

Requirements for maintenance shutdown, projects and on-going worksites

The annual turnarounds and construction projects of Metsä Group's factories in Finland are shared construction sites in accordance with the Government Decree on the Safety of Construction Work 205/2009, and the regulations on construction safety apply to them. A shared construction site means that more than one employer works simultaneously or consecutively on the same construction site.

This document contains the requirements for companies and their employees that must be taken into account when working at Metsä Group sites.

Vastuu Group

Metsä Group's contractual partners and their subcontractors are required to become members of Vastuu Group's service. Vastuu Group's Valttikortti is used as an access card and an identification on construction sites.

Zeroni program and access permits

For information reporting, Metsä Group's sites use the Zeroni program, which the companies and their subcontractors get access to. Companies report their employees and work at the site to Zeroni. Access permits are granted based on the information provided in Zeroni.

Checkfin Oy

Metsä Group's partner Checkfin Oy checks contractors' documents and reports on Metsä Group's assignment and supports contractors in preparing documents if necessary.

Content:

1. Construction site and access permits	2
2. Inductions	2
3. Social security of posted workers	3
4. Notification of posting of workers	4
5. Posted worker representative	4
6. Right to work/Residence permit in Finland	5
7. Finnish Tax number	6
8. Tax liability of a foreign employee in Finland	6
9. Qualifications	6
10. Photo ID	8
11. EU/ ETA nationals: If the stay in Finland exceeds 90 days, the stay must be registered	9
12. Maintaining the employee list	9
Checklist	10

1. Construction site and access permits

What	<p>Persons working at Metsä Group's sites must be registered in the Zeroni system to obtain access permits. Documents and clarifications of companies and employees are also collected in Zeroni.</p> <p>If a foreign company is registered in Finland, it must be added to Zeroni with a Finnish Business ID and the company must apply for Valtti cards with a Finnish Business ID.</p>
When	<p>Metsä Group adds the company's contract to Zeroni and the company's contract contact person gets access to the system. Employees must be added to Zeroni no later than two (2) weeks before the start of work.</p>
More information	<p>Zeroni checks the person's information from the public tax number register. If the information is not found or there is a deviation in the information, the system will indicate "Invalid tax number" and access permit can not be granted.</p> <p>Deviation in the tax number information</p> <p>The deviation can be caused by several reasons, and it is the responsibility of the employer to find out the reason. If the reason is that the tax number has only just been issued and the registration has only just been requested, and the information has not yet been updated in the register, the employer must attach the certificate received when applying for the person's tax number to the person's information in Zeroni and inform Metsä Group's contact person about the situation.</p>

2. Inductions

What	<p>All employees must be familiarized with working on the site. The employer must ensure that all necessary inductions have been completed and that all required training is valid. The required inductions depend on the site in question.</p> <ul style="list-style-type: none"> ● Metsä Group's general safety induction <ul style="list-style-type: none"> ○ Validity period: Two (2) years ○ Execution method: Through Zeroni system ○ Information about the validity of inductions is transferred to the Zeroni system automatically. ● Safety during annual maintenance turnaround <ul style="list-style-type: none"> ○ Validity period: Calendar year ● Safe construction induction
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	In addition also: <ul style="list-style-type: none"> Phase-specific risk assessment of the work performed at the construction site and the related safety plan Task-specific orientation
When	Before starting work on the site. Completed induction is a prerequisite for obtaining an access permit to the construction site.
More information	Since 1.2.2024 there has been a change to registration for inductions: When a construction site access permit is granted to a person, they receive a login link to Zeroni by email, where they can complete the requirements set for the construction site.

3. Social security of posted workers

What	<p>Pension and accident insurance</p> <p>If the company posts employees to Finland, the company must take care of the employees' pension and accident insurance. The pension and accident insurance of posted workers must be confirmed in one of the ways below, depending on the country in which the employee is insured.</p> <ol style="list-style-type: none"> Employees from EU and EEA countries and Switzerland: Posted worker A1(E101) certificate – (covers both pension- and accident insurance). Employees from social security countries (Australia, Canada, Chile, China, India, South-Korea, USA): Posted worker certificate of coverage – (covers pension insurance) and Finnish occupational accident and disease insurance. <ul style="list-style-type: none"> Posted worker certificate of coverage of Israel and Quebec covers both pension- and accident insurance Employees from other countries than above mentioned: Pension insurance from country of origin and Finnish occupational accident and disease insurance Employees who can not prove pension- and accident insurance cover in the above mentioned ways: Finnish pension insurance and Finnish occupational accident and disease insurance. <p>Notice! A1 applications are not accepted!</p> <p>Certificates will be uploaded to Zeroni.</p>
More information	What is an A1 certificate

4. Notification of posting of workers

What	<p>If your company is posting employees to Finland, the Finnish Regional State Administrative Agency must be notified about the posting. Notification is done online via electronic form. The requirement comes from the Act on posted workers (447/2016).</p> <p>Upload a PDF copy of the submitted notification to Zeroni.</p>
When	<p>Before the work in Finland begins.</p> <p>If you are a sole trader/entrepreneur who does not hire any employees, this does not apply to you!</p>
More information	<p>Reporting duty</p> <p>Link to the notification</p>

5. Posted worker representative

What	<p>If your company is posting employees to Finland, the company must appoint a representative. The requirement comes from the Act on posted workers (447/2016). The representative must be in Finland and available to the Finnish authorities and posted employees for the entire duration of the posting.</p> <p>Provide to Zeroni following information of the representative:</p> <ul style="list-style-type: none"> • Name • Email • Phone number • Postal address in Finland
When	<p>In accordance with Metsä Group's requirements, the representative information must always be reported to Zeroni, you cannot proceed in the system until the representative information is reported. The length of the work does not matter, the information must always be reported. Sole traders/entrepreneurs also provide the representative's information here.</p>
More information	<p>Employer's representative</p>

6. Right to work/Residence permit in Finland

What	<p>In order to work in Finland, a foreign employee usually needs a residence permit issued in Finland. Each employer and employees themselves are responsible for checking the right to work in Finland for their own employees.</p> <p>Metsä Group is also responsible for confirming and keeping proof that all persons on site have the right to work in Finland.</p> <p>Certificates for the right to work:</p> <ul style="list-style-type: none"> • EU countries, Iceland, Liechtenstein, Norway, Switzerland: Passport or official identity card • Citizens of third countries: Passport and residence permit entitling to work • Posted workers who are citizens of third countries: Passport, residence permit entitling to work in an EU country and confirmation that the contract based on which the person is posted to Finland, is a temporary contracting job and has a maximum duration of 6 months and the employee continues to work in the posting country after returning from Finland. <ul style="list-style-type: none"> ○ A contract document or other written explanation of the type of contract and its length agreed between the customer and the service provider is sufficient as confirmation. ○ It can be a single contract or the contract can consist of several parts with a maximum duration of six months. A contract can mean both a specific construction site or several sites, if agreed in the contract. <p>The documents are uploaded to Zeroni in the person's data.</p> <p>EU/ETA nationals have unrestricted right to work in Finland. If the stay in Finland exceeds 90 days, the stay must be registered, see point 11 in the instructions.</p>
When	Before the work in Finland begins.
More information	<p><u>The right to work must be verified</u></p> <p>Applicants applying for a residence permit extension: the old residence permit must also be visible. Work during the extension permit application:</p> <ul style="list-style-type: none"> • If your new job is in a different industry, you are usually not allowed to continue working while the application is being processed. • If your employer remains the same, you can continue working normally if you have applied for an extension permit before the previous permit expired. • If you apply for an extension permit only after your residence permit has expired, you may not continue working.

7. Finnish Tax number

What	<p>A Finnish tax number is mandatory for everyone going to work on Metsä Group site, regardless of the nationality or the company's country of origin. The tax number must also be registered in the public tax number register. Obtaining a tax number requires a personal visit to a Finnish tax office. The requirement is based on the Tax Number Act and the Construction Tax Number Register (1231/2011).</p> <p>Make an appointment with the nearest Tax office in advance, that issues tax numbers. Information of the tax offices: Tax offices that provide Finnish personal IDs - vero.fi</p> <p>Fill out two forms in advance, but do not sign:</p> <ul style="list-style-type: none"> • form 6150e AND • If you are staying for six months or less in Finland, form 5057e OR • If you are staying for longer than six months in Finland, use form 5042e
When	Before the work in Finland begins.
More information	More specific information here Tax numbers are required at construction sites and shipyards

8. Tax liability of a foreign employee in Finland

What	As a general rule, foreign employees become liable to tax in Finland after six (6) months. This also applies to limited company owners who pay salary to themselves. For the rental workforce, tax liability is usually formed immediately.
When	A person's tax liability is studied at the tax office, when a Finnish tax number is issued.
More information	Taxation of employees from other countries

9. Qualifications

Occupational Safety Card	<p>Each person working on Metsä Group site must have a valid Occupational Safety Card issued by The Centre for Occupational Safety (valid 5 years).</p> <p>For foreign equivalent trainings, the following are accepted instead of the Occupational Safety Card:</p> <ul style="list-style-type: none"> • SCC Basic and Supervisor, Personal Safety Logbook (Netherlands, Belgium, Austria, Germany, France) <i>valid 10 years</i> • SSG Entre basic, Access card (Sweden) <i>valid 3 years</i>
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	<ul style="list-style-type: none"> SSG Contractor Safety, Access card (Finland) <i>valid 3 years</i> PSK 6803 certified trainings, (Finland) <i>valid 5 years</i> SOLAS Safe Pass, SOLAS Safe Pass Card (Ireland) <i>valid 4 years</i> CCNSG Safety Passport (ECITB), CCNSG Safety Passport (UK) <i>valid 3 years</i> IOSH Safety Passport (UK, international) <i>valid 3 years</i> CSCS Construction Skills, CSCS card (UK), <i>valid 2-5 years</i> Certification Scheme (CITB HSE test) SPA Safety Passport, SPA Passport (UK) <i>valid 3 years</i> EMSS Essential Minimum Safety Passport, EMSS Safety Passport (UK) <i>valid 3 years</i> VCA training (VGA) – B-VCA, VOL-VCA, B-VCA diploma (Netherlands) <i>valid 10 years</i> OSHA Outreach Training Program, OSHA Card (USA) <i>valid 5 years</i>
Hot Work Training	<p>Everyone who participates in hot works on the construction site must have a valid SPEK Hot Work Training completed.</p> <p>For equivalent foreign trainings, the following are accepted instead of the Hot Work Card:</p> <ul style="list-style-type: none"> Certificate Heta Arbeten (Brandskyddsföreningen, Sweden), <i>valid 5 years</i> Sertifikat Varmer Arbeider (Norsk Brannvernforening, Norway), <i>valid 5 years</i> Certifikat Varmt arbejde (Dansk Brand- og sikringsteknisk Institut, Denmark), <i>valid 5 years</i> <p>The above foreign hot work cards can be accepted when their holders have been familiarized with Finnish regulations and instructions for hot work.</p>
First Aid	<p>It is recommended for companies that the company has enough people with First Aid skills at the construction site.</p> <ul style="list-style-type: none"> It is recommended that each work group has at least one person with 8 hours of First Aid training.
Qualifications granted by the employer	<p>To use a forklift, a person must have written permission from the employer.</p> <ul style="list-style-type: none"> The permit is personal and the permit must specify the forklift types to which the permit applies to. The permit must be carried by the employee at the site for verification. <p>To use a personal lift, a person must have written permission from the employer.</p> <ul style="list-style-type: none"> The permit is personal and the permit must specify the types of personal lift whose use the permit applies to. The person who uses the lift's driving/control equipment must have a permit. The permit must be carried by the employee at the site for verification.

	<p>The driver of a vehicle crane, a tower crane and a loading crane must have an appropriate professional qualification or, upon completion, the appropriate part of it, to operate the following cranes:</p> <ol style="list-style-type: none"> 1. a vehicle crane with a lifting capacity of more than 5 tonnes; 2. a tower crane with a load moment of more than 25 ton meters; 3. a loading crane with a load torque of more than 25 tonne meters and which is mainly intended for use other than loading and unloading a vehicle. <p>The user of radio-controlled cranes must have Metsä Group's permit and user manual for using them.</p> <p>The slinger (the so-called signal person) must have the written permission of the employer.</p>
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10. Photo ID

What	<p>Everyone on construction site must wear and display an identification card which has the following information:</p> <ol style="list-style-type: none"> 1. Photo 2. Employee's first name and last name 3. Name of employer (or indicate if the person is self-employed) 4. Personal Finnish tax number that is registered in the public tax number register <p>At Metsä Group's construction sites, Valtti cards with an identification chip are used as access permits and as identification. Valtti card also serves as a personal identification card that complies with the Photo ID requirements.</p> <p>The requirement is based on the Occupational Safety and Health Act (738/2002).</p>
When	Before the work in Finland begins.
More information	<u>Personal ID and tax number</u>

11. EU/ ETA nationals: If the stay in Finland exceeds 90 days, the stay must be registered

What	<p>Citizens of an EU Member State, a Nordic country, Liechtenstein or Switzerland do not need a residence permit to stay and work in Finland, but they must register their stay:</p> <ul style="list-style-type: none"> • Citizens of EU Member States, Liechtenstein and Switzerland registered their stay with the Finnish Immigration Service. • Citizens of the Nordic countries (Iceland, Norway, Sweden and Denmark) register their residence with the Digital and population data services agency
When	If staying in Finland for a longer period than three (3) months.
More information	EU registration (free movement)

12. Maintaining the employee list

What	<p>Metsä Group compiles and reports information of all employees on sites to the Tax Administration on a monthly basis. The reporting obligation is based on the Tax Procedure Act (1558/1995). On a shared construction site, according to the regulation, the main contractor must maintain a list of employees and sole traders/entrepreneurs working on the site.</p>
When	Metsä reports employee information monthly.
More information	Submit details on all employees at the site

Checklist

What	How	Done Yes/No
Construction site and access permits	Add all the employees and upload the employee-specific documents to Zeroni.	
Inductions	All employees must be familiarized with working on the construction site before starting work.	
Social security of posted of workers	Upload a copy of the certificates to Zeroni.	
Notification of posted workers	Upload a copy of the notification to Zeroni.	
Posted worker representative	Enter the representative information to Zeroni.	
Right to work / Residence permit in Finland	The right to work in Finland will be checked for every employee. Statements verifying the right to work are uploaded to Zeroni.	
Obtain Finnish tax numbers	Book an appointment for a tax office visit.	
Tax liability of a foreign employee in Finland	The tax liability to Finland for every employee is checked.	
Qualifications	Verify that all employees have an Occupational Safety Card or similar approved training and other required qualifications and training according to the work duties.	
Photo ID	Make sure all employees have one.	
EU/ ETA and Switzerland nationals: residence registration when the stay in Finland exceeds 90 days	Advise the employee to register the stay in Finland after 90 days.	
Maintaining the employee list	An employee list of all persons working on the site must be maintained.	