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**AS LATVIJAS FINIERIS**

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Unified registration No. 40003094173

**INSTRUCTIONS**

Riga,

**Safety requirements for persons providing services according to a concluded service (work performance) contract**

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

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

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The Instructions shall be followed in accordance with Internal Rules of Procedure.

These instructions have been developed in accordance with the provisions of Section 16 of the Labour Protection Law and are intended for employees - natural persons or employees of legal entities present in the premises of AS *Latvijas Finieris* (hereinafter referred to as the Company) who provides services according to a service (work performance) contract (hereinafter referred to as the Service Providers).

Receipt of the Internal Rules of Procedure and these instructions is confirmed by signing the cooperation agreement, if the service is provided based on a written agreement and/or prior to the receipt of a pass for entry in the premises.

Determination of alcohol content in exhaled air (alcohol test) and determination of the presence of psychotropic and narcotic substances can be carried out randomly for any person on the premises of the Company.

The Service Provider is responsible for their employees' compliance with occupational health and safety, fire safety and environmental protection requirements, as well as the requirements of these instructions. Failure to comply with rules mentioned above may lead to the imposition of sanctions by Company officials in accordance with Annex 5 of the Internal Rules of Procedure, as well as the perpetrators may be charged with disciplinary, administrative or criminal liability pursuant to the applicable laws and regulations of the Republic of Latvia.

### 1. General Requirements

1.1. In accordance with OH&S risk assessment results, the most common hazards in production are summarised in Table 1.1.

*Table No. 1.1*

Possible hazards	Safety sign	Possible influence on health
Moving and rotating parts of machines		Cuts, lacerated wounds. Being pulled in, compression, amputation
Internal transport		Being run over, injuries to various parts of the body
Hot surfaces of equipment		Burns
Increased fire risk		Burns, smoke poisoning
Increased noise level at manufacturing premises		Hearing impairments
Unstable stacks of plywood, edges of veneer		Injury, crushing of body parts, abrasions, grazes, bruises or cuts
Stumbling, falling		Contusions and bruises, fractures

1.2. Personal protective equipment shall be used according to the type of work, OH&S risk assessment completed by the Service Provider and safety signs shall be erected when performing work at the Company. A reflective vest shall be worn in areas marked with the safety sign:



- 1.3. Only works agreed between the Company and the Service Provider shall be performed.
- 1.4. If a violation of occupational health and safety, fire safety or Internal Rules of Procedure is detected, only the Company representative of the Safety Management Department, the head of the Department or contact person specified in the contract is entitled to suspend the work of the Service Provider until the violations have been rectified. Any downtime resulting from the violation shall not justify an extension of the deadline for work performance.
- 1.5. Any activities that could harm the manufacturing process, disturb 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. The Service Provider is responsible for the compliance, safe use and technical condition of tools and protective equipment used for the work.
- 1.6. Only individual components of the equipment that is necessary for the Service Provider's representative to prepare executive documentation can be photographed in the premises of the Company.
- 1.7. When travelling through the premises of the Company, the Service Providers:
  - 1.7.1. are prohibited to be in the premises of the Company without an access pass and ID document;
  - 1.7.2. shall comply with traffic regulations;
  - 1.7.3. shall use pedestrian walkways whenever possible, and if not available – shall move along the left side of the carriageway;
  - 1.7.4. are strictly forbidden from entering the area of operating machinery, crossing the safety barriers and crossing the conveyors at inappropriate places.
- 1.8. Comply with specified speed limits, road signs and labels while driving through the premises.
- 1.9. It is prohibited to stop and leave cars for parking on evacuation ways, pedestrian walkways as well as blocking access to firefighting equipment, for example water hydrants, electric distribution cabinets and transformers.
- 1.10. Beware of internal transport, pay attention to the sound and light signals of vehicles, railway locomotives and trolleys. Be particularly cautious when passing through gates, tunnels and along stacks of materials.
- 1.11. When entering the premises, warehouses or production workshops, use pedestrian passages; the use of gates for vehicles is forbidden, except for in cases of manual movement of loads or trolleys.
- 1.12. When performing work or travelling through the production area, use of mobile phones and music playback devices is forbidden. Phones shall only be used outside of the production area.
- 1.13. 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.
- 1.14. Do not climb or step over fences, stacks of parts, production residues, stacks of products and materials.
- 1.15. 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:
  - 1.15.1. 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;
  - 1.15.2. it is forbidden to be in front of or to the rear of the truck's operating range;
  - 1.15.3. when a crane, lifting hoist or other lifting equipment is being operated, do not cross the safety markings;
  - 1.15.4. standing or moving under a raised load is forbidden; never stand in front of or behind a vehicle.
- 1.16. Adhere to the requirements of safety signs and inscriptions, floor markings, sound and light signals.
- 1.17. It is prohibited 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 another employed person approaching. It is forbidden to touch the moving parts of machines, equipment, vehicles, sharp edges of cutting tools and blanks with hands and other body parts.
- 1.18. General electrical safety requirements:

- 1.18.1. it is prohibited to use non-certified plugs, and the creation of insecure, non-certified connections;
  - 1.18.2. it is prohibited to touch exposed or damaged electric wires and parts of equipment that conduct current;
  - 1.18.3. it is prohibited to use self-designed, damaged or inappropriately repaired power tools and extensions; their protection category must comply with the environmental conditions;
  - 1.18.4. it is prohibited to open switchgear doors, dismantle barriers of electrical equipment, perform unauthorised repair of wiring, change burnt out light bulbs and fuses, adjust, or make unauthorised connections of electric extension cables if it is not related to the execution of the agreed work;
  - 1.18.5. work on electrical installation shall be carried out in accordance with an order prepared by the Company's electrical site manager.
- 1.19. The Service Provider is only allowed to move within the premises of the Company on the optimum routes to and from the area of work performance and the premises provided by the representative of the Company. It is forbidden to walk and wander around in the territory and premises of the Company that are not related to the work.

## **2. Safety Requirements when Starting and Performing Work**

- 2.1. Company property and inventory must be handled with care. Arbitrary use or damage of Company property and inventory is prohibited.
- 2.2. Prior to commencing the work, the Service Provider is obliged to take preventive measures for the preparation of the work site to avoid placing the Company's, and Provider's employees at risk - the necessary safety signs shall be erected and dangerous areas shall be delimited, protective shields, safety nets shall be installed and other safety measures shall be taken as appropriate.
- 2.3. The area of work performance of the Service Provider shall be restricted pursuant to the work performance plan if it may endanger other persons. If there is no work performance plan, the signal-tape, barriers or mobile fence shall be used, safety signs shall be erected and an information sheet prepared by the contact person must be made available.
- 2.4. When performing works regulated by separate normative documentation - work with a cargo crane in high-risk conditions, dismantling of structures, work in electric installations, work in an explosive environment, Hot work, etc., the Service Provider shall obtain all of the necessary permits for work performance, shall take all safety measures for safe work performance and shall provide properly trained staff.
- 2.5. The work site must be cleaned regularly, work places and roads must be kept free from materials and waste generated during the work performance.
- 2.6. Attention must be paid to load lifting machinery and vehicle signals.
- 2.7. Vehicle speed:
  - 2.7.1. in manufacturing facilities - up to 5 km/h;
  - 2.7.2. vehicle speed outside the facilities (in the Company territory) - up to 10 km/h;
  - 2.7.3. when turning, crossing, reversing, passing through gates or nearby employees - the speed must be reduced to 3.0 km/h.
- 2.8. It is forbidden to use a compressed air jet for cleaning clothes or to direct it towards oneself or other employees and to use compressed air for cleaning the premises and equipment.
- 2.9. An employee of the Service Provider is prohibited from starting or performing the work if:
  - 2.9.1. working conditions or equipment used present a hazard to the health and life of the person and surrounding employees,
  - 2.9.2. damage to the equipment is detected - unusual noise, sparks, smoke or flame, burning odour, heating up of switches, dismantled safety devices, inoperative safety equipment,
  - 2.9.3. feeling unwell, dizzy, fatigued.
- 2.10. The contact person of Company must be immediately notified about an accident at work, hazardous situations or circumstances preventing the starting or performance of the work.

## **3. Fire Safety Requirements**

- 3.1. To prevent the risk of an explosion or fire at the factory site:
  - 3.1.1. it is forbidden to use an open flame or to smoke in the premises of the Company, except for in specially designated and prepared areas;
  - 3.1.2. all works using an open flame or creating sparks and other works that may cause a fire (e.g. electric or gas welding, cutting or grinding of metal, working with a portable gas burner),

hereinafter referred to as Hot Work, require a permit authorising the performance of Hot Work;

- 3.1.3. The permit for Hot Works shall be issued by the department in which the works are to be performed. The responsible person of the Company shall instruct the Service Provider regarding the procedures for performance of Hot Work upon issuing the permit.
- 3.2. Access roads for fire-fighting equipment and distribution cabinets shall be kept free of obstacles.

#### **4. Environmental Requirements**

- 4.1. Only chemical substances and mixtures that are necessary for the specified work under the contract are allowed to be brought into and used in the premises of the Company. The contact person of the Company shall be informed if chemicals and mixtures labelled as hazardous are brought into and used in the premises of the Company.
- 4.2. The chemicals and mixtures must be stored in properly labelled and sealed containers. The Service Provider is responsible for the availability of the Safety Data Sheet and the proper storage and use of chemicals.
- 4.3. It is forbidden to wash material residues, chemicals and other materials into the sewage system or to contaminate the soil. In the event of a leakage, the Service Provider is responsible for the collection and disposal of the waste.
- 4.4. The work site must be kept tidy during and after the work; it is forbidden to put hazardous waste into municipal waste bins.
- 4.5. Waste shall be handled pursuant to the terms of the contract and requirements of laws and regulations, complying with the principles for waste sorting.

#### **5. Emergency Actions**

- 5.1. A case of emergency is any event that may affect human safety and health or may cause environmental hazard:
  - 5.1.1. fire;
  - 5.1.2. smoke;
  - 5.1.3. leakage of thermal oil;
  - 5.1.4. leakage of chemical substances;
  - 5.1.5. explosion.
- 5.2. Employees of the Service Provider shall be responsible for their own evacuation and shall:
  - 5.2.1. suspend work immediately;
  - 5.2.2. disconnect tools and equipment used from power;
  - 5.2.3. immediately leave the danger area, push an alarm button if possible;
  - 5.2.4. immediately inform the contact persons of the Company, call the State Fire-fighting and Rescue Service on 112 if necessary;
  - 5.2.5. use fire extinguishing equipment if possible;
  - 5.2.6. leave the premises using an evacuation route and gather at a safe meeting point.
- 5.3. In the event of an accident at work one shall:
  - 5.3.1. organise first aid measures according to necessity;
  - 5.3.2. depending on the severity of injury, call the Emergency Medical Service on 113 or 112;
  - 5.3.3. leave the place of the accident unchanged;
  - 5.3.4. inform the contact person of the Company.

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