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**AS LATVIJAS FINIERIS**

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Unified registration No. 40003094173

**INSTRUCTIONS**

Riga,

**Safety requirements for Suppliers and Consignees of Goods**

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

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

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The Instructions shall be used together 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 production premises of AS *Latvijas Finieris* (hereinafter referred to as the Company) performing the supply or receipt of goods based on agreement (hereinafter referred to as the Supplier - Consignee of Goods). If the Supplier - Consignee of Goods does not visit the production premises, it isn't necessary to familiarise with these Instructions.

Receipt of the Internal Rules of Procedure and these Instructions is confirmed by signing the cooperation agreement, if the supply - receipt of goods is performed based on a written agreement and/or prior to the receipt of a pass for entry into 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 Supplier - Consignee of Goods has a duty to co-ordinate his or her visit with a contact person of the Company indicated in the consignment note before the supply - receipt of goods.

The Supplier - Consignee of Goods 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 penalties by the 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 the OH&S risk assessment results, the most common work environment 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
Loading, unloading works of products or finished produce		Injuries to various parts of the body
Increase in temperature of 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. When visiting the production territory, the Supplier - Consignee of Goods shall wear a reflective vest. When visiting areas marked with safety signs, personal protective equipment shall be additionally used.



- 1.3. If violations of occupational health and safety, fire safety, electric safety or Internal Rules of Procedure are detected, the representative of the Safety Management Department of the Company, the head of the Department or contact person specified in the contract is entitled to suspend the work of the Supplier - Consignee of Goods until the violations have been rectified.
- 1.4. 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.
- 1.5. Comply with traffic regulations, specified speed limits, road signs and labels while driving through the premises.
- 1.6. Maximum permitted vehicle speed:
- 1.6.1. in manufacturing facilities - up to 5 km;
  - 1.6.2. vehicle speed outside the facilities (in the factory site) - up to 10 km;
- 1.7. 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:
- 1.7.1. 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;
  - 1.7.2. it is forbidden to be in front of or to the rear of the truck's operating range;
  - 1.7.3. when a crane, lifting hoist or other lifting equipment is being operated, do not cross the safety markings;
  - 1.7.4. standing or moving under a raised load is forbidden; never stand in front of or behind a vehicle.
- 1.8. Safety requirements behind the forklifts:
- 1.8.1. during the loading and unloading process, it is prohibited to stand inside the cargo compartment or fasten the load with slings;
  - 1.8.2. minimum safety distance from working forklift that is loading or unloading goods is 5 meters.
- 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. Follow the requirements of safety signs and inscriptions, floor markings, sound and light signals.
- 1.11. While walking:
- 1.11.1. Beware of internal traffic, 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.
  - 1.11.2. 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.
  - 1.11.3. When 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.
  - 1.11.4. 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.
  - 1.11.5. Do not climb or step over fences, stacks of parts, production residues. Do not walk over stacks of materials.

- 1.11.6. Listen to load lifting machinery and vehicle signals, follow safety signs and comply with the requirements thereof.
- 1.11.7. It is forbidden to enter a zone where there is a possibility of movement (operation) of equipment and machines, or to enter the area of another employee when a person is working who may not notice the Supplier - Consignee of Goods 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.
- 1.12. The Supplier - Consignee of Goods is only allowed to move within the premises of the Company on the optimum routes to and from the place of delivery of goods. It is forbidden to walk and wander around in the territory and premises of the Company that are not related to service provision.
- 1.13. Terminate supply - receipt of goods if such circumstances have occurred which may cause harm to persons' safety, health or life or that of surrounding persons, the Company or environment.
- 1.14. The contact person of the Company must be immediately notified about an accident at work, hazardous situations or circumstances preventing the starting or performance of the work.

## **2. Fire Safety Requirements**

- 2.1. To prevent the risk of an explosion or fire at the factory site, it is forbidden to use an open flame or to smoke in the premises of the Company, including in a vehicle, except for in specially designated and prepared areas.
- 2.2. When performing a service, access roads for fire-fighting equipment and distribution cabinets shall be kept free of obstacles.

## **3. Environmental Requirements**

- 3.1. It is forbidden to wash material residues, chemicals and other materials into the sewage system or to contaminate the ground or soil. In the event of a leakage, the Supplier - Consignee of Goods is responsible for the collection and disposal of the waste.
- 3.2. The work site must be kept tidy during and after the work; it is forbidden to put hazardous waste into municipal waste bins.

## **4. Action in case of emergency**

- 4.1. A case of emergency is any event that may affect human safety and health or may cause environmental hazard:
  - 4.1.1. fire;
  - 4.1.2. smoke;
  - 4.1.3. leakage of thermal oil;
  - 4.1.4. leakage of chemical substances;
  - 4.1.5. explosion.
- 4.2. Employees of the Suppliers - Consignees of Goods shall be responsible for their own evacuation and shall:
  - 4.2.1. suspend the supply - receipt of goods immediately;
  - 4.2.2. immediately leave the danger area, push an alarm button if possible;
  - 4.2.3. immediately inform the contact persons of the Company, call the State Fire-fighting and Rescue Service on 112 if necessary;
  - 4.2.4. leave the premises using an evacuation route and gather at a safe meeting point.
- 4.3. In the event of an accident during the supply - receipt of goods one shall:
  - 4.3.1. organise first aid measures according to necessity;
  - 4.3.2. depending on the severity of injury, call the Emergency Medical Service on 113 or 112;
  - 4.3.3. leave the place of the accident unchanged;
  - 4.3.4. inform the contact person of the Company.

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