

Instructions for Contractors and Visitors to the Factory Premises

A Safe and Efficient Environment

Introduction

Movement and work within the factory premises require particular care and attention. These instructions have been prepared to safeguard the safety and well-being of contractors, visitors and factory employees. They also aim to ensure that work is carried out efficiently and smoothly, without unnecessary interruptions.

Before Work Begins

1. Registration

Before arriving at the factory premises, the contractor or visitor must register with the company's site management. During registration, the contractor must provide personal details and information about the work to be performed. The contractor must sign a confirmation after reviewing Betker AS's instructions for contractors and visitors. At Betker, the person who commissioned the work is responsible for filing the confirmation.

Betker's management must inform Sibelco's gate security of the company name and the persons concerned, either in advance or immediately upon arrival. This is required under the ISPS regulations.

All information concerning raw materials, markets, production and technical installations that visitors and contractors become aware of must be treated as confidential.

Movement within the Factory Premises

1. Traffic and Parking

All traffic rules and speed limits must be observed within the factory premises. Parking is permitted only in designated areas. If service vehicles need to be brought onto the premises, Sibelco's gate security must be informed.

2. Signage and Pedestrian Routes

Contractors and visitors must use only designated routes. Movement within the factory premises is permitted only in areas necessary for carrying out the work. Access to other areas is prohibited without specific permission.

Occupational Safety

1. Personal Protective Equipment

Appropriate personal protective equipment must be worn within the factory premises. At a minimum, a safety helmet, safety footwear and high-visibility clothing must be worn. Depending on the task, hearing protection, respiratory protection, safety glasses, protective gloves or other specialised protective equipment may also be required.

2. Safety Equipment and Work Tools

All tools and equipment must be safe and in good condition. Before use, contractors must verify that all work equipment has been properly maintained and inspected, including lifting equipment, personnel lifts and safety harnesses.

3. Hot Work

Specific rules and permit procedures apply to hot work. Hot work is permitted in the designated permanent hot-work area. In all other locations within the factory premises, written permission for hot work must be obtained from site management. The hot-work checklist must be completed in cooperation with Betker AS.

Environmental Protection

1. Waste Management

All waste must be handled and sorted correctly. Contractors must follow the factory's waste-management guidelines and ensure that waste is delivered to the appropriate collection points.

2. Prevention of Leaks and Pollution

Contractors must ensure that all work is carried out safely and that leaks and pollution are prevented. If a leak or pollution nevertheless occurs, Betker's site management must be notified immediately.

Emergency Situations

1. Emergency Exits and Evacuation Routes

Contractors and visitors must familiarise themselves with the factory premises' evacuation routes and assembly points and ensure that they know how to act in an emergency. The assembly points are shown on the information boards in the outdoor area.

2. Reporting Requirement

All accidents, near misses and other incidents that may threaten safety must be reported immediately to the factory's site management. The necessary measures will then be implemented and documented on the basis of the report.

Cooperation and Communication

1. Contact Persons

The Production Manager appoints a contact person for contractors. The contact person can be contacted regarding any questions related to the work and ensures that the contractor has access to all necessary information and instructions.

2. Communication Channels

Agreed channels, such as email, telephone or a dedicated communication system, must be used for communication between the factory and contractors. This ensures that all parties are informed of conditions and changes relating to the work site.

Final Inspection and Documentation

1. Completion of the Work

When the contractor's work has been completed, a final inspection will be carried out together with a factory representative. The inspection confirms that the work has been performed as agreed and that all safety and environmental requirements have been met.

2. Documentation

After the final inspection, the contractor must provide the factory representative with the necessary documents, such as inspection reports, copies of permits and other documentation related to the work. This ensures that all stages of the work are properly documented.

Summary

By following these instructions for contractors and visitors, we ensure that work and visits within the factory premises are conducted safely and efficiently. The instructions are intended to safeguard the well-being of all parties and support a smooth workflow. We appreciate your cooperation and wish everyone a safe visit and safe working conditions within the factory premises.

Appendix: Industrial area

