

DETAILED HEALTH AND SAFETY INSTRUCTIONS FOR VISITORS AND GUESTS

Welcome to STEICO Spółka z o. o.

I. Registration of entry and exit to the site of people and vehicles.

Anyone entering the site on foot or by a vehicle must register with the company. Please provide your first name and surname, as well as the contact person with whom you are to meet. Site security will issue you with an ID card and record your entry and exit.

II. Main risks and hazards which may occur on site:



- Noise, light intensity and pulsation.
- Exposure to high temperature – burn hazard.
- Risk of being hit by a moving machine or object.
- Risk of hitting against immobile objects or sharp edges.
- Hazards related to the movement of people.
- Risk of being hit by means of transport in motion.
- Road collision with another user of transportation roads.
- Falling objects, splinters of solid materials and spills and/or splashes of liquids.
- Uneven and slippery surface.
- Risk of electrocution.
- Risk of fire on site.
- Risk of being drawn in by machines and equipment or their moving parts.

III. Recommended security measures and protection against risks and hazards:



- At all times use a high-visibility vest on site.



Prohibitions on site:

- People under the influence of alcohol or other drugs are not allowed to enter the site or stay on the site.
- Bringing alcohol or other drugs to the site and their consumption on site is strictly prohibited.
- No driving under the influence of alcohol or other drugs.



- No smoking on site, even in cars or vehicle cabins, only in designated areas. ➤



- No use of open fire throughout the site.



- Exercise extra care on on-site internal roads around vehicles.



- Exercise care on unguarded level crossings.



- Watch out for fork-lift trucks and other vehicles driving around.



- Stay away from machines and equipment.

In areas marked as follows:



- Use eye protection only in designated areas



- Use ear protection in high noise levels areas



- Use foot protection



- Use head protection

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➤ Be aware of evacuation plans placed on all buildings

IV. Conduct in non-standard situations

In case of accident:



- ✓ Call Company Emergency Services – **phone: 67/3566399, mobile: 668400699** in order to provide **qualified first aid**; if required call the ambulance – **phone 999** and notify Security Services – **phone 67/3566322**.

In case of fire:



- ✓ Notify Company Emergency Services using the “FIRE” button or by calling the emergency line **67/3566399**



- ✓ Leave the building immediately and go to the nearest evacuation assembly point



- ✓ Evacuation assembly points

In case of emergency or other non-standard situations:

- ✓ Immediately notify Company Emergency Services – **phone 67/3566322**.

Emergency phone numbers:

- ❖ 999 - Ambulance Service
- ❖ 998 - Fire Service
- ❖ 997 - Police
- ❖ 112 - Emergency number for mobile phones

V. Hot work operations.

- ✓ All work during which open flame is used, work during which sparks or heat is produced (like welding, metal cutting, grinding, soldering or brazing), must be carried out by at least two persons and require a written hot work permit.

VI. Environmental protection rules:



Please observe the following rules:

- ✓ Place waste in appropriate containers.
- ✓ Do not mix different types of waste.
- ✓ Please, save water and electricity.

Warning:

- ❖ **Drivers must be aware that for smoking in a vehicle cabin or on-site outside of designated places they will be given a written reprimand.**
- ❖ **Another such transgression shall result in the driver being banned from entering STEICO Sp. z o. o. site.**

NOTE: STEICO Sp. z o. o. ACCEPTS NO RESPONSIBILITY FOR ANY DAMAGE RESULTING FROM FAILURE TO OBSERVE SAFETY REGULATIONS

I confirm that I have read the above regulations and shall follow them

.....
(date)

.....
(company name)

.....
(first name and surname)

.....
(signature)