

## EMERGENCY PROCEDURE:

### ANYBODY WHO SPOTS EMERGENCIES SUCH AS:

- Fire
  - Explosion
  - Gas leaks
  - Chemical leaks
  - Natural disasters
  - Any other anomalous or dangerous situation
1. IMMEDIATELY ACTIVATE THE ALARM CALLING OR WARNING THE NEAREST STAFF.
  2. FOLLOW THE INSTRUCTIONS OF THE STAFF RESPONSIBLE FOR EMERGENCIES.
  3. INFORM THE CONTACT PERSON ON CALL AS SOON AS POSSIBLE.
  4. LEAVE THE ROOMS THROUGH EMERGENCY EXITS AND GO TO THE NEAREST MEETING POINT.

### DURING EVACUATION, FOLLOW THESE INSTRUCTIONS:

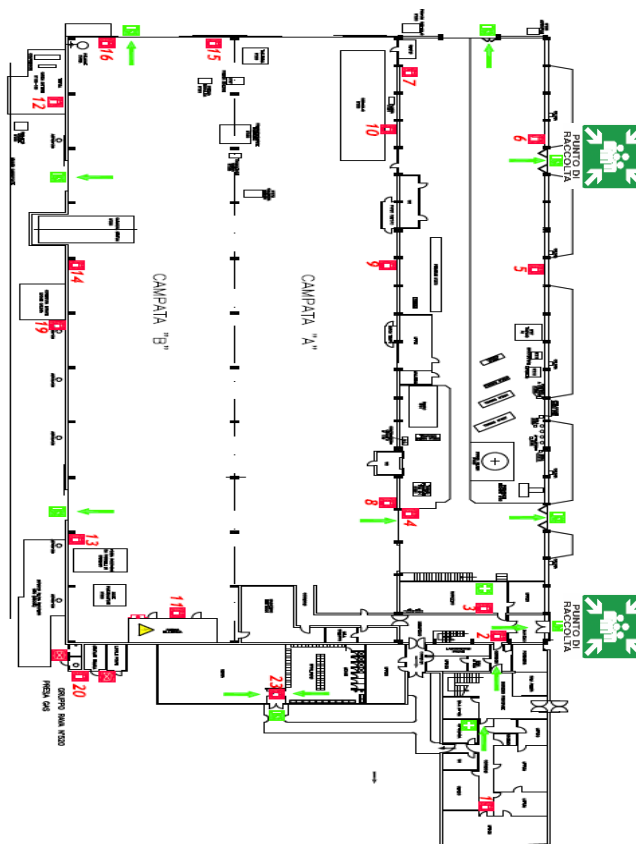
**IN CASE OF A FIRE:** keep calm, do not intervene; keep at a safe distance; go to the nearest emergency exit; do not obstruct access routes, corridors or emergency exits; if there is smoke, wet a hankerchief and cover your mouth and nose with it, walk on your hands and knees.

**IN CASE OF AN EARTHQUAKE:** keep calm and at a distance from any objects that might fall; take shelter under tables, desks or doors, pillars or architraves; do not move till the tremor is over; exit the building without running.

**IN CASE OF AN EXPLOSION:** evacuate the affected department, avoiding to use any naked flames and staying far from windows and objects that might fall.

**IN CASE OF GAS OR STEAM LEAKS:** switch off any equipment making sparks or flames; open all available

windows/doors; leave the area and wait for the arrival of the emergency services.



### EMERGENCY NUMBERS

	TELEPHONE NO.
OCS Reception	+39 049 8671511
FIRE SERVICE	115
POLICE	112
EMERGENCY Dep.	118



## RISKS PRESENT IN THE WORK ENVIRONMENT AND USEFUL INFORMATION REGARDING SAFETY

(ART.26 D.lgs. 81/2008)

**OCS WELCOMES YOU AND, FOR YOURS AS WELL AS ANYBODY ELSE'S SAFETY, ASKS YOU TO READ CAREFULLY AND COMPLY WITH THE INSTRUCTIONS GIVEN IN THIS DOCUMENT:**

#### **On your arrival:**

Go to Reception to identify yourself and be booked in, indicating the internal contact person in OCS. Unauthorized people are forbidden access. Please keep your ID card (inspectors/contractors) or visitors' card (visitors) visible at all times. In case of access to the production area, it is necessary to wear the individual protection devices that are mandatory for everyone: safety shoes and anti-splinter goggles. Hearing protection plugs are available in the vending machine in the hall of the production area. In the reception you will have also the high visibility jacket and the PPE, if you do not have it.

#### **On leaving:**

Go to Reception and return your card.

#### **Photographs and videos:**

Taking photos, videos, drawings or sketches of equipment is strictly forbidden unless previously authorized by management.



#### **Safety regulations:**

- Access to production departments is allowed only if accompanied by company staff and if authorized by the people responsible for them.
- You must follow all the instructions given by your guide
- Follow all safety signs.
- Do not touch any equipment, machine, material or substance unless authorized to do so.
- Outside companies must comply with the regulations in force and the instructions and information received (risks present in OCS,

POS, DUVRI, etc.); any infringement will cause an official complaint as stated in the relative contract.

#### **Fire and explosion:**

The areas of high-risks fire are: the outside LPG canister store, central heating plants, paper archives and the external solvent and paint store. The risk is fairly low in all the other places. Explosive atmospheres can develop near the canister store and central heating plants at the forklifts during the battery charging phase.

#### **Noise:**

Production operations can exceed the limit of 85 dB, such areas are signposted and you are obliged to wear ear protection equipment.

#### **Chemical agents:**

Substances of various nature (irritating, harmful and toxic) are present. It is forbidden to use any of these substances. The use of any other chemicals must be authorized by management and by the safety manager.

#### **Movement of vehicles and people:**

The roads leading to the plant are used by cars and trucks so there is the risk to be invested. Lifting equipment for considerable loads is used inside the plant. Therefore it is necessary to adopt the necessary caution both inside and outside, while driving or walking, following the routes shown with the appropriate signs and following the instructions of the staff.

#### **Equipment:**

In the plant there is equipment that is a serious risk for both the user and third parties. Nobody can use such equipment unless explicitly authorized and duly trained. Any equipment owned by outside companies or visitors must be used only if CE compliant and after having been authorized to do so by the management.

#### **Electrical risk:**

The electrical systems are protected with a suitable device against indirect contact. Outlets are fitted with upstream switches to allow switching on and off the open circuit. It is forbidden to use non compliant equipment or extension leads.

#### **OBLIGATIONS AND PROHIBITIONS**

- ⇒ COMPLY WITH ALL SIGNS, BOTH INSIDE AND OUTSIDE THE PLANT, AND RESPECT ALL CLOSED-OFF AREAS
- ⇒ DO NOT OBSTRUCT PASSAGEWAYS, SAFETY EXITS AND ALL ACCESSES TO FIRE EQUIPMENT
- ⇒ DO NOT USE ANY OCS EQUIPMENT UNLESS EXPRESSLY AUTHORIZED TO DO SO
- ⇒ DO NOT USE ANY NAKED FLAMES UNLESS EXPRESSLY AUTHORIZED TO DO SO
- ⇒ DO NOT REMOVE OR TAMPER WITH ANY SAFETY DEVICES AND/OR PROTECTIONS INSTALLED ON MACHINES OR SYSTEMS
- ⇒ DO NOT POUR LIQUIDS OF ANY KIND INTO THE SEWAGE SYSTEM
- ⇒ IN CASE OF NOISY OR DUSTY OPERATIONS OR USE OF ANY CHEMICALS, PREVIOUS AUTHORIZATION MUST BE OBTAINED FROM BOTH MANAGEMENT AND THE SAFETY MANAGER



**NO SMOKING IN THE WHOLE PLANT, INCLUDING ELECTRONIC CIGARETTES. IT IS POSSIBLE TO SMOKE IN THE OUTSIDE AREA, WHERE IS INDICATED, USING THE ASHTRAYS.**



**COMPLY WITH THE NO ENTRY SIGNS TO BOTH ROOMS AND SYSTEMS**

YOUR GUIDE WILL BE INFORMED ABOUT ANY PROTECTION DEVICES REQUIRED TO ACCESS SPECIFIC AREAS

