

## **BASIC SAFETY RULES FV23A**

### **1. PROTECT YOURSELF USING THE PROPER PPE (FV10)**

Always wear safety footwear, long sleeves and long trousers. No loose clothing.

Always wear a safety helmet in the plant (except in closed spaces).

Use only approved PPE from the PPE catalogue (FV10A).

Use the PPE indicated in instructions and pictograms.

Ensure that the PPE is in good condition.

It is forbidden to wear wrist watches, rings or necklaces in the workplace.

Always wear gloves and goggles when handling strapping strips (steel or plastic).

Always wear gloves when attaching cables to loads.

Always wear safety goggles when working with compressed air.

### **2. ALWAYS WEAR EXTRA PROTECTION WHEN WORKING WITH MOLTEN ALUMINIUM**

Wear the specially prescribed PPE (VEIL5010).

Piercings or earrings are not allowed in the foundry.

Drinking cans are forbidden on the entire company premises.

Spray cans and gas lighters are forbidden in the foundry.

### **3. PREVENT BURNS FROM HOT ALUMINIUM OR HOT MACHINE PARTS**

Aluminium can be warm or hot (hot aluminium does not glow like steel).

### **4. PAY ATTENTION TO INTERNAL TRANSPORTATION OF HEAVY LOADS**

Always pay attention when on foot. Always use the safe access routes and footpaths outside of your working area. Use the stairs' handrails and do not take more than one step at a time. Watch out when crossing.

Always establish eye contact in case of interaction between vehicles or overhead cranes and pedestrians or cyclists.

Moving traffic always has right of way.

Never walk underneath loads. Take care not to run loads over persons or rolling stock.

Never come closer than 2 metres to a vehicle with engine running. Have its engine shut down and its parking break engaged.

Only operate vehicles and overhead cranes for which you have a valid licence (training).

Follow the prescription for stacking and handling loads (maximum stacking height = 3 x the smallest bottom width, never higher than 4½ metres), stack straight, no inverted pyramids, stable stacks (FV01 and VEIL8000).

Maximum speed inside the plant: 8 kph, outside: 10 kph.

Only use phones or operate terminals when standing still. Always use the phone in a safe location.

Do not transport scrap bins loaded higher than the edges.

Use of a safety belt is mandatory in all vehicles

### **5. ONLY OPERATE MACHINES IF YOU HAVE EXPERT KNOWLEDGE**

Make sure you know the machine safety instructions before operating a machine.

Immediately report any defect or failure to failure management.

Always follow the lockout tagout procedure (single or multiple) when working on or between machines (FV121).

Safety guards shall not be bypassed (except by authorised Technical Department personnel to detect failures).

Never touch moving machine parts.

### **6. ONLY USE THE PROPER TOOLS**

Only use tools in good condition.

Only use tools that have been approved (if required).

Never use compressed air to clean your clothing.

## **7. AVOID CONTACT WITH ELECTRICITY**

Operations on electrical devices or cables can only be performed by persons holding a BA4/BA5 certificate.

All power cabinets shall be closed.

## **8. HANDLE CHEMICALS IN A SAFE MANNER (FV20)**

Only use chemicals for which a chemical file card is available and apply the described measures.

Never discharge chemicals or unknown products into the sewer.

## **9. KEEP THE WORKPLACE CLEAN AND ORDERLY**

Collect waste in the appropriate waste container

Clean up floor spills.

Never block the access to emergency exits, extinguishing equipment or rescue equipment.

Never smoke inside plant buildings and dispose of cigarette stubs in the ashtrays provided.

## **10. KNOW THE HAZARDS OF EACH TASK**

Always think before performing a task.

The hazards of standard tasks can be found in the VEIL (machine safety instructions).

For non-standard tasks, use the 2minRA (FV17D).

For dangerous operations, use the appropriate licences (hot works permit: FV306, confined spaces: FV308).

Never work under the influence of drugs or alcohol.

Unsafe operations and situations must be ended and reported.

In case of injury: have all injuries treated by first aid at the EHS Department.