is conducted in the L2O system.

## 2.16 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 organisation.

**Target group:** Those who accept work permits must complete the RAP work permit acceptance training. After completing the training, you will receive personal credentials to the RAP work permit system from a contact person at Borealis.

**Language options:** FI

**Duration:** 20 min.

**Validity:** 5 years after the date of completion

**Implementation:** Online training

**Enrolment:** The training is conducted in the L2O system.

## 2.17 Preparation of the RAP work permit

<b>Content:</b>	The training covers all of the preparatory measures for work permits as well as the work permit practice process at Borealis during the turnaround and associated exceptional regulations.
<b>Target group:</b>	Consultant supervisors.
<b>Language options:</b>	FI
<b>Duration:</b>	60 min.
<b>Validity:</b>	Work permits issued for a time period that takes place during the turnaround (work permits for the RAP's TA module).
<b>Implementation:</b>	Teams/classroom training.
<b>Enrolment:</b>	The turnaround organises the training for supervisors.

## 2.18 De- and recommissioning

<b>Content:</b>	Process description, handover practice, tagging practice, reviews, integrated schedule.
<b>Target group:</b>	Consultant supervisors and project supervisors
<b>Language options:</b>	FI
<b>Duration:</b>	1 h
<b>Validity:</b>	During the planning, turnaround, implementation and start-up of TA2023.
<b>Implementation:</b>	Teams/classroom training.
<b>Enrolment:</b>	The turnaround organises the training for supervisors.

## 2.19 Matap training

<b>Content:</b>	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. After completing the training, you can continue to practise in the test environment using the information you have learned.
<b>Target group:</b>	Consultant supervisors and project supervisors.
<b>Language options:</b>	FI
<b>Duration:</b>	2 h
<b>Validity:</b>	Valid for the duration of the TA2023.
<b>Implementation:</b>	Teams/classroom training
<b>Enrolment:</b>	The turnaround organises the training for supervisors.

## 2.20 Primavera training

<b>Content:</b>	In accordance with the target group.
<b>Target group:</b>	NES schedulers.
<b>Language options:</b>	FI
<b>Duration:</b>	-
<b>Validity:</b>	Valid for the duration of the TA2023.
<b>Implementation:</b>	Teams/classroom
<b>Enrolment:</b>	<a href="mailto:juuso.lahti@borealisgroup.com">juuso.lahti@borealisgroup.com</a>

## 2.21 Maintenance supervisor training

<b>Content:</b>	The training covers piping specifications, any additional work and their approval.
<b>Target group:</b>	Consultant supervisors and project supervisors
<b>Language options:</b>	FI
<b>Duration:</b>	4 h
<b>Validity:</b>	Valid for the duration of the TA2023.
<b>Implementation:</b>	Teams/classroom training
<b>Enrolment:</b>	Separate invitations will be sent to the participants.

## 2.22 Project supervisor training

<b>Content:</b>	The training covers the main principles of the turnaround, general arrangements as well as safety considerations.
<b>Target group:</b>	Project supervisors
<b>Language options:</b>	FI
<b>Duration:</b>	4 h
<b>Validity:</b>	Valid for the duration of the TA2023.
<b>Implementation:</b>	Teams/classroom
<b>Enrolment:</b>	Separate invitations will be sent to the participants.



## 2.23 Seminar for supervisors

<b>Content:</b>	The seminar covers matters related to the safety and implementation of the turnaround.
<b>Target group:</b>	Supervisors
<b>Language options:</b>	FI
<b>Duration:</b>	3 h
<b>Validity:</b>	The training is valid for the duration of the TA2023
<b>Implementation:</b>	Classroom
<b>Enrolment:</b>	Separate invitations will be sent to the participants.

## 2.24 CM seminar for the contractors' management

<b>Content:</b>	The seminar covers matters related to the safety and implementation of the turnaround.
<b>Language options:</b>	FI
<b>Duration:</b>	4 h
<b>Implementation:</b>	Classroom
<b>Enrolment:</b>	Separate invitations will be sent to the participants.

## 2.25 Turnaround info

<b>Content:</b>	Turnaround info covers basic info about safety, turnaround area, traffic, trainings, services in the area. (several similar events will be held before turnaround)
<b>Language options:</b>	FI
<b>Duration:</b>	4 h
<b>Implementation:</b>	Teams
<b>Enrolment:</b>	Separate invitations will be sent to the participants.

In addition to the training courses listed above, Borealis organises separate seminar-style training events prior to the turnaround. Invitations to these training events will be sent to the contractors contact persons. Additionally, Borealis reserves the right to organise separate refresher or additional training courses during the turnaround for specific professional groups as necessary.

## 3. Contact details

- In all matters related to training, you can contact the shutdown safety coordinator: [kimmo.oinonen@borealisgroup.com](mailto:kimmo.oinonen@borealisgroup.com) ☎ 050 3794040
- Log in to the L2O training programme and support: Avarn Security [neste.hse-verkkokurssi@neste.com](mailto:verkkokurssi@neste.com), ☎ 050 4356 316, Mon-Fri 8-15
- Log in to the E-Sense system and support: [support@e-sense.eu](mailto:support@e-sense.eu), ☎ 010 2926 230.