

Information for drivers and people carrying out work at ALUPROF sites

BASIC ON-SITE SAFETY RULES AT ALUPROF SA FACILITIES



📍 Bielsko-Biala facility



📍 Opole facility



📍 Ogrodzona facility



📍 Goleiszów facility



📍 Międzyrzecz facility



📍 Złotów facility

GENERAL RULES



Visitors to the shop floor and warehouse should always be accompanied by an ALUPROF SA staff member.



People under the influence of alcohol or narcotics will be refused entry to the site.



Smoking and vaping is forbidden throughout the facility and grounds.



Using the following devices is prohibited while visiting the facility: cameras, voice recorders, video cameras and other electronic devices.



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MOVING AROUND THE FACILITY



Vehicles may only be parked in designated areas.



The following speed limits apply on site:
– 10 km/h on the shop floor;
– 20 km/h elsewhere.



Protective clothing (waistcoats) should be worn on the shop floor and in the warehouses. Personal protective equipment should be used as recommended by an ALUPROF SA staff member.



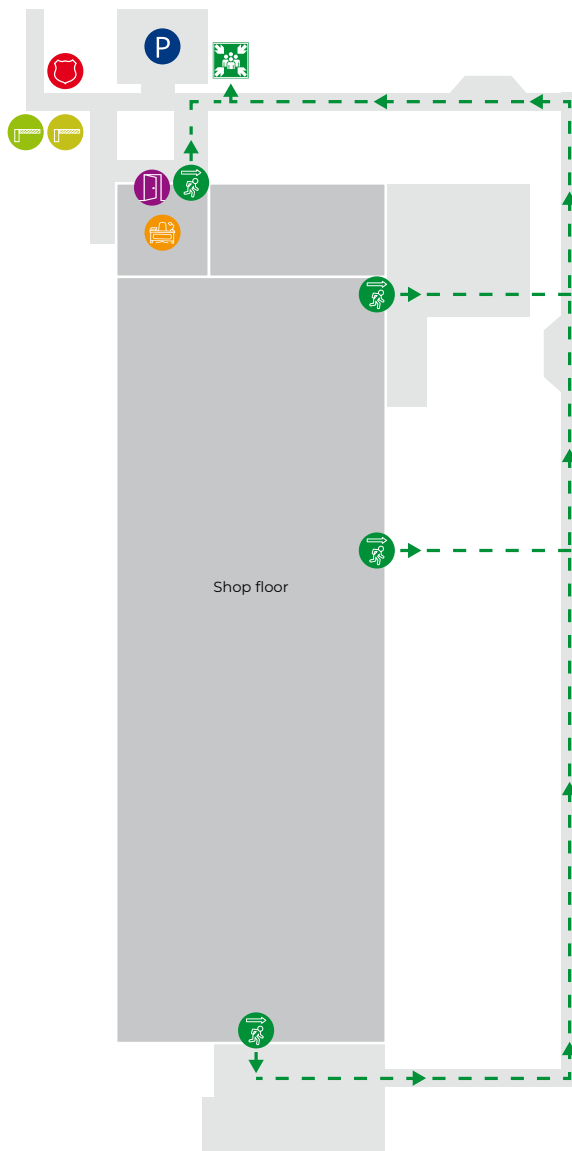
All foot traffic should keep to the designated routes. Where no pedestrian route is marked out, keep to the right-hand side of the transport route.



Particular care should be taken when moving around the facility. Please be aware of moving transport: forklift trucks and gantries.



Walking and/or standing under a load while it is being moved is prohibited.













**EMERGENCY
PHONE NUMBER**

112

SITE SECURITY

+48 33 819 50 67

LEGEND

-  Visitors' car park
-  Parking for deliveries
-  Office
-  Main gate
-  Deliveries gate
-  Entrance to building
-  Emergency exit
-  Assembly point
-  Security
-  Evacuation direction

EVACUATION



When you hear an alarm or emergency message, please start evacuating.



Do exactly what the staff and emergency services instruct you to do.



Leave the building via the nearest available emergency exit.



Please don't run. Stay calm.



Please help people who are in immediate danger to leave the building.



In the event of smoke, stay close to the floor as you move towards the exit.

THE FACILITY'S INTERNAL ROUTES MUST BE USED

**PLEASE EXERCISE CAUTION
AND FOLLOW THESE RIGHT-OF-WAY SIGNS:**



VEHICLE RIGHT OF WAY

A route for vehicles (power-driven forklift trucks, handoperated trucks, material carriers and similar)



PEDESTRIAN RIGHT OF WAY

A route for pedestrians (absolute right of way)



PEDESTRIAN ROUTES AND PATHS: exercise caution: **VEHICLE RIGHT OF WAY**



GIVE WAY

(applies to pedestrians and vehicles)



PEDESTRIAN TRAFFIC ZONE

(foot traffic is only allowed between the blue lines)



NO PEDESTRIANS

■ RULES FOR DRIVERS ON THE SITE

- The following speed limits apply on site
 - 10 km/h on the shop floor;
 - 20 km/h elsewhere.
- On site, drivers and anyone accompanying them must move around in the personal protective equipment indicated (hi-vis waistcoats, safety footwear and safety helmet).
- Vehicles may only be parked in designated areas on the site.
- Warehouses may only be entered and exited under the close supervision of an ALUPROF SA staff member.
- When entering or exiting a shop floor or warehouse, drivers are obliged to reduce their exhaust emissions by:
 - turning off their engine as soon as the vehicle has stopped;
 - starting the engine once the gate has opened;
 - leaving the area as soon as the engine has been started.
- Drivers remain responsible for any pollution, dirt or damage caused by the condition of their vehicle and/or the way they drive around the site.
- Unloading and loading must be carried out in agreement with a member of ALUPROF's staff (the forklift and/or gantry operator).
- Walking and/or standing under a load while it is being moved is prohibited.
- The smoking ban in force throughout the facility also applies to vehicle cabs.



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■ RULES FOR CARRYING OUT SERVICING, REPAIR AND CONSTRUCTION WORK

- In some areas of the site, the use of additional personal protective equipment is obligatory at all times or temporarily as per the relevant signage.
- All work should be carried out after obtaining the approval of the designated ALUPROF SA staff members, particularly when it involves:
 - working at height;
 - entering tanks, canals and similar;
 - construction, demolition, renovation and installation work;
 - working with hazardous materials;
 - work increasing the risk of fire, such as welding.
- Carrying out work involving the risk of fire requires prior authorisation from the OHS service.
- Particular supervision is required for work carried out at height. The site of the work should be correctly prepared, secured and cordoned off.
- The use of mobile phones and cameras is prohibited in areas where there is a risk of explosion.
- Walking and/or standing under a load while it is being moved is prohibited.
- Cleaning, repair and maintenance work on equipment, vehicles and machinery may only be carried out once they have been stopped and secured against being started by a third party.
- Removing or turning off safety and protective devices is prohibited.
- Everyone is required to carry out their work in a way that minimises waste, particularly hazardous waste.
- The site and method for storing waste should be agreed with an ALUPROF SA staff member.



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