

## ADDITIONAL ATTENTION POINTS FOR EXTERNAL EMPLOYEES version 25 - 07/02/2020

- ▶ safety first: work safely for yourself and for the people in the area ... Demarkate clearly the working area
- ▶ contact your contact person at the reception desk by telephone. In case of his/her absence: contact P. Van Haverbeke, I. Lemmens, J. Decraene or B. Aers
- ▶ no one is allowed to carry out work without having followed safety training (exception: if Algist staff is continuous present). Safety training via link: <https://algist.talentlms.com/index>
- ▶ minimum 3 weeks before works start, the VGM plan and risk analysis must be sent to the Algist project manager for approval. Work cannot be started without these documents
- ▶ for dangerous non-standard work a specific task risk analysis needs to be carried out and sent to the Algist project manager for approval minimum 3 weeks. The Algist project manager decides together with the safety coordinator for each case whether TRA is required. The contractor must always check this with the project manager
- ▶ work may NOT be started without work permit. Work permits always start in Maintenance department and are then approved by Production to start the work. The permit remains at Production and is signed off immediately after the work is carried out
- ▶ seizure: devices must always be undone of energy (compressed air pressure, electricity, spring tension, water pressure, air pressure, mechanical tension, etc.) before starting the work. The safety measures must first be checked by the operator(s). Seizure is done by production staff
- ▶ a work permit is specific and limited in time: check your signed work permit for details, it is forbidden to carry out activities which are not stated in the work permit
- ▶ measures to avoid fire risk: fire permit required, use of flammable plastic as shielding is prohibited, stacking of combustible material is prohibited and must be removed immediately. Use of PU-foam and PU-panels is prohibited
- ▶ preparations are carried out to the maximum outside the factory in a working zone, this zone must be kept clean at all time so that no burrs and dirt are not carried around via working shoes
- ▶ all work must be carried out according to recent standards, good craftsmanship, code of good practice and with a very high finishing level
- ▶ always be attentive, you never know ... the precautionary principle applies to all activities
- ▶ it is forbidden to make dust. If dust cannot be avoided, the working method must prior be agreed upon and installations must be protected. Use of a vacuum cleaner is obliged when drilling holes. Use of the document "Intervention risk analysis" is obliged and limited in scope of the activities and therefore very specific and limited in time
- ▶ Prohibited to carry out subtractive manufacturing (dragging, sawing) in the factory. Exceptions can only be granted with the document "Intervention risk analysis" which is limited in scope of the activities and therefore very specific and limited in time.
- ▶ forbidden to enter other rooms/areas and to carry out other work than stated in the work permit
- ▶ it is prohibited to operate, start or stop valves or process equipment yourself (unless in emergency situation)
- ▶ forbidden to drill or dig under ground level without permission from Piet Van Haverbeke (in case of absence call: +32 (0)476 910 058). Gas pipelines on site!
- ▶ use only approved and well maintained equipment. If equipment certificates apply, these must be available on site
- ▶ once work is finished: have work permit signed off in Production and work deregistered in Maintenance
- ▶ no food and clothes allowed in production areas: clothes remain in dressing rooms; food and drinks remain in the refectory/lunch area. If private refectory available: do not put garbage bags/bins outside but dump immediately in the correct container. Keep the refector clean and tidy. Empty garbage bins daily.
- ▶ working zone must always remain clean so that dirt is not carried around with shoes. Clean immediately with dirt can or vacuum cleaner (brushes, dirt cans and black buckets are available at the warehouse manager) ... Pay extra attention to burrs: clean up immediately!
- ▶ clean up waste/dirt immediately and deposit in the correct container, ask your company supervisor for information. If cleaning needs to be done by Algist staff, this will be charged, without contradiction.
- ▶ every person belonging to an external company or subcontractor must be aware of these attention points
- ▶ keep order in the working zone: storage of material (temporarily and only most necessary) is to be discussed with your supervisor. Place electrical cables orderly via central located and well-arranged electricity board box, no cables allowed in operator walking zones and strictly prohibited in doorways. Cables crossing a walking zone must be hanged
- ▶ pay attention to the daily work of the operators: risk of falling/impact and accessibility of the installations
- ▶ obliged to wear helmet EN397 or cap EN812 when work clothing is put on and work has started
- ▶ forbidden to use forklifts, pallet trucks, etc without the explicit permission of your supervisor; forbidden to drive on the grass with heavy machinery without permission and without road plates
- ▶ safety ribbons must be removed immediately after work activities and cleaning of the area, but only if the area can be entered safely
- ▶ self-inflicted damage must be reported immediately; non-self-inflicted damage must be reported before starting working activities
- ▶ scaffolding only to be built by trained people, its status is to be checked before entering and to be removed immediately after the work is executed
- ▶ prohibited to perform work on ladders. Ladders can only be used for performing checks and taking measurements; the condition of the ladder must be thoroughly evaluated before use, the ladder must be secured with a rope to prevent sliding
- ▶ in the case of intervention on product pipes: consult the Algist production supervisor what needs to be done after the intervention
- ▶ Obligation to report abnormal behavior of colleagues or staff other companies, such as: inflicting damage, drawing on walls, not complying with safety standards and internal rules
- ▶ respect the 10 GMP-guidelines:
  - 1 Follow procedures but stay critical
  - 2 Work step-by-step
  - 3 Report adequate and immediate
  - 4 Make the neceasseray time for the job
  - 5 Be concentrated when at work
  - 6 Keep a sharp view and stay attentive
  - 7 Discuss/report/ask if a something is not clear or does not seel right
  - 8 Double check
  - 9 Protect the product
  - 10 Protect yourself and your colleagues