

# Welcome to INTEPLAST Vall de Bianya

## READ ALL THIS DOCUMENT CAREFULLY

Whether **you are a visitor or a subcontractor**, you must comply with the following rules:

### CONTAMINATION

- It is strictly forbidden to dump any chemical product that may cause environmental damage at the drainage system entrances.
- You must make sure to take proper preventive measures. (Example: Soil Use containment trays or suitable absorbent.)

### WASTES

- Place and store wastes in areas designed for that purpose. There are clearly marked containers for each residue of our activity.
- If your activity generates a specific type of waste, you must proceed to remove them from our facilities and manage according to current legislation.
- Once you have completed this task, you must leave the workplace clean and tidy.

### RESOURCES

- Make responsible use of natural resources such as water, electricity, etc ...
- Give preference to older products you could use, avoid opening a new pack if one is still open (FIRST IN, FIRST OUT). If you are unsure about a product request the Safety Data Sheet.

### ENVIRONMENTAL EMERGENCY

- If there is an irregularity or an environmental emergency (eg. accidental drop) must immediately inform your contact person in INTEPLAST.

### RESPONSIBILITIES

- Comply according to the environmental legislations, applicable to your activity.
- If an environmental damage is generated within our facilities by improper actions of your staff, the responsibility for repairing the damage lies with the subcontractor.

## GENERAL RULES:



Entrance is forbidden to anyone outside INTEPLAST organization without authorization, they must register at both, entry and exit, of our facilities. Always keep visible your identification and wear the vest/jacket as requested.



It is not allowed to photograph or record any type of image, sound, video or mobile phone usage throughout the whole plant without the authorization of the corresponding responsible.



Smoking is not allowed within the INTEPLAST facilities, except in the area established for it.



The consumption of alcoholic beverages and/or any narcotic substance, as well as work under its effects, is prohibited.



It is forbidden to eat outside designated areas.



Please note that the use of any INTEPLAST equipment, tools and/or machinery is prohibited without explicit authorization.



It is forbidden to manipulate any type of switch, cable, button or equipment without authorization.

## IN ALL OUR FACILITIES:



To access or leave the white rooms, is mandatory the strict compliance with the dress protocol indicated at the access zones.



It is mandatory to have the personal protective equipment necessary for the work to be carried out.



It is forbidden to access areas outside the established area for the work to be carried out, any need for access to other areas must be authorized.



To do any work that may cause sparks or enough energy to ignite any fuel (welding, oxycutting, etc.), before checking the area to have localized fire extinguishing media in case it is necessary to use them.



When leaving the work area, make sure that there are no potentially dangerous conditions without signaling, protection or disconnection and the clean area of any type of waste.



Make sure that your vehicle does not interfere in departures or roads and you reverse park in the parking lot for a better evacuation in case of emergency



Unless gubernamental COVID-19 safety laws says the opposite, it's mandatory to wear face mask within all our inner facilities.

It is INTEPLAST's wish to offer to all of our employees as well as all of our visitors a safe and healthy environment. In order to achieve it, please help us ensure your security and everyone else's by following these rules.

### **GENERAL RULES**

- When entering the company you must sign the acknowledge of the general, safety and environmental rules document .
- Smoking is strictly prohibited inside the company buildings.
- Respect the safety signs of the company.
- In production areas do not manipulate any part if you are not properly authorized.
- Use the collective and individual protections properly.
- It is forbidden the use of video cameras, cameras, mobile phones with integrated cameras, recorders, or any gadget suitable for recording sound and image, in all areas of the company, except with express permission.
- If you are a carrier, make sure that your vehicle does not interfere in departures or roads and you reverse park in the parking lot for a better evacuation in case of emergency.

### **ACTION IN CASE OF EMERGENCY**

- If you detect an emergency situation, notify it as soon as you can to the company personnel.
  - If while in the company the emergency alarm is activated, stop the tasks you are doing.
- Do not act on your own, follow the instructions given by emergency personnel responsible.

### **USEFUL PHONES (Internal)**

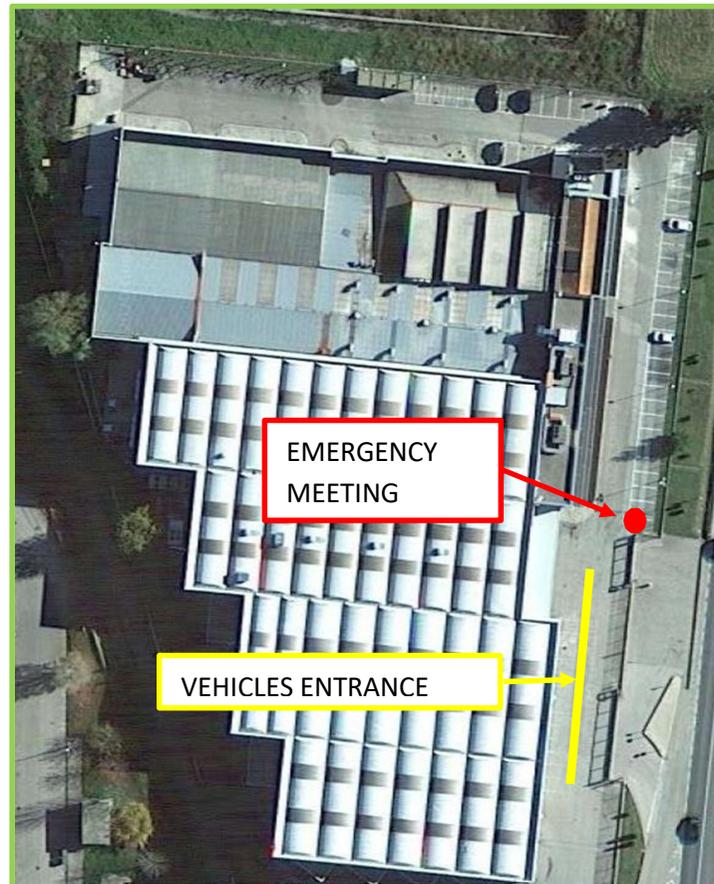
**Emergency responsible: 264**

**Maintenance responsible: 282**

**Environmental responsible: 270**

### **USEFUL PHONES (External)**

**Emergency: 112**



**INTEPLAST**  
MOULDING THE FUTURE

## **GENERAL, SAFETY AND ENVIRONMENTAL RULES**

*Vall de Bianya*

Industria Técnica del Plástico S.A

Revision: 1.1