

# Welcome to Teer Coating Limited

## VISITOR & CONTRACTOR SAFETY RULES

### PARKING

Please park in one of the visitors spots to the front of the building (marked V).

If there are no spaces left please use the top / overflow car park.

This is accessed by exiting the main car park, turning immediately left and left again.

Once parked please descend the steps and press the white button (left hand side of the main door) to request entry.



### HAZARDS

Magnetrons generate strong magnetic fields. Persons/visitors fitted with pacemakers or ferromagnetic prostheses must not come into close contact with the magnetrons and must avoid entering the factory building.

Our equipment also emits heat and parts may be hot - please do not touch.

A fork lift truck operates on site, please be aware of it's movement.

We utilise a variety of chemicals. Please do not handle or come into contact with chemicals or parts which may be contaminated.



### SIGNING IN AND OUT

Please ensure that you sign in and out on each visit. If you need to leave and return to site you must sign in and out each time.

Use the keyboard and screen adjacent and click on the Visitors tab. Click on your name / type your name if it is not listed and press enter. The voice

activation will welcome you

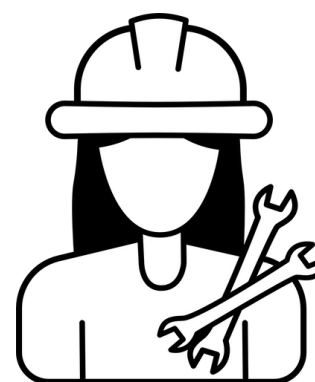
If this is unavailable please use the sheet adjacent and sign in.

Wait in reception until your TCL host collects you.

### VISITING

Stay with your host at all times, unless you have been provided a work permit to undertake work on our behalf.

Do not enter areas without permission.



### CONTRACTORS

You will have provided a copy of your risk assessments and method statements (RAMS) etc in advance. Only works which are in line with those approved RAMS are to be undertaken and to the approved methodology.

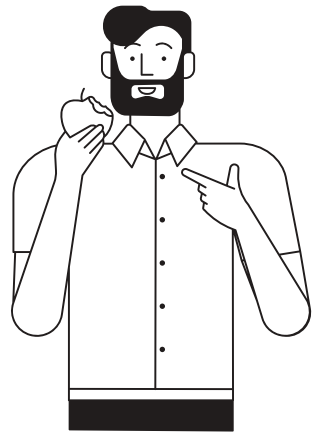
You must utilise the appropriate safe systems of work, controls, and equipment as appropriate. This may include barriers to cordon off your work area.

You must ensure the correct PPE (& RPE) is worn.

Keep your work place tidy at all times.

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### DON'T EAT OR DRINK

Do not eat, drink within any of the work areas. All food and drink must be consumed in the canteen provided. You will be shown this by your TCL host.

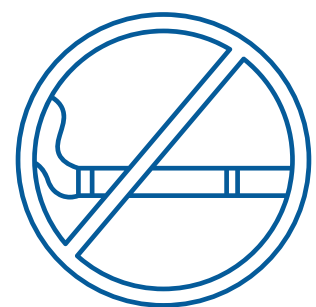
### PPE / RPE

Wear the required PPE - Personal Protective Equipment.



As a minimum safety footwear with toe protection is required in the production areas.

Additional requirements may include gloves and glasses / goggles (task specific) and a Respirator (RPE)



### SMOKING

No smoking is allowed in any work area or within the facility.

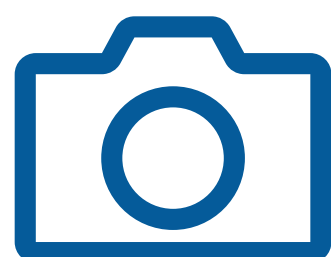
There is a designated smoking area to the rear of the premises. Please ask your host if you require access.

All cigarette stubs must be stubbed out completely and placed in the cigarette stub container.

### CONFIDENTIALITY

Please ensure that you adhere to the confidentiality agreement / NDA.

Do not take any photographs without asking permission and permission being granted.



### ACCIDENTS / FIRST AID

If you have an accident, near miss or notice an incident please report this IMMEDIATELY to your host or if not available to the nearest individual who will advise Management.

We have first aiders on site and first aid kits. They will assess any injury and provide treatment. In terms of a serious accident 999 will be called.

### FIRE

If you see smoke or a fire raise the alarm immediately, advising the nearest person of what you have seen and where it is.

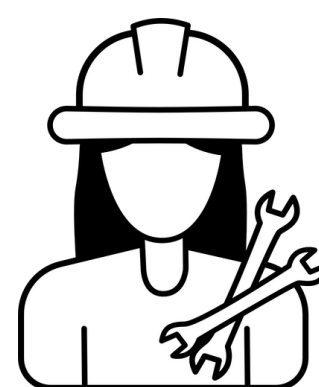
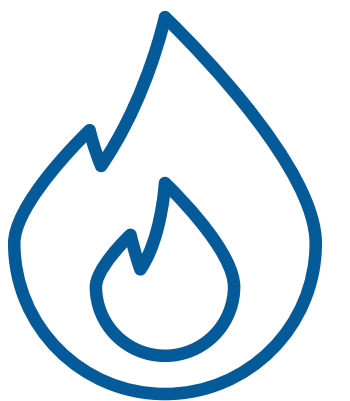
Do not attempt to tackle the fire.

If you hear the alarm immediately leave by the nearest exit and follow the signs to the top / overflow car park.

Stay there and wait for your name to be called.

Only re-enter the building once the Fire Officer (if 999 called)/ Fire Warden has advised it is safe to do so.

Please see the following page for further details.



### OTHER EMERGENCIES

Any spills must be reported immediately and managed to prevent harm to the environment.

The Basics - stem the flow, surround the spill, soak it up, dispose of the contaminated materials by double bagging and labelling as hazardous waste.

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### Fire Action

#### IF YOU DISCOVER A FIRE:

- Sound the fire alarm and advise your manager / supervisor of full details.
- Only if it is safe to do so and you are trained, if it is a small contained fire and there is no personal danger, use an appropriate extinguisher to put out the fire.
- On hearing the fire alarm the Fire Marshal will call the Fire Brigade immediately by dialing **999** and asking for FIRE. When Fire Brigade replies give call distinctly FIRE at:

TEER COATINGS LIMITED  
WEST STONE HOUSE, WEST STONE,  
BERRY HILL INDUSTRIAL ESTATE,  
DROITWICH, WORCESTERSHIRE,  
WR9 9AS

- Leave the building by the nearest available exit.
- Close doors and windows behind you wherever possible.
- Proceed directly to the assembly point: **TOP/OVERFLOWCAR PARK**



- Do not stop to collect personal belongings.
- Never re-enter the building for any reason unless authorised to do so.
- Do not impede the fire brigade when it arrives. Be prepared to be moved to another safe area.
- Do not attempt to move cars immediately outside the evacuated building unless asked to do so by a Fire Brigade Officer.
- DO NOT TAKE RISKS.