



# HSE MANUAL

for customers and visitors of ASMET Sp. z o.o. and external companies conducting work in its territory.

## DEAR GUESTS, CUSTOMERS AND THIRD-PARTY EMPLOYEES



Please read and comply with these provisions, because we want your stay to be in accordance with general occupational health and safety rules.

### ENTERING THE COMPANY AND MOVING AROUND THE PREMISES



1. You enter the premises independently. Move according to the instructions given by the persons responsible for your stay.



2. You can move around the premises independently, provided that you do not enter the area equipped with transshipment equipment and production machines and stands. You can access these areas only under the supervision and with the consent of the person responsible for your stay.



3. Third party employees should agree rules for moving around the premises with their supervisor (ASMET employee). In special cases, these rules should be agreed with HSE department.



4. Vehicles should be parked in a designated area.



Speed limit applies in ASMET premises:

- inside the halls up to 5 km/h,
- outside up to 10 km/h.



**ASMET is not responsible for vehicles left in the premises.**



5. In ASMET, it is forbidden to bring or drink alcohol, being intoxicated, being in possession or under the influence of drugs or other narcotic substances or psychotropic substances.

### ENVIRONMENT PROTECTION



1. While in the premises, we are reducing waste.



2. Waste that cannot be avoided must be collected in the manner adopted at the site. Put waste in containers for particular type of waste.



3. Oils, paints, chemicals, etc. cannot be disposed of with other waste and cannot penetrate the ground, sewage and rainwater. Hazardous waste is disposed of by specialized entities.

### MEASURES IN THE EVENT OF FAILURE OR OTHER ABNORMAL SITUATIONS

#### In the event of a fire



1. If you notice a fire, please comply with the general recommendations involving notifying persons that may be in danger areas and leave the site of fire via escape route.



2. Notify employees of the company, and in special cases, notify **Fire Brigade at 998 or 112.**










#### In case of accident and injury



1. In case of any injury, report to our employees, who will take further actions using first-aid kits.



2. If necessary, call an **Ambulance at 999 or 112.**

	3. If an accident occurs in the premises, immediately inform the person responsible for the stay or the HSE department.
<b>THE MAIN THREATS THAT MAY OCCUR IN THE PLANT:</b>	
	<ul style="list-style-type: none"> <li>- noise,</li> <li>- getting hit by moving machines and objects,</li> <li>- hitting hard objects and sharp edges,</li> <li>- risks associated with the movement of people,</li> <li>- getting hit by means of transport in motion,</li> <li>- collision with other traffic road users,</li> <li>- falling objects and splashes of solids and liquids,</li> <li>- uneven and slippery surface,</li> <li>- electric shock,</li> <li>- fire in the premises,</li> <li>- getting caught by machines and equipment or parts in motion.</li> </ul>
<b>IN DESIGNATED PLACES USE SAFETY MEASURES</b>	
	Wear eye protection only in designated places.
	Use hearing protection in places exceeding noise standards.
	Use hand protection.
	Wear safety shoes.
	Use head protection.
<b>SAFE WORK</b>	
	<p>1. We attach great importance to occupational health and safety. While staying and working in ASMET, all general safety regulations and internal instructions apply. For all the damage caused at the place of work, deliberately or due to gross negligence, the employer or third-party employee is responsible.</p> <p><b>ASMET Sp. z o.o. is not responsible for damages resulting from failure to comply with safety rules by persons and companies who are not employees of the company.</b></p>
	<p>2. Keep your work area tidy, do not leave equipment and tools in motion unattended. Workplace must be kept clean and free of waste. If you have a task appointed, you can stay only in the place of its execution. Entry to areas not related to the task and switching on machines or equipment is forbidden. Switching on and using equipment and machinery is allowed only with the consent of the appropriate people, under additional conditions, i.e. having the necessary authority to operate equipment or machinery.</p> <p><b>We assume that you will do everything that is possible and necessary to be safe.</b></p>
<b>HAVE A SAFE STAY IN OUR COMPANY.</b>	

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