










SAFETY RULES




Access to the plant

01	<p>1. Drive slowly when accessing the site and stop before the barrier in order to be identified by reception staff</p> <p>2. Move towards loading/unloading area following the path indicated in the plan showed on pag.2</p> <p>3. Park the truck in dedicated parking place, get out of the vehicle and give the warehouse employees the loading/unloading ticket</p>	 
02	<p>The name of the company, the name of the driver, the number of loading/unloading ticket must be indicated on the delivery slip. The truck driver must show his/her PPE to loading/unloading SGA staff. The mandatory PPE for loading/unloading operations are indicated below.</p> <p>Other passengers who are not involved in loading/unloading operations and not reported on delivery sheet are not allowed to access the site.</p>	





General rules - Safety behaviour

03	 <p>Truck drivers can only access loading/unloading area. For safety reasons it is completely forbidden the access to other areas of the site and it is mandatory to follow specific path-ways (see attached plan and specific panels in loading/unloading areas).</p>	04	 <p>For a correct positioning in loading/unloading area first get information from the reception staff and then the specific instruction from warehouse employees.</p> <p>Keep a safe distance from all the outdoor areas (risks of collision or interference with internal or external works).</p>
05	<p>It is forbidden to carry out cleaning / maintenance of the vehicle, cook, introduce alcoholic beverages, "camp out" in the green areas</p>	06	 <p>For your own safety instructions as indicated by the safety panels must be followed, in relation to the site safety obligations and risks.</p>
07	 <p>The smoking point is indicated in the authorized plan (see back page).</p>  <p>It is absolutely forbidden in every other area of the site smoking or naked flames.</p>	08	 <p>It is forbidden to photograph, film and remove any material without prior permission.</p>  <p>It is mandatory to use a toilet only predisposed (see locations in attached plan). And it is forbidden to appear shirtless.</p>



External paths

09	 <p>You must respect the speed limits (10 km / h) and observe the rules of correct driving</p>  <p>The fork-lift for internal transport always take priority</p> <p>It is forbidden to use the phone when you are driving</p>	10	<p>Parking is permitted only and exclusively in the parking areas indicated (see indications attached plan). It is forbidden to stand with the vehicle in motion</p> <p> It is forbidden to park in front of fire fighting equipment, emergency exits, etc.</p>
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Personal Protective Equipment

11	<p>In the areas of loading and unloading is mandatory to use:</p> <ul style="list-style-type: none"> - Safety shoes - Safety glasses - Gloves (for opening / closing the banks, ribs, etc ...) - High visibility vest <p>It is also mandatory during maneuvering to observe the use of seat belts</p>	   
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Rules for emergency response

12	<p>In case of emergency:</p> <ul style="list-style-type: none"> - Do not panic - alert the SGA contact (warehouse office or gatehouse) - proceed to the collection point (in front of the gatehouse) using the escape routes and emergency exits indicated <p>Any requests for assistance from the Fire Department must be made through the warehouse personnel SGA, specifying the location of emergency.</p>	 
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First Aid

- A first aid box is available at the site infirmary, ask SGA contact if necessary.
- 13 Any intervention of Public External Aid must be activated via SGA warehouse personnel, specifying what happened, to whom and where.



RESPECT FOR THE ENVIRONMENT

- It is forbidden to leave waste on the site. For food waste using the appropriate bins, for the waste of other type use containers for the separate collection located in the loading / unloading areas.
- In the event of accidental liquid spillage from the engine / tanks:
- 14 - take prompt action to collect with absorbent material (a kit is available at the offices of the warehouse)
- alert the warehouse employees
- Please also:
- drive taking care of consumption, maintenance and respect for the environment.
- make sure all vehicles must comply with the Regulation and Legislation in force.



SPECIFIC RISKS AND PROCEDURES FOR LOADING/UNLOADING

During your presence in the plant must be very careful, for their own safety:

- transit of heavy vehicles
- transit of fork-lift
- transit of other internal or external vehicles
- production facilities (located in areas where you are denied entrance)

LOADING AND UNLOADING MATERIALS

Park vehicles in the area indicated (see indications of detail in the attached plan).

Contact warehouse employees and show the loading/unloading ticket.

If the area is occupied by another vehicle you have to wait outside, in the area indicated by warehouse employees.

Once you have received permission by warehouse employees, wear your personal protective equipment and park your vehicle for loading / unloading.

Park the vehicle, stop the engine, put the hand brake on and stabilize the trailer deck for cargo (containers and boxed). Perform opening ribs, tarpaulin, banks, doors etc. (containers and boxes).

Liability of the carrier is to make sure that the equipment necessary for the proper securing of the load are in a proper state before proceeding to the correct positioning of the same. The truck driver, before the start of loading operations, will provide explanation to warehouse employees about the proper positioning of materials above the truck deck (for a correct weight distribution of the load delivered).

PROCEDURE DI CARICO E SCARICO

It is forbidden to use equipment / resources belonging to SGA without specific and formalized authorization.

Stay in the cabin of the truck (or in other safety area indicated by warehouse employees) during loading / unloading activities.

As a loading / unloading is completed go to the office for the signature of loading/unloading ticket following the path indicated in the plan. **IT IS STRICTLY FORBIDDEN HTE ACCESS TO PRODUCTION DEPARTMENTS.**

After completion of loading/unloading activities track driver will have to tighten the load, close the trailer, leave the area for loading / unloading and reach the exit of the plant driving slowly (max 10 Km/h).

The driver does not have to be rushed to the team and should not participate in the loading / unloading to speed up output. Do not move the vehicle or remove the handbrake until the personnel loading / unloading authorizes the operation.

It is forbidden within the plant the removal of the tractor trailers loads without the express written consent of SGA.

INOSSERVANZE

FAILURE TO FOLLOW THE RULES

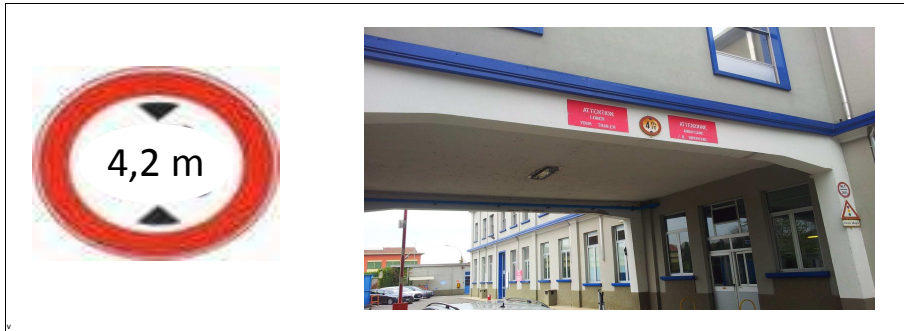
In the event of non-compliance mentioned above, SGA reserves the right to require to the Company to be forbidden any future access to the plant vs. the truck drivers involved. For cases of extreme gravity, SGA reserves the right to claim the immediate removal of the truck driver.

ATTACHMENTS

Plan of access to the site and loading/unloading areas

Phone numbers

OTHER RULES



LOADING/UNLOADING HOURS

MONDAY - THURSDAY: 08.30 – 16.30

FRIDAY: = 08.30 – 14.00

"nothing is so important that it cannot be done safely"