

WE WELCOME YOU TO SYMETAL S.A. – INOFYTA PLANT, where flat rolled aluminum foil for flexible packaging and various applications of the pharma and food industry is manufactured.

In **SYMETAL** we do believe that the creation and establishment of a healthy and safe work environment for our employees, associates, customers and visitors plays a significant role in the company's sustainability and growth. **Therefore occupational health and safety is of our utmost priority.** Additionally our commitment to operate under **Good Manufacturing and Hygiene Practices (GMHP)**, reassure that the products provided are wholesome and safe.

In order to ensure your personal safety well as that of the products during your visit, please **read carefully the information and instructions contained here in** and assist us by complying and acting sensibly.

We hope your plant visit will be both safe and pleasant. In case you have any questions we shall be glad to answer.

Plant Management

GENERAL INSTRUCTIONS

- 1.** Adhere to **health & safety rules**, as well as **food safety and environmental protection regulations.**
- 2.** Upon your arrival, you will be given a **Visitor's Card** which must be worn in a highly visible manner during the tour of the plant. At the end of your visit, please hand in your pass before leaving the site.
- 3.** Follow the entrance gate **personnel's verbal instructions.**
- 4.** Comply with all instructions and **prohibition, warning and obligatory** signs posted
- 5.** Use the adequate **Personal Protective Equipment (PPE)** provided for your protection upon your arrival at the site's entrance. Additional PPE will be provided if deemed necessary from your attendant.
- 6.** **Smoking and eating are expressly prohibited**, except in designated areas. Dispose cig-

arettes or other solid waste in approved containers.

7. Do not come into physical contact with any of the products to prevent possible contamination. Wash your hands after eating or drinking, using restroom facilities.

ACTIONS TO BE TAKEN IN AN EMERGENCY

1. In case of an emergency (natural disaster, fire, etc), you will hear a constant signal alarm. On such an occasion, leave the building immediately following the shortest escape route, proceed to the nearest assembly point and remain there until instructed that it is safe to re-enter the building.

2. Under no circumstances, should you leave the plant without previously informing the security personnel.

3. If you detect a fire, warn your attendant immediately and act according to his instructions. In case of smoke, stay low, using a wet tissue to cover your mouth and nose.

4. Report all hazards and incidents, accidents or 'near misses' that you have witnessed during your visit.

NOTES FOR YOUR SAFETY

1. Be extremely careful when you enter areas where forklifts and special vehicles operate. Be sure that the drivers are aware of your presence. **Note all vehicles have general priority.**

2. Be aware of overhead crane movements. **Stay out from under suspended loads.**

3. Marked aisle ways are designed to keep pedestrians a safe distance from the hazards of vehicles. **Walk only in designated pedestrian routes marked in green.** Routes used both for pedestrians and vehicles are marked in white and yellow and intersections crossings in white and red

4. Do not attempt to operate any machine, device or equipment.



WALK ONLY IN DESIGNATED PEDESTRIAN ROUTES MARKED IN GREEN.



5. Do not enter any area posted as a restricted area **without authorization.**

6. Stay close to your attendant at all times, keeping him informed regarding the areas you are about to visit. **Don't hesitate to ask for his help in any case.**

Please respect **the rules regarding the confidentiality of information** obtained while on our premises.

Occupational Health & Safety Dpt.

INFORMATION AND SAFETY INSTRUCTIONS FOR VISITORS

Site Map



GENERAL OBLIGATIONS	WEAR SAFETY GLASSES, HELMET AND EARMUFFS	WEAR HELMET	WEAR EARMUFFS	WEAR SAFETY GLOVES
OBLIGATION SIGNS				
WEAR SAFETY GLASSES	WASH YOUR HANDS	PROTECTIVE CLOTHING	WEAR SAFETY SHOES	PEDESTRIAN ROUTE
CAUTION	SUSPENDED LOADS	SLIPPERY FLOOR	FALLING OBJECTS	HIGHLY FLAMMABLE
WARNING SIGNS				
FORKLIFTS OPERATING IN THIS AREA	HARMFUL OR IRRITANT MATTER	TOXIC	DANGER OF ELECTRIC SHOCK	HEATED SURFACE HAZARD
NO SMOKING	RIDING ON FORKLIFTS IS PROHIBITED	TAKING PHOTOS IS PROHIBITED	ENTRY TO UNAUTHORIZED PERSONNEL IS PROHIBITED	DO NOT REMOVE GUARDS FROM MACHINERY
PROHIBITION SIGNS				
WRIST WATCHES ARE PROHIBITED	WALKING UNDER SUSPENDED LOADS IS PROHIBITED	WALKING UNDER FORKLIFT LIFTED LOADS IS PROHIBITED	PEDESTRIANS TRAFFIC IS PROHIBITED	EATING AND DRINKING IS PROHIBITED

