

## AS LATVIJAS FINIERIS

Unified registration No. 40003094173

### INSTRUCTIONS

Riga,

### For Tour Participant Safety

5<sup>th</sup> October of 2018

Valid from 1<sup>st</sup> November 2018

The Instructions shall be used together with Internal Rules of Procedure.

The Instructions are intended for the persons who visit the production premises - logyard, production workshops, warehouses or yards of AS *Latvijas Finieris* (hereinafter referred to as - the Company) as tour participants in accordance with an approved route.

Accompanying persons of the Company shall be responsible for the control of compliance with the requirements of occupational health and safety, fire safety and environmental protection, and also the requirements of these Instructions.

#### 1. General Requirements

1.1. An accompanying person is obliged to familiarise a tour participant with these Instructions and inform them regarding safety requirements while in the Company before the visit. The tour participant shall certify with his or her signature in the registration questionnaire of tour participants, that he or she agrees and undertakes to comply with the safety requirements laid down in the Regulations (incl. these Instructions) during the visit.

1.2. The most significant possible work (surrounding) environment hazards of the production premises during the visit are compiled and displayed in Table 1.1:

Table No. 1.1

Possible hazards	Safety sign	Possible consequences
Internal transport		Being run over, injuries to various parts of the body
Increased noise level at manufacturing premises		Hearing impairments
Stumbling, falling		Contusions and bruises, fractures

1.3. A reflective vest shall be handed out to Tour Participants, when visiting the production premises. Personal protective equipment (PPE) can be additionally issued, when visiting areas particularly marked with safety signs:



When the visit has ended, the Tour Participant has a duty to return the handed out PPE (excluding disposable).

1.4. The Tour Participant may only be present and travel through the premises of the Company when accompanied by an accompanying person - employee of the Company.

#### 2. Requirements during a visit

2.1. Clothing has to be arranged to prevent open buttons, zippers, loose sleeves, scarfs or any other free-falling items.

2.2. It is prohibited to use an open flame and smoke in the premises of the Company.

- 2.3. It is only permitted to film and take pictures if permission is received from the Company management.
- 2.4. It is prohibited to use multimedia devices and mobile phones during the visit of the production premises.
- 2.5. Any activities that could harm the manufacturing process, disturb the Company employees from performing their everyday duties, cause a fire, cause a risk of explosion or damage to the environment are forbidden in the premises of the Company.
- 2.6. Pedestrian walkways shall be used whenever possible, and if such are not available -- move along the left side of the carriageway. It is prohibited to enter the area of operating machinery, to cross the safety barriers and the conveyors at inappropriate places.
- 2.7. Beware of internal transport, pay attention to the sound and light signals of vehicles, railway locomotives and trolleys.
- 2.8. During the cold season, when the formation of ice is possible, particular precaution shall be taken when walking to avoid slipping, and only cleaned and prepared pedestrian paths should be used when walking.
- 2.9. The following requirements shall be observed regarding maintaining a safe distance from operating cranes and other loading - unloading equipment both in the factory site and the workshops:
  - 2.9.1. if the load of a forklift is raised to 0.5 m, the minimum safe distance is 1 m; if the load is raised above 0.5 m, the minimum safe distance is 5 m;
  - 2.9.2. it is prohibited to be in front of or to the rear of the truck's operating range;
  - 2.9.3. when a crane, lifting hoist or other lifting equipment is being operated, do not cross the safety markings;
  - 2.9.4. it is prohibited to be under a raised load.
- 2.10. Follow the requirements of safety signs and inscriptions, floor markings, sound and light signals.
- 2.11. The Tour Participant is prohibited:
  - 2.11.1. to move around the premises arbitrarily without Company's accompanying person;
  - 2.11.2. to touch control panels, buttons, switches and levers of equipment;
  - 2.11.3. to enter a zone where there is a possibility of movement (operation) of equipment and machines if they are not turned off and disconnected, or to enter the area of another employee when a person is working who may not notice the Tour Participant approaching;
  - 2.11.4. to touch the moving parts of machines, equipment, vehicles, sharp edges of cutting tools and blanks with hands and other body parts;
  - 2.11.5. to touch exposed or damaged electric wires and parts of equipment that conduct current.
- 2.12. In order to avoid splinters and possible injuries which may be caused by touching sharp edges of plywood and veneer, do not touch veneer and plywood.
- 2.13. The duty of the Tour Participant is to follow the instructions of the accompanying person, and to ask questions in case of uncertainty. Keep in a joint group during a visit, do not fall behind and get lost. In the case of any breach the visit is terminated.

### **3. Rights and obligations of an accompanying person**

- 3.1. Do not leave the Tour Participants without supervision during the entire visit.
- 3.2. A tour group, if it is larger than 10 persons, shall be accompanied by at least 2 accompanying persons:
  - 3.2.1. a guide - group manager;
  - 3.2.2. an accompanying person behind the group whose task is to ensure that the last participants do not fall behind and get lost.
- 3.3. The route of the tour shall be coordinated and approved by the head of the department of the Company.

- 3.4. Control compliance with the requirements of these Instructions during the visit.
- 3.5. Terminate the visit in the case of any breach and follow the tour group out of the premises.

**4. Action in emergency**

- 4.1. A visit shall be terminated in case of any emergency and instructions of the accompanying person shall be followed.

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