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| Update Date – 15.7.21 | Subject: Safety rules and summary of risks at the factory |
|  | Health, safety, and hygiene policies |

**Company Security Rules**

The workplace involves many different tasks, such as operating machines, moving vehicles, conveyance and lifting tools, electric equipment, and other devices.

Being unaware of the risks can cause harm. Therefore, you must read the safety guidelines that appear below, follow them, and work safely without endangering yourself and your work colleagues. This will ensure productive and enjoyable work, economic security, and peace of mind for you and your colleagues.

**Safety rules that must be adhered to in the different departments:**

1. Wear suitable work clothes and safety shoes according to the nature of the work.

2. Walk on marked paths, without shortcuts. Take care not to slip and do not run.

3. During certain tasks, personal protective equipment is required, such as gloves, safety shoes, helmets, and more. Check with your supervisor regarding which work tools and personal protective equipment must be used for certain tasks.

4. Electricity operations are solely the responsibility of qualified electricians. Do not attempt to fix issues in this domain, even if you have previous experience in this field. In case of an electricity problem, report it immediately to your line manager.

5. Transportation vehicles and forklift trucks must only be operated by licensed drivers who receive annual instruction and are appointed by the company management.

6. In case of fire, disconnect the electricity, call for help, and use the fire extinguishing equipment. Stop if there is a risk to life.

7. Your attitude towards your work and your colleagues must be serious, without pranks or games that are unsuitable for the workplace.

8. If you see a safety hazard, report it immediately to supervisors.

9. If you are hurt, even if only lightly, immediately seek out help.

**Please Note:**

**The safety instructions detailed above are a general framework for company behavior.**

**You are responsible for obtaining specific safety instructions from your supervisors and to follow those directives closely.**

**If you behave in accordance with all the above, our hope is that you will enjoy a productive and satisfying workplace.**

**Summary of Risks at the Company**

**To the employee:**

At the **factory/company,** you will need to be aware of and familiar with many different risks present at your workplace. You may be required to use safety equipment as necessary.

**Goal:**

To assist the employee in becoming aware of the risks, to help him or her in identifying them, and to provide the employee with the knowledge and necessary safety means as to reduce any chance of harm occurring to him or her.

**Definitions:**

**Risk:** An existing safety problem in the workplace that results from production processes that can only be reduced, not prevented. It must be dealt with using protective equipment and safety measures.

**Protective Equipment:** Protective means that are provided to the employee at the work site to reduce the risk of danger.

Employee Obligations:

An employee who receives protective equipment must –

1. Use it in accordance with its purpose;
2. Maintain it and keep it clean;
3. If a defect or damage is found, immediately return it to the employer or supervisor, so it can be replaced.

**Common items that pose risk of harm:**

* Transmission systems for energy transfer – gears, straps, clutches, chains, and levers.
* Other moving parts of machines – rotating parts or parts moving forwards and backwards.
* During the movement of forklift trucks in the factory area.

**Summary of risks present at the factory:**

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| 🞐 **Mechanical risks during machine work –**  Being crushed, receiving cuts or hand injuries, and hair, clothes, or other objects getting caught by moving and/or rotating parts of the machine. Do not place hands and/or body parts into a machine while it is moving.  🞐 **Work with electric hand tools –**  Getting caught, cut, or pinched while operating rotating machines and electric hand tools.  🞐 **Stumbling, slipping, and falling.**  🞐 **Working from a height –** Danger of falling from an elevated work platform because of incorrect harnessing. Falling from ladders.  🞐 **Collapsing and falling equipment –** Injury from heavy objects that fall from shelves. Collapse of shelves and their contents, causing damage to person and property.  🞐 **Loading and unloading equipment and transporting it with forklifts and other trucks –** Injury from cargo that falls or is dropped from lifting. Passersby could be struck due to a lack of attention by forklift operators and other drivers. The overturning of forklifts by the driver.  🞐 **Electricity risks –** Electrocution caused by defective electric accessories, faulty wire insulation, faulty breaker boxes, absent grounding, electrical repairs that were not carried out by a qualified electrician. | **🞐 Fire risks -** Fire breaking out as the result of a short circuit in electric switches, overloads, fire sparks, an exposed electric cable, or cigarette butts discarded close to electric charges.  **🞐 Pressure points – gas, compressed air –** Leaks that cause burns and suffocation.  **🞐** **Physical risks –** Heat, cold, poor lighting. Work during damaging levels of noise (more than 85 decibels for eight hours).  🞐 **Occupational hazards –** Range of spoken languages, quick pace of work. High production pressure.  🞐 **Ergonomic problems –** Back problems, muscle/spine problems, chronic pain in the legs and the lower back due to repetitive movements and standing in place for extended periods of time.  **🞐 Working with dust –** Risk of illness, harm to the eyes and respiratory system.  **🞐 Work inside cold storage facilities –** Cold burns, choking.  **🞐 Work with steam –** Heat burns.  **🞐 During work with dangerous materials, you are obligated to work in accordance with the material’s safety instructions.** |

Signature of department director who provided a briefing of workplace risks

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| **First Name** | **Surname** | **ID** | **Department** | **Date** | **Signature** |
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Signature of translator who provided a briefing about workplace risks

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| **Signature** | **Date** | **Department** | **ID** | **Surname** | **First Name** |
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Signature of employee who received the briefing about workplace risks

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| **Signature** | **Date** | **Department** | **ID** | **Surname** | **First Name** |
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