

INFORMATION ON VISITORS AND EXTERNAL COMPANIES

RISKS PRESENT IN THE WORKPLACE



Work areas (structures, furnishings, work equipment, power cords, extension cords, spills, residues/scrap, ...): Risk of tripping; slipping; falling level; contact with fixed structural parts and components and hazardous materials.



Confined spaces: Specific risk factors related to the type of environment.



Moving vehicles (internal and external areas of the plant): Risk of accident; investment; crushing; overturning of the vehicle; falling material from height; loss of the load handled and rolling; suspended loads.



Materials: Risk of material falling from height (material handled, material deposited/stored, work at height/at height, ...); suspended loads; contact/impact against dangerous fixed parts or components.



Technological and service systems: Specific risk factors related to the type of plant (environmental risks, hazardous energy, physical agents, chemical agents, ...).



Work equipment: Risk of direct/indirect contact with live electrical parts and components (electrocution/electrocution); potential source of ignition (fire/explosion risk).



Work equipment: Risk of projection of fluids (compressed air, lubricating oil, cooling lubricant, ...); projection of solid material (processed material, sparks / incandescent material, accidental breakage of machine parts and tools, ...).



Work equipment: Risk of contact with moving parts and mechanical parts in motion (impacts, blows, impacts, compressions, crushing, entrapment, entanglement, dragging, shearing, crushing, tearing, ...).



Work equipment: Risk of contact with sharp, abrasive, pointed elements (fixed parts and components, tools, processed material, processing residues, ...).



Work equipment: Risk of exposure to coherent (laser cutting machine) and inconsistent (welding, heating, cutting equipment) artificial optical radiation.



Work equipment: Risk of exposure to electromagnetic fields (plants and machines powered by electricity; welding equipment, magnetic equipment, magnetic lifters).



Work equipment: Risk of exposure to noise.



Work equipment: Risk of contact with high-temperature surfaces.



Hazardous chemical agents (substances and mixtures, by-products or secondary products deriving from manufacturing processes (fumes, vapours, oil mists, dusts, wastes)): Risk of skin contact; eye contact; accidental ingestion; inhalation; accident; spillage.



Biological agents: Risk of potential exposure by contact with or inhalation of generic biological agents present in the workplace.



Areas with ATEX explosion hazard (natural gas systems, paint booths, electrically powered vehicle charging stations, flammable gas cylinder storage areas, storage/storage of flammable chemicals): Risk of explosion.



Fire risk: Presence of ignition sources; combustible materials; dangerous chemical agents with flammable, explosive, oxidizing properties.



Hot work (welding, cutting, heating, grinding, grinding, ...): Risk of burns; scalding; sparks/incandescent material; flames; fire; explosion; heat radiation; artificial optical radiation.



Interference risks: Risks related to the presence of SACMA GROUP personnel and/or deriving from the presence of several companies operating in the same workplace or work area.

RULES OF CONDUCT

Premise

The Organization has adopted an Organization and Management Model pursuant to Legislative Decree 231/01 in order to prevent environmental crimes and crimes of manslaughter and serious or very serious culpable injuries committed in violation of accident prevention regulations for health and safety at work. External companies and visitors (external personnel) must comply with the company rules and regulations that regulate and govern the access, stay and movement of people and vehicles within the plant. External personnel have the duty and responsibility to report irregularities found in relation to laws and regulations in force on health and safety at work and environmental protection and must immediately stop work in progress whenever situations of potential danger or emergency occur.

How to access

Access to the SACMA GROUP work areas is allowed only after identification and registration at the entrance to the plant. For security reasons, it is necessary to register the entry/exit from the establishment by signing the same attendance register. In the context of carrying out activities under a contract or subcontract, the personnel employed by the contractor or subcontractor must be in possession of a special identification card accompanied by a photograph, containing the worker's personal details and the employer's name. Access to and movement within the plant must be authorized and must be related to the work activity or the reason for the visit. Reaching the work areas, toilets, dedicated changing rooms, canteen or other ancillary service room must be done by following the instructions provided by the company contact person. External personnel must not stay in the workplace outside the established hours, except in special cases for which a work permit is required. Access to the roofs of the buildings, technical rooms and systems is reserved only to authorized personnel, subject to qualification and verification of possession of the technical-professional suitability requirements. Solo activities are prohibited unless specifically authorized.

Access to the testing areas of SACMA GROUP products must be authorized because it exposes the person to risks of various kinds such as the risk of electrocution / electrocution; presence of moving elements and mechanical parts in motion; high-temperature surfaces; fluid projection; projection of solid material; mechanical and manual handling of material; falling material; suspended loads; fall from height; falls at level, trips, slips; noise; mechanical vibrations; electromagnetic fields; dangerous chemical agents (contact, inhalation). Staying within these areas, if authorised, is allowed only in the presence of SACMA GROUP staff.

For access to specific work areas, there is an obligation to use suitable personal protective equipment (PPE), which will be indicated by the company contact person. In the production areas, in the technical rooms, in the material handling and storage areas, in the waste storage area, on the roof, and in any other work area indicated by the company contact person, it is mandatory to wear safety shoes. SACMA GROUP provides visitors with protective tips, to be used exclusively in environments where there is no risk of slipping. In areas with noise above 85 dB(A), indicated by the company representative, it is mandatory to use hearing protectors. Access to areas with potentially interfering electromagnetic fields, indicated by the company contact person, is forbidden to wearers of electronic medical devices, medical devices worn on the body (e.g. insulin pumps), active implantable medical devices (e.g. pacemakers) and passive (e.g. metal prostheses).

It is forbidden to take photographs or filming without authorization inside the plant. Absolute prohibition of introducing or taking alcoholic beverages, narcotic or psychotropic substances.

Practicability

Access of vehicles inside the plant is subject to authorization. Inside the plant, moderate speed by proceeding at walking pace, respect the company road system and the highway code. Observe the signs and vertical and horizontal signs. Any accident or damage caused to persons, property or property must be reported immediately. When driving the vehicle, special attention must be paid to pedestrians and other moving vehicles or vehicles. Follow the pre-established routes, avoiding climbing over or risky maneuvers. If visibility in the manoeuvring area is reduced, the driver of the vehicle must be assisted by another operator on the ground. Do not leave the engine of the vehicles on in order to limit noise and exhaust fumes into the air. Do not stand in positions that may obstruct traffic routes, behind blind corners and, in particular, take care not to obstruct the exodus routes and/or emergency exits. Park in dedicated rest areas.

Pedestrians must follow the paths and pedestrian crossings. Pay attention to moving vehicles and keep a safe distance from their range of action. Do not stop or transit under suspended loads, near handling areas, loading-unloading areas, near manoeuvring vehicles or in areas affected by falling objects. Access to the loading and unloading areas and material handling is prohibited to unauthorized personnel. Use caution near intersections and blind spots. Don't rush. Pay attention to any light and acoustic signals from moving vehicles. In the outdoor areas of the plant, especially for prolonged activities or in the presence of poor visibility conditions, it is mandatory to wear the high-visibility vest.

Work organization

SACMA GROUP promotes organisational and logistical initiatives to avoid the occurrence of dangerous situations that could jeopardise the safety, safety or health of people. External personnel must operate in compliance with the obligations provided for by the regulations and laws in force and must comply with the rules, signs and company instructions given in relation to the tasks and interventions carried out at the plant. Any non-compliance will give the right to immediately stop the work and request removal.

In the event that the presence of more than one company in the same environment cannot be avoided, but only reduced, specific technical and organisational, training and information safety measures must be adopted for all workers involved. These measures must be agreed between the parties before the start of the works. In the event of unforeseen interference conditions, external personnel must immediately notify the company contact person.

The work area must be delimited and marked by special safety signs. The area below the work at height or at height must be protected against the fall of materials of any kind, delimited and highlighted by means of special signs (prohibition of passage, danger of material falling from above).

Do not obstruct passages, transit routes and exits. Keep work areas and passageways clean and tidy. Do not leave any equipment or materials unattended. Arrange equipment and materials within the work area or in the spaces indicated by the company representative. Place them so that they cannot fall or get in the way. Materials and equipment stored near transit routes must be marked with signs and delimited with special poles or tapes.

Use only your own work equipment, which complies with current safety standards. The use of materials, chemicals, work equipment, machines, vehicles and systems (electrical supply lines, compressed air system, etc.) SACMA GROUP must be authorised. Do not carry out operations or manoeuvres on your own initiative that are not within your competence or that may compromise your own safety or that of other workers. Do not approach or intervene on SACMA GROUP plants, machines or products being tested, except for work reasons, subject to authorization. It is forbidden to pass or stop within the working radius of moving machines or vehicles. Do not remove, modify or tamper with the safety devices and protections installed on systems or machines in any way. Work that exposes you to specific risks, such as work in confined spaces, hot work, work in ATEX zones, work at height must be authorised, subject to verification of the possession of the technical-professional suitability requirements.

Environment

Keep work and transit areas tidy and clean at all times. Comply with internal waste management procedures. The disposal of the waste produced is the responsibility of the companies / external personnel, except for waste assimilated to municipal waste. The temporary storage of waste is allowed only in the agreed areas. It is forbidden to abandon waste of any kind. Do not generate unnecessary noise. Avoid polluting the air. It is forbidden to spill liquids or discharge any kind of waste into the sewer system. Don't waste water and energy.

Emergency management

An emergency is defined as any unusual and uncontrollable situation that may pose a danger to internal and external personnel within the plant, to the facility and to the external environment. Potential emergencies: fire, explosion, gas leak, seismic event, flooding, wind gusts, spills of dangerous products, health emergency, anomalies on the systems. The Organization has prepared, adopted and maintains an emergency and evacuation plan. This plan indicates the organisational and management measures necessary to deal with possible emergency situations in the workplace, establishing the tasks, tools and methods for implementing the interventions. Emergency plans are posted in the work areas containing information relating to fire-fighting devices, escape routes, evacuation and rescue of occupants inside the building. The alarm signal and general evacuation of the building is issued by means of a light-sound alarm system. It is understood that in the event

of serious and immediate danger, all personnel present must immediately evacuate the building and reach the assembly points in the outdoor area. In the factory, especially in places with a risk of fire or explosion, it is forbidden to smoke, use open flames or carry out hot work, without a specific work permit.

In case of emergency:

- Stay calm and don't panic
- Stop all activity immediately
- Leave all your equipment
- Do not delay in retrieving personal items
- Follow the instructions given by the firefighting team
- Make your way to the nearest emergency exit following the escape routes
- Do not use elevators or freight elevators
- Don't push, don't shout, and don't run
- Do not stand near the emergency exits so as not to compromise their usability
- Reach the nearest collection point in the outdoor area marked by special signs
- Do not leave the assembly point under any circumstances in order to allow the employees in charge to check the presence of all the staff (internal and external) in the meeting place
- Do not re-enter the building for any reason
- Wait for the instructions given by the staff in charge and/or by the rescue services

External personnel must immediately report any dangerous or potential emergency situations to the company contact person or company staff (if the contact person is not available) by providing useful information, specifying the nature and place of the emergency and the presence of any injured persons. The management of emergencies and first aid is entrusted to the workers in charge of SACMA GROUP according to the information, training and training received. The use of fire-fighting and first aid devices made available in the work areas is allowed only to SACMA GROUP personnel.