



Rytmikorjaamo - turvallisuusohjeet

Safety guidelines



Rytmikorjaamo - turvallisuusohjeet - Safety guidelines

Completed May 8, 2020

Author suunnitelmapohja luotu

Last updated Nov 24, 2023

Updater Eero Lesonen

This document has 13 pages.

Contents

Safety organisation	4
Damage prevention	4
Calling for help	5
Exiting the building	6
When exit is prevented	8
Meeting points on the map	8
Sickness/Accident	8
First aid supplies	9
Fire	9
Use of the fire extinguisher	9
Water damage	10
Threat of violence	10
Bomb threat	10
General danger sign	11
Gas Guard	11
Radiation hazard	12
Power outage	12
Civil Protection	13

This manual guides the people working in the Rhythm Garage on how to prevent and minimise accidents and damage, and how to deal with accident and incident situations.

Read the instructions carefully! Safety is everyone's business!

Safety organisation

Safety Manager Rhythm Garage	Anssi Puska-Liminka, Into Seinäjoki Oy, tel.044 418 1413, anssi.puska@intoseinajoki.fi
Safety Supervisor Rytmikorjaamo - Area 1	Petteri Lehtola, Selmu Ry, tel.0400 348 701, petteri@selmu.fi
Safety Supervisor Rhythm Workshop - Area 2	
Safety Supervisor Rhythm Workshop - Area 3	Henri Kangaskorte, Selmu Ry, tel. 050 401 6865 , henri@selmu.fi
Property Manager Rhythm Garage	Tarmo Runninmäki, SOL Kiinteistöpalvelut Oy, tel. 040 5152987, huolto@rytmikorjaamo.fi
Shelter Attendant VSS1	Tarmo Runninmäki, SOL Kiinteistöpalvelut Oy
Public Protection Officer VSS1	Anssi Puska-Liminka, tel. 0444181413 anssi.puska@intoseinajoki.fi

Damage prevention

Companies and other organisations operating on the premises of a rhythm workshop must ensure that the building-specific instructions and official regulations are followed in the workplace to prevent damage and hazards and to ensure personal safety.

- 1. The company is responsible for the safety planning and implementation of its activities.** A safety officer must be appointed from among the persons working on the premises, who is responsible, among other things, for clearing the premises in the event of evacuation and for safety cooperation with the persons responsible for the premises.
- 2. The company is responsible for organising and training first aid at the workplace.** The premises must be equipped with a sufficient number of appropriate first-aid equipment, which must be regularly maintained, and information must be provided on the availability of first-aid trained personnel. The company is also responsible for the first aid training of employees (the general objective is that at least about 5% of employees have received training, including refresher training).
- 3. The company is responsible for the safe condition of its premises and for ensuring that access to them is unobstructed.** No obstructions, inflammable materials or flammable

liquids may be stored in exits, stairwells, corridors, offices or in the vicinity of the building. These measures shall minimise the accidental or deliberate creation and possible spread of damage and hazards and allow for the smooth evacuation and rescue of persons.

4. **The company is responsible for the safety of machinery, equipment and materials brought onto the premises.** For example, coffee machines and kettles used on the premises must have an automatic circuit breaker.

The company must immediately inform the person in charge of the premises of any safety deficiencies it detects.

Calling for help

In any emergency situation, whether it is an urgent need for police, rescue, ambulance or social services, **CALL 112**.

1. Make the **emergency call yourself if you can**: it is important that the emergency call is made by the person concerned. They have the information the dispatcher needs to determine what kind of help will be sent to the scene. A call through an intermediary can delay the arrival of help.
2. **Tell us what has happened**: the emergency dispatcher will ask the caller for information about what has happened so that he or she can send the right help to the situation if necessary.
3. **Give the exact address and municipality** . It is therefore important to give not only the address but also the municipality where the incident took place. The address of the property is **Vaasantie 11, Seinäjoki** . If possible, please specify the building and floor information you provide.
4. **Answer the questions put to you** . The questions are intended for a purpose and will not delay the call for help. In an emergency, the dispatcher will alert the authorities and partners who come to help during the call and give them further information about the incident.
5. **Follow the instructions given**: the dispatcher is trained to give instructions for different situations. It is important to follow the instructions given. Correctly executed first actions often have an impact on the outcome of the situation.
6. **Do not end the call until you have been authorised to do so**: Ending a call too early can delay the arrival of helpers. After receiving permission to end the call, hang up the phone. Keep the line free. The dispatcher or on-site helper may need more information about what has happened.
7. **In case of an emergency, the authorities will be directed as follows**:
 - The **rescue service** is directed to the building's fire alarm centre at **Vaasantie 11, external door B5, B118 Entrance hall**.
 - The **ambulance/emergency response** is directed to **Vaasantie 11, Seinäjoki**. Please also indicate the entrance code and the floor where assistance is needed. The person who raised the alarm or his/her assistant is responsible for directing the ambulance to the person in need of assistance.

Exiting the building

The principle of safe exit is that it must be possible to leave any part of the building at any time without a key or other means of opening the door. Doors shall not be kept locked during working hours and no goods shall be stored in front of exits.

1. After hearing the exit announcement, every person in good health in the office cell shall be required to take charge of the office guard. The supervisor shall be responsible for ensuring that the cell and the toilets in the corridor are empty and for informing the person in charge of the meeting place of any person caught inside.
2. Any other persons inside the building must take any nearby outer clothing and leave immediately by the nearest exit to the assembly area (no lifts are allowed). On leaving, persons familiar with the building will also, if necessary, guide visitors and assist persons with reduced

mobility according to their abilities and possibilities.

3. The activities in the meeting places will be managed by meeting place supervisors appointed by the person in charge of the building. The supervisors are responsible for receiving reports from the office supervisors of any persons trapped inside and reporting this information to 112, from where the message is passed on to the emergency manager on site.
4. If the assembly point is not safe, the assembly point supervisor will lead the team to a back-up assembly point. If necessary, the authorities will also designate shelters for longer periods of shelter.
5. It is forbidden to leave the assembly point without permission. Activities at the assembly point will be led by the assembly point supervisor, who will keep the assembly point informed of progress and indicate when it is safe to return to the premises.

Building	Place of assembly	Reserve site
Rhythm Garage	By the waste shed	No backup meeting place

When exit is prevented

Instructions for action in the event of fire preventing evacuation:

1. In the event of a fire elsewhere preventing safe evacuation, stay in the fire compartment where you are. It is safe to stay behind the fire door (fire safety in the fire compartment 60 min).
2. Go to the window and attract attention. If you are unsuccessful, call **112** and follow the instructions of the authorities.

Instructions if you are unable to leave due to reduced mobility:

1. A company where a person with reduced mobility works/visits who is unable to follow the exit instructions should ensure that in the event of an exit, this person is accompanied by an assistant in the corridor area of the floor concerned (fire safety 60 min).
2. If the situation deteriorates and smoke starts to build up in the fire compartment, the PRM and his/her assistant shall move to the nearest stairwell or to the other side of the magnetic doors for safety. They will also call **112**, which will relay the message to the emergency manager on the scene.

Meeting points on the map

Sickness/Accident

Instructions on what to do in the event of an illness or accident:

- Find out what has happened.
- Check the person's condition (awake, breathing).
- What is the patient's state of health, is he/she awake, is he/she breathing, is he/she alert?
 - Turn the unconscious but breathing patient into a lateral position.
 - If the person **is not** breathing, start first aid under the conditions of your competence.
 - If the person is breathing and is not able to breathe, if the person is able to breathe, use your best judgment. If the person is able to breathe, do not use your best judgment.
- Call **112** to report an emergency.
- **Vaasantie 11, Seinäjoki.**
- Refine the location information by the part of the building and the floor where the item is located.
- Tell us what has happened.
- Follow the instructions.
- Report any changes in the patient's condition to the emergency centre.
- Ensure that the ambulance is directed to the person who needs help.

First aid supplies

The company is responsible for providing first aid at the workplace and for training its own staff in first aid. A sufficient number of appropriate and regularly maintained first-aid equipment must be available on the premises, together with a notice of first-aid qualified persons.

Fire

Code of practice in the event of fire:

- In the event of a fire, the automatic fire alarm system shall alert the emergency services and the automatic public address system shall alert the building occupants to evacuate.
- If necessary, use the fire alarm button to alert the fire brigade and warn others. After using the button, call **112** and report the situation.
- Rescue those in immediate danger.
- Try to start the fire, but avoid smoke and do not endanger yourself.
- Limit the spread of the fire and smoke by closing doors and windows leading to the fire area.
- Take any outdoor clothing you have nearby.
- Leave the building immediately by the nearest exit.
- In the event of a fire, the use of lifts is strictly forbidden!
- Move to the assembly area, do not stay in front of the entrances.
- Guide customers and guests.
- Assist people with reduced mobility according to your own abilities and possibilities.
- The rescue service will be directed to the fire alarm centre.
- Do not leave the assembly area without special permission.
- The danger is only over when the rescue service gives permission to return to the building.
- The assembly point supervisor will relay the information about evacuation.

Building	Place of assembly	Reserve place
Rhythm Garage	By the waste shed	No backup meeting place

Use of the fire extinguisher

- Turn the extinguisher upside down and shake the extinguisher to ensure the powder is fluid.
- Pull out the safety socket.
- Approach the fire from the direction of the wind.
- If you are inside, approach low to the floor line, this will improve visibility.
- Take hold of the end of the hose and direct the extinguishing agent to the root of the flames, do not cut the flames.
- Start extinguishing from the front and work backwards, or from the bottom up.
- Extinguishing can be enhanced by a back and forth motion.

- The entire area to be burned must be covered by the extinguishing cloud.
- Once the flames have been extinguished, the extinguishing operation can be stopped.
- Observe the burnt area and make sure that the fire is extinguished.
- If the target reignites, repeat the extinguishing operation.

Water damage

How to react in the event of water damage:

- Disconnect power to and from the area of the leak.
- Stop the leak, e.g. by closing the water inlet if possible.
- In the event of internal damage, notify the property management immediately, 040 7669112.
- In case of external damage, also contact the water company's service hotline Seinäjoki Vesi, 020 7601222.
- If necessary, contact the emergency number **112**.
- Water access: in the basement of part A, in the back room of the former oil tank.
- Heating room: in the basement of part A (club side).
- Main electrical switchboard: in the basement of part A, in the former transformer room.

Threat of violence

Code of conduct in the event of an unarmed threat:

- Behave calmly and try to calm the person by your own behaviour.
- Take care of your own safety.
- Make sure you do not turn your back or corner yourself so that you always have an escape route.
- Try to direct the threatening person to a place where they cannot be harmful to others.
- If possible, ask for help.
- Run away and help others to escape the scene.
- After the incident, report the incident to the police if necessary.

How to act in the event of an armed threat:

- Do not resist.
- Do not resist.
- If possible, try to warn others.
- Always take armed threats seriously.
- After the situation, report it to the emergency services (112). Listen to the instructions and act accordingly.

Bomb threat

What to do in the event of a bomb threat:

- When the threat comes by phone, stay calm. When a phone call comes in, stay calm.
- Take notes. Write the threat down verbatim.
- Ask questions. What does the bomb look like? When will the bomb explode? Why?
- Pay attention to the style of speech and tone of voice: Any special features? Acceleration?
- Pay attention to whether the threatener reads the message on the paper.
- Bomb threats should always be taken seriously.
- After the call, report it to **112**. Listen to the instructions and act accordingly.

General danger sign

A general alarm is a one-minute rising and falling tone or a warning sounded by a public authority. The duration of the rising and falling periods is 7 seconds. A general danger signal means an imminent danger to the public. It is issued, for example, in the case of gas and radiation hazards.

The "danger over" signal is a steady sound signal lasting one minute. It is an indication that the threat or danger has passed.

What to do when you hear the general danger signal

- Go inside.
- Close doors, windows and vents. Closing the air conditioning is the responsibility of the property manager.
- Turn on the radio and wait for instructions.
- Avoid using the telephone to avoid blocking the lines.
- Do not leave the area unless instructed to do so by the authorities.

Gas Guard

What to do in the event of a gas emergency:

- If you hear a general danger signal or smell gas, stay inside.
- If you hear a gas alarm or there is a warning of gas, or if you hear gas, go to the upper floors and stay there. Do not go into the basement.
- Close doors, windows and vents. It is the responsibility of the property manager to turn off the air conditioning.
- You can also close and tape interior doors and stay downwind.
- If you smell gas, you can breathe through a damp, porous cloth.
- Listen to the radio for more information.
- Authorities will announce over the radio or loudspeakers when the toxic cloud has dissipated.
- After the danger has passed, ventilate the interior carefully.

- If you are outside when you smell gas and cannot get inside, hurry under the gas cloud to a side wind.
- Aim as high as possible, for example on a hill.

Radiation hazard

What to do in the event of a radiation hazard:

- If you hear the general danger signal for radiation danger, go inside.
- Go to the middle or basement of the house, where the best protection is available.
- Close doors, windows and vents. Closing the air conditioning is the responsibility of the property manager.
- Take iodine tablets only if advised by the authorities (should be 2 per person).
- Avoid going outdoors.

- Additional advice:
 - From the emergency services, the media and on page 867 of the Finnish Broadcasting Corporation's Text-TV.
 - Radiation and Nuclear Safety Authority website www.stuk.fi
 - The Rescue Services website www.pelastustoimi.fi

Power outage

What to do in the event of a power outage:

- The power is cut off from the premises, but the emergency lights remain on.
- During a power cut, it is not possible to use the lifts.
- If you are trapped in the lift, contact KONE Hissit Oy's lift emergency service (0800 15063) .
- If the problem is not solved, contact the building maintenance service (040 7669112).
- Use a torch when exiting. If necessary, guide others.
- If necessary, call the emergency number 112.

Civil Protection

The purpose of civil protection is to protect people from cave-ins, explosive pressure, shrapnel, gases, radiation and fires. Accidents that occur during normal working hours usually never require sheltering in a shelter; sheltering inside is sufficient. The move to shelters is always at the request of the authorities.

The building is equipped with a category S1 shelter. It is possible to stay for long periods of time in an S1 shelter. The shelter has a manual or mechanical air intake equipped with a pre-filter and an activated carbon particle filter.

Location	Shelter category	Surface area	Shelter locations	Location of equipment
Basement B037	S1	50,5	67	-

The authorities will give instructions by radio if it is necessary to move to the general shelters and information on where to move people from the general shelters.