



Onboarding material for forestry industry planting and clearing saw jobs

EMPLOYEE GUIDE



METSÄMIESTEN
SÄÄTIÖ

As the collector of the material and maker of the contents in this guide, Tapio Palvelut Oy (hereafter Tapio) is responsible for ensuring that the guide is made with professionalism, care, and according to good professional industry practices. The contents of the guide correspond with the background materials used in the preparation, and Tapio cannot thus be held liable for issues resulting from for example changing interpretations or new insights. During the writing of this guide, Tapio has received from third parties materials and publications the correctness and truthfulness of which Tapio has trusted without any separate investigation or verification.

Nieminen, A., Anttila, T. 2023. Onboarding material for forestry industry planting and clearing saw jobs. A Tapio publication.

© Tapio Palvelut Oy
ISBN 978-952-7435-07-6
ISBN 978-952-7435-12-0 (pdf)

The following parties have been involved in the preparation of the publication:

Heikki Savolainen, Metsähallitus Forestry Ltd
Toni Pajula, METO – Forestry Experts' Association
Reetta Pilhjerta, Finnish Forest Industries Federation
Jari Sirviö and Riikka Vasama, Industrial Union
Jyrki Ilves, Education Provider Sedu
Tuija Luukkanen, Tornator Oyj
Markus Tähkänen, Private Forestry Employers' Association
Ville Manner, Forest Education Association

We would like to thank Superintendent Piia Stranden of the Finnish Immigration Service, Superintendent Merja Laakkonen of the Regional State Administrative Agency for Eastern Finland, and Lawyer Heikki Sivula of the Finnish Forest Industries Federation for their comments.

Cover image: Kimmo Haimi / Tapio Palvelut Oy

Material images:

Kimmo Haimi, Ari Nieminen, Kalle Vanhatalo, Tarja Anttila / Tapio Palvelut Oy
Marianne Ahonen Photography / Tornator Oyj (p. 11 & 13)
Hanna Karppinen / Metsähallitus Forestry Ltd (p. 21)
Pentti Väisänen (p. 12)
Johnny Sved (p. 9)
Drawings: Juha Varhi, Forestry recommendations / Tapio Oy

Project financers:

Metsämiesten Säätiö Foundation
Private Forestry Employers' Association
Metsähallitus Forestry Ltd
Tornator Oyj

The publication is made in partnership with the Forest Education Association, Private Forestry Employers' Association, Metsähallitus Forestry Ltd, Tornator Oyj, Education Provider Sedu, the Industrial Union, METO – Forestry Experts' Association, and the Finnish Forest Industries Federation as part of a project financed by the Metsämiesten Säätiö Foundation and supported by the Forest Education Association.

Table of contents

WORKING THE FOREST SAFELY	4
PLANTING	5
Planter's tools	5
Occupational safety for planting.....	6
Adjusting the dibble bar and planting bags.....	7
Planting clod plantlets	8
Plantlet quality control and field storage.....	9
Planting density.....	9
CLEARING SAW SAFETY AND WORK INSTRUCTIONS	10
Clearing saw operational reliability	10
Personal protective equipment for clearing saw jobs.....	12
Adjusting the clearing saw harness	12
Clearing sectors	13
Early clearing of seedling stands	14
Seedling stand thinning	14
Preliminary clearing of logging sites	16
Clearing reforestation plots	16
NATURE MANAGEMENT OF COMMERCIAL FORESTS	17
WORKING IN FINLAND	18
Ensuring the right to work in forestry management	18
Making an employment contract (when signing an employment contract in Finland).....	19
GOOD WORKSITE PRACTICES	22
Useful links	23

Working the forest safely

Remember to be prepared for risks and maintain a good level of occupational safety.

- ▶ Take **enough breaks** during the day and remember to drink water.
- ▶ Always wash your hands before eating.
 - ▶ If necessary, bring a canister of clean water with you to work.
- ▶ **Keep a personal first aid kit with you** and a larger first aid box in the car for each team.
- ▶ Keep a fully loaded phone with you and make sure to install the **112 app**. The app will allow you to contact emergency services quickly and be located in the wild.
- ▶ The employer shall provide employees with the needed protective clothing and other equipment (Forestry Industry Collective Agreement, §10 and the Occupational Safety and Health Act, §8).



You should keep a first aid kit, tick tweezers, snakebite kit, and an eye flush kit with you at work.

Common forestry accident risks

- ▶ The most common accident to occur at forestry work is caused by falling or slipping. Make sure to wear **proper footwear with a rough and gripping sole pattern** while working in the forest to reduce your slipping risk. A good working shoe will also provide ankle support.
- ▶ Consider **ticks, wasps, and vipers** as safety risks in the forest.
- ▶ If the weather forecast includes strong winds or storms, **consider trees that can fall over**, such as reserve tree groups at the worksite and trees lining open areas. (www.ilmatieteenlaitos.fi/varoitukset)

Taking a car to the worksite

- ▶ When driving, **observe the speed limit** and maintain a proper situational speed for forest roads.
- ▶ Make sure that the car does not disturb other road users and that there is no flammable vegetation under the car, such as dry hay or twigs.
- ▶ When going to a worksite, leave your/your employer's contact details on the dashboard to allow the landowner to get in touch if needed.



Park your car with the front of the car pointing in the return direction.

Planting

- ▶ Soil clod plantlets and dibble bars are usually used for forest planting. The plantlet is growing inside a clod that protects the roots and makes it easier to do the planting.
- ▶ Succeeding requires that the soil has been worked in a suitable way at the planting site and that the number of planting spots corresponds to the wanted planting density.
- ▶ This work instruction presents a succinct presentation of the technique and safety of planting clod plantlets.



Planter's tools

- ▶ The planter's tools include the dibble bar and planting bags.
- ▶ Make sure that the dibble bar is suitable for the plantlets.
- ▶ Note that there are different sizes of dibble bars available, where the pipe diameter varies from 38 to 75 mm.
 - The inner diameter of the pipe should be approx. 10 mm larger than the diameter of the soil clod of the plantlet.
 - The plantlet box label usually specifies the size of the clod: small, medium, or large.
 - Dibble bars of 38 to 50 mm are used for small clods and bars of 63 to 75 mm are used for large clods.
 - **The most common plantlet size is the medium clod, for which a 55 mm dibble bar is used.**





Occupational safety for planting

- ▶ Coniferous plantlets are usually treated with a plant protection product that protects against pine weevils.
- ▶ Plant protection products can cause allergy or skin symptoms that can be avoided by wearing protective clothing and nitrile-treated gloves.
- ▶ **Wash your hands before eating.** Bring clean water in a canister for washing to the worksite if needed.
- ▶ **Keep your back straight while working** in order to avoid unnecessary strain.



Protective clothing

- ▶ Wear **nitrile-treated gloves** and long-sleeved **protective clothes that cover the arms** while planting and handling plantlets.
- ▶ Choose your **work shoes** according to worksite conditions; e.g. cross-country shoes that support the foot and ankle or sturdy rubber boots.
- ▶ Protect your head and body from the sun. The spring sun can easily burn unprotected skin.

Adjusting the dibble bar and planting bags

- ▶ The dibble bar comes with a depth limiter that helps with making a suitable planting hole for the plantlets.
- ▶ **Adjust the depth limiter as needed to find the correct planting depth** by loosening the fastening screw.
- ▶ The hole must be deep enough to allow covering the clod with a mineral soil or decomposed peat layer 3 to 4 cm thick.
- ▶ Set the limiter according to the clod plantlet in order to create holes with the correct depth.
- ▶ Use planting bags or harnesses to transport the clod plantlets during the planting.
- ▶ **Adjust the shoulder and hip harnesses of the planting bags to fit your body.**
 - There are different kinds of bags and harnesses. It is recommended to use a harness with a hip belt that distributes the weight evenly across the shoulder and hip.
- ▶ Place as many plantlets into the bags as they can easily fit.
- ▶ Do not overfill the bags → the plantlets can become damaged.
- ▶ You can place the side bag on the right or left side of the body depending on the used planting technique.



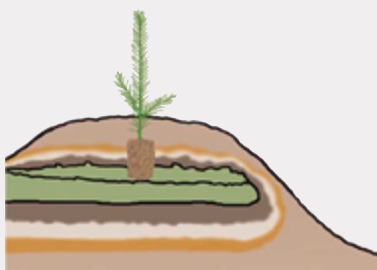
Planting clod plantlets

- ▶ **Plant the plantlet on the highest point of the turned soil as straight as possible.**
- ▶ Press the dibble bar into the ground perpendicularly. → This will create a straight hole edge and keep the plantlet in the correct position.
- ▶ Choose the planting location such that there remains at minimum 15 cm of bare mineral soil or peat all around the plantlet.



Planting stages

1. Compress and even out the planting spot.
2. Press the dibble bar into the planting spot. DO NOT strike the bar hard against the ground.
3. Open up the planting hole with the dibble bar jaws by pressing on the pedal with your foot.
4. Drop the plantlet through the bar into the hole.
5. Lift the bar out of the hole and close the jaws by using the trigger latch.
6. Make sure to not damage the tip of the plantlet when lifting up the bar or closing the jaws.
7. Cover the plantlet with a mineral or peat soil layer at least 3 to 4 cm thick.
8. Make sure that at least approximately half of the plantlet shoot remains above ground.
9. Lightly compress the soil around the clod plantlet. Do not damage the plantlet!



When planting in a tussock, plant the plantlets deep enough for the clod to reach the humus layer of the tussock.

Plantlet quality control and field storage

- ▶ The clod plantlets being planted must be moist but not too wet.
- ▶ Press down on the clod lightly; if some water drips out, the moistness is right.
- ▶ Do not plant damaged or low quality plantlets. Plantlets must not have:
 - multiple or brown tops
 - traces of mould, fungi, or pest insects
 - bends or signs of mechanical damage.
- ▶ Open the plantlet boxes at the field storage and water them during storage.
- ▶ The need for water depends on temperature and storage duration
 - **Do not over-water!**
- ▶ The clods must be moist but not too wet during storage.
- ▶ A watering can is best for irrigating clod plantlets, because it allows you to spread the right volume of water evenly.



Planting density

- ▶ Different tree species have different planting density targets. The planting densities recommended in forestry instructions are 2,000 to 4,000 plantlets per hectare for pine and 1,500 to 1,800 plantlets per hectare for spruce. Always check the target density with your contract commissioner. The target density is usually specified in the worksite instructions.

Personally controlling the planting density

- ▶ Check the planting density regularly. Use a 4-metre stick to make a circular observation plot. Having one plantlet in the observation plot corresponds to 200 plantlets per hectare. See the example figure for making an observation plot on page 15.
 - ▶ E.g.: 9 plantlets in the observation plot → $9 \times 200 = 1,800$ plantlets.

Clearing saw safety and work instructions

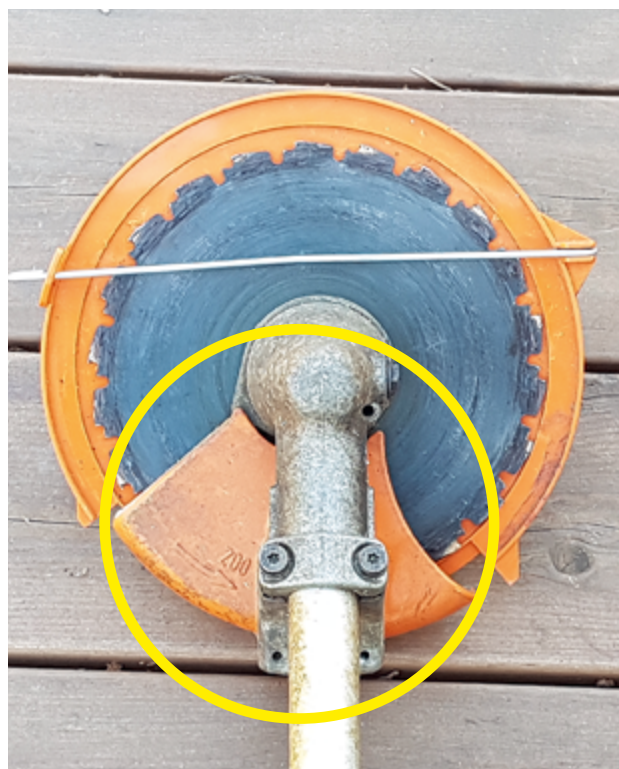
In the forest, the clearing saw is mainly used in the maintenance and early clearing of seedling stands, in the early clearing of productive forests to be thinned, and for the clearing of reforestation plots. The clearing saw is a powerful tool that can be used safely when keeping the saw and safety equipment in order and observing the correct technique and sufficient safety distances when working (more than 15 metres) with other people.

Clearing saw operational reliability

Make sure that

- The blade shield fitting the clearing saw blade is in place and intact. **DO NOT remove the blade shield!**
- The blade is intact without fractures or breaks.
- The fuel tank and tank cap are intact.
- The harness fits the saw model in use and the force trigger is functional.

- ▶ Check the blade regularly by tapping it lightly, using for instance the file guide. An intact blade will “ring cleanly”.
- ▶ **Keep the blade shield in place whenever transporting the saw**, either in a vehicle or by carrying it around the worksite.
- ▶ Make sure that the gas trigger of the clearing saw is in order and that the safety trigger functions properly.
- ▶ The safety trigger prevents the accidental carburation of the saw.
- ▶ The structure of the gas trigger varies from model to model.



Before starting the work, make sure that

- The saw is in good order.
- The blade is attached correctly according to the direction of rotation.
- The blade is sharpened and set.

It is especially important to check the saw if you are using a borrowed saw or a saw provided by the employer.

You should use the right tools for the saw model when doing maintenance, for instance tools and equipment included with the saw when it was bought.

When transporting fuel to the worksite, it is recommended to use a combi canister designed for power and clearing saw jobs, with an overfill protection in the spout. This prevents fuel from spilling on the saw motor or the ground when refuelling.

If you mix the fuel yourself, make sure that the oil you use is suitable for the mixed fuel used in the 2-stroke engine of the clearing saw.



The blade oil tank can be detached from the combi canister, because it is not needed for clearing saw jobs.



When filing the clearing saw blade, use a file guide to keep the filing angle right.

Personal protective equipment for clearing saw jobs

When using a clearing saw, wear

- a work jacket with signal colouring, such as orange, as shown in the image
- covering protective clothing that fits the weather
- a helmet, hearing protection, and visor that protects the face
- protective gloves
- safety shoes that are suitable for field work and support the foot and ankle.

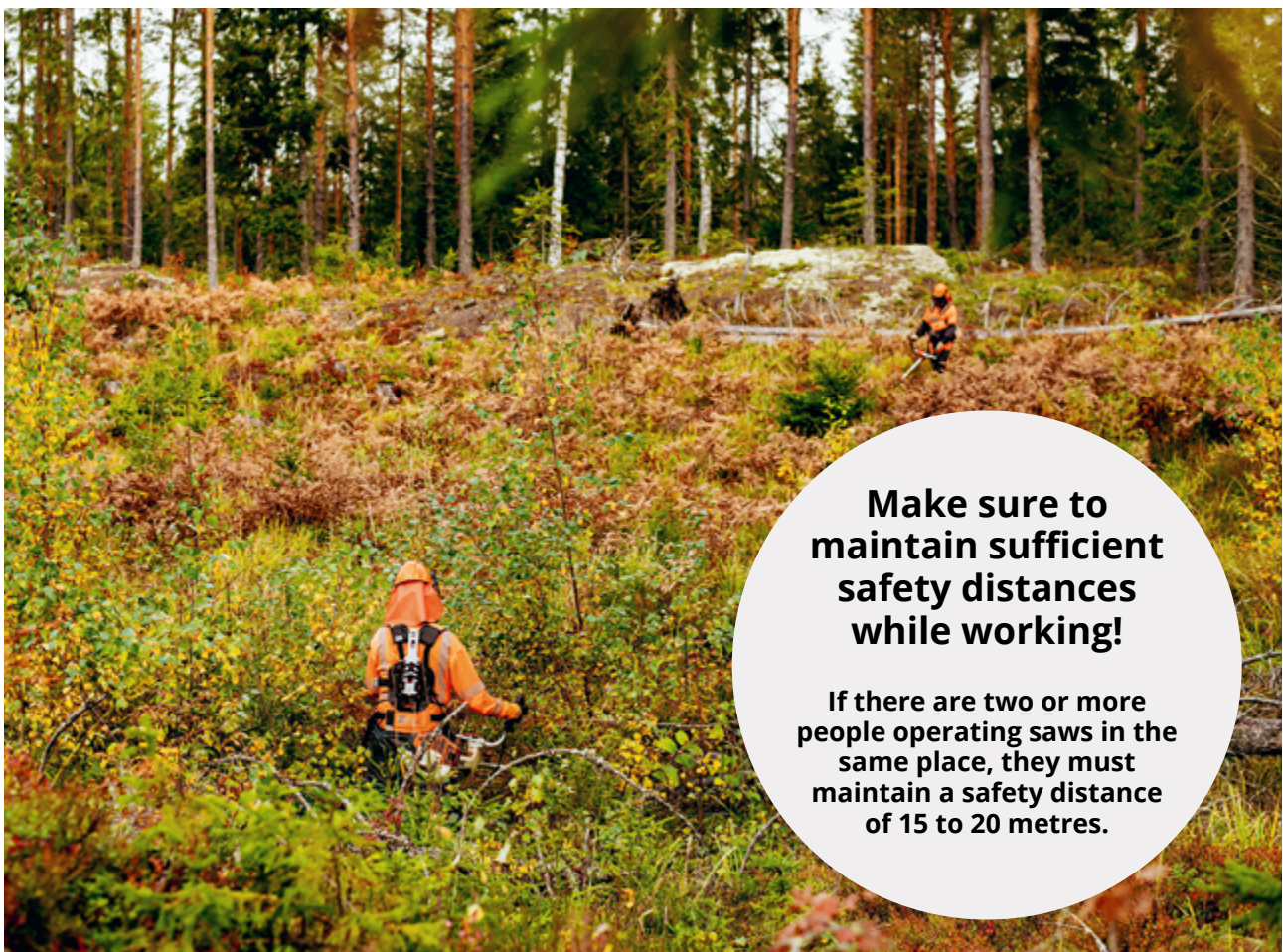
Adjusting the clearing saw harness

- ▶ Adjust the side straps such that the harness sits straight on the shoulders with the saw attached. This divides the weight of the saw evenly on both shoulders.
- ▶ Adjust the height of the attachment hook by using the rapid connectors of the harness such that the hook hangs 10 to 15 cm below the waistline.
- ▶ Adjust the handles such that the arms are bent lightly forwards and the handles are at a suitable distance from each other.
- ▶ Adjust the saw attachment hook with the adjuster on the frame tube such that when the saw fuel tank is half full and the saw is hanging freely, the blade of the saw is approximately 30 cm above ground and the saw is balanced.
- ▶ Please note that the harnesses and their adjustments vary from one manufacturer to another.



Clearing sectors

- ▶ **When operating the saw, use the sides of the blade.**
- ▶ **Do not use the front edge of the blade for cutting!** Using the front edge of the blade can easily cause a sideways kick that may cause the blade to hit a young tree, rock, or another obstacle.
- ▶ Use the left side of the blade for precision cutting and for felling larger trees.
- ▶ Use the right side of the blade for clearing smaller trees and coppices.
- ▶ **Always turn off the saw before removing twigs caught in the blade or touching the blade for any reason!**



Early clearing of seedling stands

Early clearing includes removing competing trees and coppices that compete with the planted trees. The unnecessary clearing of broadleaf trees must be avoided. The density of the planted trees is adjusted later during seedling stand thinning.

The following are cleared during the early clearing of seedling stands:

- seed-borne broadleaf trees that hinder growth at a distance of approx. 1 to 1.5 metres from the planted trees
- trees that are growing clearly quicker than others
- sprout-grown trees usually completely
- all aspen trees in pine seedling areas, because aspen trees increase the risk of fungal damages in young pines.

The seedling stand worksite instruction specifies how to carry out the early clearing on site and which tree species should be left to grow and at what density.

Seedling stand thinning

Seedling stand thinning is done to regulate the density of the planted trees to fit the growth location. Seedling stands usually grow one primary species, either pine, spruce, or birch, but it is important to promote mixed forests and leave other tree species growing among the planted trees. Leaving broadleaf trees in coniferous seedling plots promotes diversity and tree health. Pine, spruce, and other broadleaf trees are left in birch-dominated seedling plots as mixed trees. Never cut down precious wood trees (oak, elm, maple, linden, and ash trees).

- ▶ Cut down broadleaf trees that cast shadows over the planted trees.
- ▶ Remove damaged, sick, and poor quality trees.
- ▶ Poor quality trees can be left standing in protective thickets, clearings, and reserve tree groups.
- ▶ Make sure to leave some broadleaf trees in coniferous seedling plots to maintain species variation.
- ▶ The distance between planted trees after clearing is more than one metre.
- ▶ Do not leave felled trees in ditches or across paths.



Seedling stand thinning means thinning the stand to its target density, which depends on the dominant height of the trees, the geographical location, and the tree species.

In seedling stand thinning, leave planted trees standing as follows:

- approx. 2,000 to 2,200 trunks per hectare in pine seedling stands
- mainly 1,800 to 2,000 trunks per hectare in spruce seedling stands
- approx. 1,600 trunks per hectare in silver birch seedling stands
- approx. 2,000 to 2,500 trunks per hectare in downy birch seedling stands grown in peat soil.

The seedling stand maintenance site worksite instruction specifies the target density, the number of planted trees to be left standing,

which may be different from the planting densities mentioned above. The worksite instruction or seedling stand maintenance work commissioner's instruction usually additionally specifies which tree species are to be left standing among the planted trees.

For example, the number of planted trees in the worksite instruction could be 1,800 trunks per hectare with the primary species being spruce, but at least 20% of broadleaf trees are wanted among the planted trees. This means that the seedling plot may after the thinning have spruce trees at a density of 1,400 trunks per hectare and other broadleaf trees at a total density of 400 trunks per hectare.

Personally controlling the target density

- ▶ Regularly check the results of the thinning to ensure compliance with the target density. Use a 4-metre stick to make a circular observation plot: Spin around while holding the stick and calculate the number of trees within the radius of the circle. Having one tree in the observation plot corresponds to 200 plantlets per hectare.
 - ▶ For example: 12 plantlets in the observation plot → $12 \times 200 = 2,400$ plantlets.





Understorey trees are young trees that grow naturally under the planted trees. Preliminary clearing means felling understorey trees that hinder visibility and cannot be used as timber or fuelwood.

Preliminary clearing of logging sites

The preliminary clearing of thinning logging sites means removing small trees, called understorey trees, that hinder logging. The purpose of preliminary clearing is to improve the conditions of logging, especially machine-assisted logging.

Preliminary clearing

- improves worksite visibility
- facilitates taking the harvester head to the bases of the trees to be felled
- thus reduces the tree damages caused by harvesting.

Understorey trees that do not hinder log harvesting do not usually need to be cleared. It is usually sufficient to remove understorey trees at a distance of approx. 1 metre around pulpwood and log trunks.

- ▶ It is a good idea to leave 4 to 5 protective thickets per hectare for game animals in preliminary clearing sites.
- ▶ The understorey growth surrounding the reserve tree groups at sites must not be cleared.
- ▶ If there are power lines running across the worksite, be mindful of stay wires while clearing.
- ▶ Timber storage locations are usually cleared completely, and storage sites must not be placed in the immediate vicinity of power lines.

The worksite instruction usually specifies the implementation method of the preliminary clearing and the safety risks existing at the worksite (power lines, soft ground, etc.) as well as the nature care measures to be implemented, such as the number of protective thickets and the placement of reserve tree groups.

Clearing reforestation plots

Reforestation plot clearing improves the quality of reforestation and facilitates future seedling management by removing small tree growths. When clearing, it is always worthwhile to preserve usable pine and spruce seedlings. Only such understorey growth that hinders the emergence of seedlings and forest cultivation is to be cleared.

Sites important for diversity, such as rock cliffs, swamp edge ecotones, small waterway shores and coastal strips as well as reserve tree group undersides are excluded from the clearing. It is also a good idea to leave behind 4 to 5 protective thickets per hectare for game animals.

Nature management of commercial forests

- It is important at clearing and seedling stand worksites to take care of nature management measures.
- If possible, preserve broadleaf trees such as alder, rowan, and willow trees.**
- Never cut down precious wood trees (oak, elm, maple, linden, and ash trees).
- Leave behind protective thickets for game animals at a rate of **4 to 5 thickets per hectare**.
- A protective thicket is a dense growth area about 100 to 200 m² in area and 1 to 3 metres tall that remains untouched at a seedling stand or clearing worksite.**
- Leave a protective zone at least 10 metres wide along waterways, around springs, and on swamp area edge ecotones.
- Observe the commissioner's more detailed site-specific instructions concerning the implementation of nature management measures.**



Protective zones are left along waterways.



Alder is a good mixed type of broadleaf tree.



A group of spruce trees makes for a good protective thicket.

Working in Finland

Ensuring the right to work in forestry management

Before arriving in Finland, check what your right to work is based on.

► **If you are a EU, EEA, or Swizz citizen, you can work in Finland for a continuous period of 90 days without registration.**

- Working for longer than this requires applying for the registration of the right of residence at the Finnish Immigration Service (Migri) by submitting a paper form to a Migri service desk or by filling out an electronic form in the Enter Finland portal and by visiting a Migri service desk for identification. See instructions at <https://migri.fi/eu-kansalainen>.
- It is a good idea to make an appointment for the registration, see <https://migri.fi/ajanvaraus>.
- Citizens of the Nordic countries register their residence at the Digital and Population Data Services Agency: <https://migri.fi/oleskeluoikeuden-rekisterointi>
- Submit to your employer an A1 certificate showing that you are covered by an accident and pension insurance policy in your home country.

► **If you are not a citizen of the EU, EEA, or Switzerland, you must acquire a residence permit with working rights in your country of origin before arriving in Finland.**

- Instructions for applying for your first residence permit can be found on the Finnish Immigration Service website at <https://migri.fi/ensimmainen-oleskelulupa>.
- If you need an extended permit, apply for one at the Finnish Immigration Service no sooner than three (3) months before the original permit expires but before the residence permit expires. See <https://migri.fi/jatkolupa> for more details.
- Please note that if your residence permit expires before you have submitted an application for an extended permit, your right to work expires immediately.

► **If you are a posted worker**

- You will have an employment contract in accordance with the legislation of your country of origin with your employer sending you to work in Finland temporarily.
- You must show your right to work to the work commissioner or employer in Finland by presenting a passport or an official travel document and your residence permit card if needed.
 - If you are a EU or EEA citizen, you can work in Finland for a continuous period of 90 days without registration.
 - If you are not a citizen of the EU, EEA, or Switzerland, you must acquire a residence permit with working rights in your country of origin before arriving in Finland.
 - Get an A1 certificate in your country of origin and show it to the work commissioner or employer in Finland.
- The salary paid for work performed in Finland must be no less than what is specified in the universal collective agreement. The forestry industry collective agreement is applied to foresters and wood-cutters.
- When travelling within Finland to work at different locations and sites as a forester, your employer will reimburse you for your travel and accommodation costs according to the Finnish collective agreement. The address of the apartment where you stay when you first arrive in Finland must be entered on your employment contract in order to calculate the travel cost reimbursements in accordance with the collective agreement.
- All costs incurred by your travel to Finland, including travel and accommodation costs, will be reimbursed by your employer primarily in accordance with the regulations valid in your home country.

► Seasonal work permits for forestry work

(seasonal work certificate, seasonal work visa, and residence permit for seasonal work)

- Citizens of countries that are not Switzerland or in the EU or the EEA may apply for a seasonal work permit for seasonal forestry industry jobs if they have a valid employment contract in force with a company operating in Finland <https://migri.fi/kausityo>.
- If you are allowed to reside in Finland without a visa (citizen of a non-visa country) and the duration of your seasonal work is no longer than 90 days, apply for a seasonal work certificate at the Finnish Immigration Service. <https://migri.fi/kausityotodistus>.
- If your stay in Finland requires a visa and the duration of your work is longer than 90 days, apply for a seasonal work visa at the Finnish mission in your home country before arriving in Finland <https://um.fi/viisumi-suomeen#Kausity%C3%B6nteko%20viisumilla>.
- If your seasonal work in Finland lasts for longer than 90 days but no longer than 9 months over a one-year period in total, apply for a seasonal work residence permit <https://migri.fi/kausityooleskelulupa>.
- If you come to Finland to do forestry work for a period longer than 9 months, you will always require an employee residence permit <https://migri.fi/tyontekijan-oleskelulupa>.

Making an employment contract (when signing an employment contract in Finland)

► Ask your employer to make the employment contract in writing.

- The title of the contract document should always be "Employment Contract", which means a contract of paid work in place between the employee and employer.
- The employment contract may be valid for a fixed term or indefinitely.
- The employment contract is signed by the employee and a representative of the employer, and it must also be dated with the date of the signatures.

► The collective agreement being followed must be mentioned on the contract.

- A collective agreement is an agreement of working terms and conditions in a certain industry, such as the forestry industry, which apply to all workers in the industry. The collective agreement of the forest sector is applied in this sector.

► Once you have signed an employment contract, you are obligated to perform your work with care and in accordance with the employer's safety instructions and other regulations.

- If you want to change jobs, you will need to obey the termination period specified in the collective agreement.

► Your employer is obligated to pay you a salary with the benefits and bonuses specified in the collective agreement as agreed in the employment contract and to ensure that you can work in a safe environment.

- Your employment ends when
 - your fixed-term employment contract ends
 - you terminate an indefinite employment contract
 - your employer terminates your employment contract for a valid reason.
- If a written employment contract has not been made, ask your employer for a written report of the important job terms (data box).

A report of the important job terms includes at least the following information:

- ▶ The names and places of residence or business (address) of the employer and employee.
- ▶ The start date of the work and the end date or estimated end date of a fixed-term contract.
 - ▶ The duration of a fixed-term employment contract can be specified for example as follows: "Planting and seedling plot care period 2023, estimated end of fixed-term employment 30.9.2023".
- ▶ Termination period of an indefinite employment contract
 - ▶ Forestry work is subject to termination periods specified in the forestry industry collective agreement, the length of which depends on the duration of the employment.
- ▶ Probationary period at the beginning of employment, during which the employee or employer can terminate the contract without any termination period.
 - ▶ The length of the probationary period may be no more than half of the duration of a fixed-term employment contract and never more than six (6) months.
- ▶ The place of work or, if the employee has no primary determinate place of work, an explanation of the principles by which the employee will work at different sites (working trip starting point in Finland, address).
- ▶ The employee's primary work tasks and the Finnish collective agreement being applied.
- ▶ The working hours to be followed at work.
 - ▶ Regular working hours in Finland may not exceed 8 hours per day and 40 hours per week.
 - ▶ The Working Time Act is not applied in the work of wood-cutters (including clearing saw and forest cultivation works and wood-cutting works), where the working hours to be observed are based on the forestry industry collective agreement instead.
- ▶ The determination of pay for wood-cutting works.
 - ▶ A performance-based or time-based salary.
 - ▶ The salary is paid out either once every two weeks or once per month.
- ▶ Annual holiday or annual holiday pay.
 - ▶ The employee shall earn no fewer than two paid holiday days for each full working month.
 - ▶ For short employment contracts, an annual holiday pay can be paid out instead of granting paid leave.
- ▶ The insurance company where the employer has arranged for the employee's pension security and insured the employee for occupational accidents and occupational illnesses.
- ▶ Possible right to participate in training provided by the employer as based in law, contract, or good practice.
- ▶ Reimbursement method for travel expenses.

What is a collective agreement?

A collective agreement is a foundational employment agreement that specifies certain minimum conditions. A collective agreement includes terms for e.g. salary, working hours, salary for sick days, protective clothing, and travel reimbursements. The universality of a collective agreement means that every employer in the industry in question must make sure to apply the terms of the collective agreement to all employees. The forestry industry collective agreement is universal.

Salary

- ▶ The employment contract specifies the salary and the mechanisms for determining the salary.
- ▶ Those working as wood-cutters must receive a salary that is at minimum in accordance with the collective agreement, which amount is affected by e.g. the demand category of the job and the personal salary component.

Protective clothing and safety equipment

- ▶ When working as a wood-cutter using powered saws or clearing saws, the employer will procure for you the required protective clothing and safety equipment as specified in the collective agreement. The employee is mutually obligated to use the provided equipment.

Occupational healthcare

- ▶ When in an employment relationship, you are always covered by occupational healthcare services provided by the employer. The purpose of this is to promote healthy working environments, safe working conditions, and to support your working ability.
- ▶ Your employer may refer you to an occupational health check-up if so required by your job or employment duration.



Good worksite practices

- ▶ Do not leave behind any seedling boxes or other waste at worksites.
- ▶ Ask your employer or supervisor for instructions on where to take empty seedling boxes and waste from the worksite.
- ▶ When going to a worksite, make sure to park your car in a way that does not disturb other road users and that there is no flammable vegetation under the car, such as dry hay or twigs.
- ▶ When going to a worksite, leave your/your employer's contact details on the dashboard to allow the landowner to get in touch if needed.
- ▶ Be careful when handling open fire or smoking.
- ▶ **When there is a forest fire hazard warning in effect, it is prohibited to make campfires or other open fires in the forest!**
 - ▶ Forest fire hazard warnings are issued in connection with weather forecasts in the media and on the website of the Finnish Meteorological Institute: www.ilmatieteenlaitos.fi/varoitukset



Do not leave seedling boxes or other waste at the worksite or hide it in the terrain.



You MAY NOT make an open fire at the campfire site in the image during a forest fire hazard!

If something is unclear,
always ask your employer or colleagues!

Useful links

Hermes telephone app – working life rules (FI, EN, RU, UKR)

<https://hermesapp.fi/en/>

Guide to the safe and productive use of clearing saws

(Centre for Occupational Safety)

<https://ttk.fi/julkaisu/raivaussahalla-tuottavasti-ja-turvallisesti/>

Guide for foreign forestry workers in Finland

(Centre for Occupational Safety) (FI, ET, PL, RU, RO)

<https://ttk.fi/tyoturvallisuus/toimialakohtaista-tietoa/metsaala/ulkomainen-tyovoima-metsatoissa/>

112 app

<https://112.fi/en/112-suomi-application>

Website of the Finnish Meteorological Institute, warnings

<https://en.ilmatieteenlaitos.fi/warnings>

Töitä Suomesta (Working in Finland) website (FI, EN, RU, UKR)

<https://toitasuomesta.fi/en/etusivu-english/>

The Industrial Union (collective agreement for the forestry industry)

<https://www.teollisuusliitto.fi/en/>

Assistance system for victims of human trafficking

<https://www.ihmiskauppa.fi/en>

Pinkka – guide to identifying tree species, University of Helsinki

<https://pinkka.helsinki.fi/pinkat/#/>

The onboarding material for forestry industry planting and clearing saw jobs is intended as guidance and onboarding material for foreign employees and employers working in Finland. The material is available in Finnish, English, Ukrainian, Russian, and Estonian.



Maistraatinportti 4 A, 00240 Helsinki, Finland
tapio@tapio.fi
www.tapio.fi

Teollisuus
liitto



METSÄHALLITUS



TORNATOR



YKSITYISMETSÄTALOUDEN TYÖNANTAJAT –
PRIVATSKOGSBRUKETS ARBETSGIVARE R.Y.



Metsäteollisuus

Met
METO – METSÄALAN YRITTÄJÄT

redu



METSÄKOULUTUS
YHDISTÄÄ METSÄALAN KOULUTUSASTEET JA TYÖELÄMÄN TOIMIJAT



METSÄMIESTEN
SÄÄTIÖ

The project is financed by the Metsämiesten Säätiö Foundation. Donations and foundation mergers are an important part of the impact of the general interest operations of the Foundation. More information at www.mmsaatio.fi