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Version

3.0

SAFETY INSTRUCTIONS FOR SHUNTING AND RAILWAY CONSTRUCTION

PORT OF UUSIKAUPUNKI LTD.



**SAFETY INSTRUCTIONS FOR SHUNTING AND RAILWAY
CONSTRUCTION
PORT OF UUSIKAUPUNKI LTD.**

Document version control

Version	Date	Content	Acceptor
3.0	9 March 2020	Updated content and contact information	Teemu Vaahtera

IMPORTANT CONTACT INFORMATION

GENERAL EMERGENCY NUMBER: 112

EXCEPTIONAL CIRCUMSTANCES AND DISRUPTIONS:

- Port Control, tel. +358 44 767 1000
- Traffic Manager Sanni Leino, tel. +358 50 317 1804

DEFECTS AND DEVIATIONS:

- Port Control, tel. +358 44 767 1000
- Traffic Manager Sanni Leino, tel. +358 50 317 1804

SHUNTING:

- satama@ukiport.fi

RAILWAY CONSTRUCTION:

- satama@ukiport.fi

REGIONAL TRAFFIC MANAGEMENT:

Category 1 Traffic Management

Turku-Hangonsaari: aura@liikenteenohjaus.fi,
tel. +358 (0) 4556 7 01122 01

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1. SCOPE AND DEFINITIONS

These guidelines are followed for shunting and railway construction on the railway network managed by the Port of Uusikaupunki Ltd. The safety instructions are part of the Port of Uusikaupunki Ltd.'s management system.

Shunting stands for the moving of equipment units in the railway system as a supporting measure to railway operations and is subject to authorisation.

In these instructions, railway construction stands for work (including maintenance work) that:

- is conducted when the machine or its part might reach the range of the railway track's open space,
- affects the track structure,
- is targeted at a safety device,
- requires the suspension of shunting work for occupational safety reasons or otherwise affects the shunting work or
- affects the unloading and loading of wagons.

2. RAILWAY NETWORK INFORMATION

Detailed information about the railway tracks can be found in the track diagram. The railway network belongs under the second degree traffic management.

The highest speed limit for the railway network is 20 km/h. Deviations to this are indicated by road signs.

3. ROAD SIGNS USED ON RAILWAY NETWORK

The railway network uses track signs and markings as well as guide signs according to the Finnish Transport Infrastructure Agency's directions, and they have the same meaning as the Finnish Transport Infrastructure Agency has instructed for the state-owned railway network.

When necessary, the Finnish Transport Infrastructure Agency's instructions for the state-owned railway network have to be followed when communicating with the state-owned railway network's traffic management.

4. SHUNTING

4.1 Rules for shunting

Shunting operations have to follow the Finnish Transport Infrastructure Agency's instructions for shunting on the state-owned railway network as well as the Finnish Transport and Communications Agency's instructions. The communication for shunting is conducted in the Finnish language.

The maximum speed for shunting is 20 km/h, traffic management on the tracks is manually operated by the traffic contractor. Service braking devices have to be used for shunting.

It has to be ensured that the wagons remain stationary, and they have to be locked with scotches or by equivalent means when necessary. Wagons are not allowed to be left in place in such a way that

they obstruct passage on rescue routes or level crossings. The railway traffic operator has to have a valid safety certificate.

4.2 How to act in exceptional situations

All deviations have to be communicated to the Port Control by telephone, tel. +358 44 767 1000 (*number is answered 24/7*).

5. RAILWAY CONSTRUCTION

Railway construction has to be authorised by the railway network's owner. The authorisation is applied for by e-mail to satama@ukiport.fi. The notification has to include the purpose of the work, the working method, the estimated work duration and the impact assessment on other tracks on the railway yard.

The parties responsible for the railway construction have to make sure the personnel conducting their traffic safety jobs have a valid eligibility for the task in question.

The beginning of the railway construction, its effects on the use of tracks, the duration of the work and the ending of the work as well as the responsible party's contact information and changes to the contact information have to be reported to the address satama@ukiport.fi when applying for a permit. The Port of Uusikaupunki's maintenance plan has to be followed.

The responsible party for the railway construction:

- Has to ensure the protection of the railway construction in such a way that it does not cause any danger.
- When necessary, operations on a track/tracks have to be prevented by a stop sign/stop signs.
- Before allowing traffic operations, it has to be ensured that the area targeted by the railway construction work is in order according to the port's maintenance plan.

6. CONTACT INFORMATION

6.1 Contact persons and contact information for regular operations

Notifications of arrival to the railway yard: satama@ukiport.fi

The notification has to include details on what is transported and the date of the transport. If the railway tracks are used for equipment storing, the storage duration has to be reported beforehand.

Opening ports on arrival at the port: satama@ukiport.fi, port supervisors will open the port gate. On arrival to the railway yard, the traffic operator will open the gate.

Permit to start shunting: notification of arrival to the railway yard is sufficient.

Notifications regarding railway construction: satama@ukiport.fi

Notifications of detected deficiencies have to be reported to the port's traffic manager and to the VR Group: through the VR information system for security

Others: for track holders – to satama@ukiport.fi

6.2 Contact persons and contact information for exceptional and emergency situations

In cases of emergency or danger that cause an immediate danger to humans or significant property damage, call the general emergency number 112. Important contact information is also available on the version history page of the document.

Traffic restrictions on the railway tracks and damages to the infrastructure have to be reported to the Port Control (available 24/7), tel. +358 44 767 1000, and to the Port's Traffic Manager.