



HEALTH, SAFETY & ENVIRONMENTAL COMMITMENT

The understanding and management of health, safety or environmental risks related to our activities is one of Balcas Group's key priorities.

Balcas is committed to the use of a continuous improvement approach to improve its performance in health, safety and environmental protection. We are determined to identify hazards and manage risks in all areas where our business activities may have an impact on health, safety or the environment.

Our actions are organised along the following general directions:

- Complying with applicable legislation, regulations, and other applicable requirements;
- Prevent pollution to land, air and water;
- Establishing and implementing a Health, Safety and Environmental plan with regular performance reviews;
- Informing, communicating, training and supervision as appropriate, in order that everyone becomes an active participant in this progress and assumes their responsibilities for health, safety and the environment;
- Auditing and monitoring progress;
- Improve the environmental efficiency of our transport and production processes.

IMPORTANT POINTS

Environment issues

In the event of an emergency involving a spillage, such as:

- Hazardous waste;
- Hazardous material;
- Other chemicals;

PLEASE NOTIFY SITE MANAGEMENT IMMEDIATELY!

- If there is a spillage, do not attempt to stop the spill unless you can do so without endangering yourself or others;
- Evacuate personnel from the surrounding area, if necessary;
- You must not dispose of anything on site without the authority of Balcas personnel.

General Safety Issues

- Smoking is permitted only in designated smoking areas;
- Safety shoes, hi-visibility clothing and safety helmets are the minimum requirements for the site. Other forms of PPE may be required depending on the area being visited. Example: ear protection, safety glasses;
- All incidents must be reported to site management on day of occurrence.

KEY POINTS TO REMEMBER

- WORK SAFELY
- THINK FIRE
- RESPECT COMPANY PROPERTY
- BE AWARE OF MOBILE PLANT MOVEMENT
- RESPECT SITE SPEED LIMIT OF 15MPH
- REPORT ALL INCIDENTS / DANGEROUS OCCURRENCES
- WEAR PPE GEAR AT ALL TIMES ON SITE
- REPORT ALL ENVIRONMENTAL ISSUES



Emergency Precaution

If you have a disability which may cause a problem during an emergency evacuation, please advise your host in confidence upon arrival so that adequate provision can be made should a problem arise.

Fire Assembly Point - REAR CAR PARK

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SAFETY, FIRE, SECURITY AND ENVIRONMENTAL INFORMATION



SAFETY PHILOSOPHY

- All injuries can be avoided;
- Management is accountable for providing a safe workplace;
- Training employees to work safe is essential;
- Safety requires the involvement and commitment of all employees, visitors and contractors;
- Accident prevention is good business.

SITE SAFETY RULES

TRAINING: Employees, visitors or contractors must not perform, or be asked to perform tasks for which they have not received the appropriate safety training.

FLAGRANT UNSAFE ACTS: Any act that seriously endangers any other person(s) is prohibited.

INTERFERING WITH SAFETY DEVICES: No safety device or safety equipment can be altered, blocked, or in any other way made inactive or ineffective without proper risk assessment, authorisation, intervention methods, and alternative methods to assure employee safety.

SAFE ACCESS PROCEDURES:

Any intervention (inspection, maintenance, repair, set up, cleaning etc.) on a machine or equipment must be carried out using the prescribed safe access procedures and authorisations e.g. by applying lockout/ tag-out, permit to work, confined space entry, permit to dig, etc. No unauthorised access to electrical panels.

SITE CIRCULATION & FLT:

Pedestrians, cyclists, forklift drivers and drivers of others vehicles comply with the traffic plan and traffic rules. Operation of lift trucks and other powered mobile equipment in an unsafe manner or without authorisation is prohibited.

SPECIFIC INTERVENTIONS:

Access to confined spaces, working at height and all 'hot work' must be carried out in compliance with the procedures treating these activities.

VISITOR SAFETY RESPONSIBILITY

- Unless specifically authorised, you must be accompanied by your host or a representative at all times;
- You must not enter any workshop or production plant without the appropriate personal protective equipment (foot protection, hi-visibility clothing, ear defenders, safety glasses as required);
- Keep a safe distance from moving machinery;
- Be aware there are forklift trucks and other forms of mobile plant in operation;
- Check with your host where you are permitted to use a mobile phone or smoke.



USE OF CAMERAS

The use of photographic or video equipment, including capable mobile phones is strictly prohibited. Any visitor who wishes to take photographs on site must have prior authorisation from their host in order to do so. Any unauthorised person found to be taking photographs will be asked to leave the site.



USE OF MOBILE PHONES

- Mobile phones should be switched off in all production plants and workshops. They should only be switched on and used in the following areas:
 - Rest Areas
 - Offices
 - Outside
- They must not be used where there is any flammable atmosphere;
- Taking photographs or sound recordings with mobile phones is strictly prohibited;
- They should be turned off in meetings or during presentations.



USE OF LAPTOP COMPUTERS

- Laptop Computers may only be brought onto Balcas sites with prior authorisation;
 - Visitors and Contractors are strictly forbidden from connecting into the site computer network;
- Visitor WIFI facilities are available and must be requested through your host;
- Non-Balcas personnel who bring laptop computers onto the site do so at their own risk – they are solely responsible for ensuring its security;
 - Visitors are forbidden from using USB memory sticks on site unless authorised by their host.



WHAT DO YOU HEAR?

BALCAS FIRE ALARM PROCEDURE: BELL - FIRE ALARM:

- No action is taken unless you are part of an emergency response team;
- Leave the building by the nearest exit and proceed to the assembly point in the main car park. Do not re-enter the building unless told to do so.

In the event of an evacuation your host will guide you to an exit and assembly Point.

Fire Alarm Testing Mondays at 10am.



RULES FOR DRIVERS

RESPONSIBILITY:

- You are totally responsible for your vehicle whilst it is on site;
- You have a legal responsibility for the Health and Safety of yourself and others while on site;
- You must comply with your condition of contract and the site rules;
- Failure to comply with these rules may lead to action against you and your employer.

HEALTH AND SAFETY:

- Pedestrians have the right of way on site;
- Do not exceed the speed limit of 15mph;
- Activate hazard lights/flashing lights when moving around site, at all times;
- Sign in and out at security;
- Drive and manoeuvre safely;
- Switch off engine when stationary;

RESPECT OF SITE:

- No rubbish or materials to be left on site;
- Respect all Balcas property, buildings, fixtures and land;
- Enter buildings only when authorised;
- Do not pour any waste substance down drains or onto ground.

