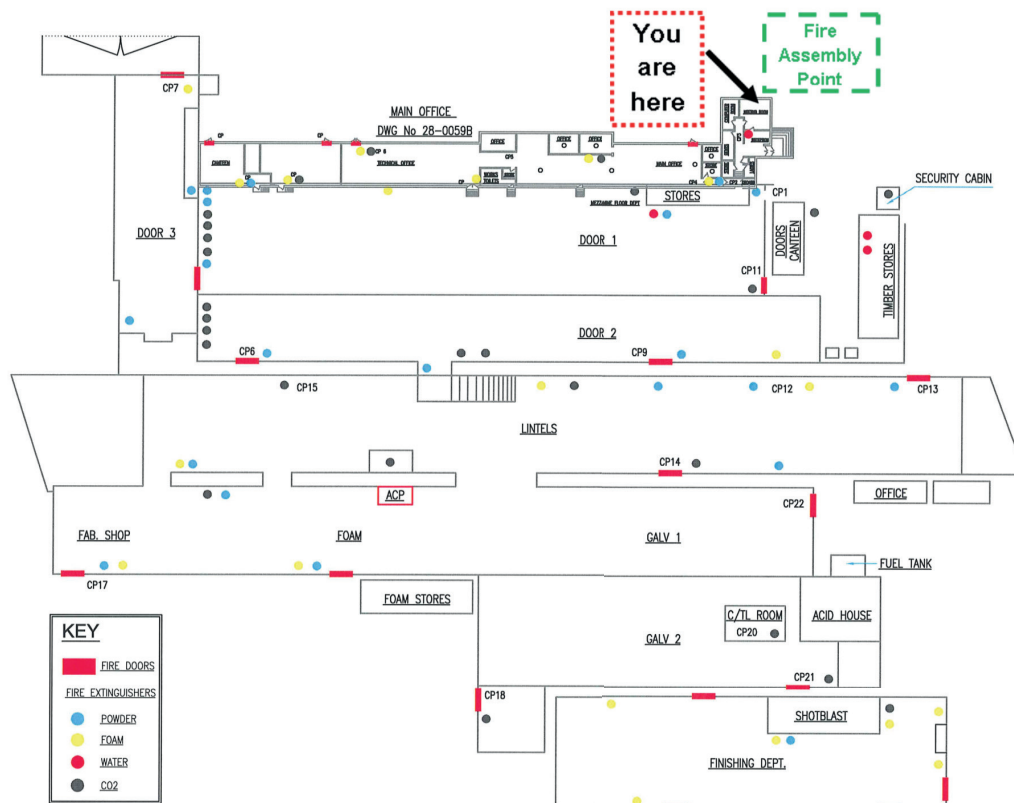


Visitor Information & PPE Requirements



Your health, safety and welfare are very important to us during your visit to Birtley Group Ltd.

- You will be required to complete the visitor's book and remove the badge, place the badge in the holder and attach to clothing ensuring it is visible at all times.
- Whilst on our site you will be accompanied by an employee at all times unless authorised under a permit to work.
- Do not enter any part of the premises that you are not authorised to do so as you may be exposed to risks and unaware of the necessary precautions to be taken. Stay on designated walkways and never step over safety barriers.
- If you enter our production areas you will be requested to wear PPE, the minimum requirement is safety footwear, Hi-visibility vest, hearing protection and safety glasses. You are requested to provide your own PPE.
- Entry to production areas must be via pedestrian routes and stay within the designated walkways and close to your host. Please be aware of overhead cranes, fork lift trucks and machinery. Do not use roller doors as a means of access/egress
- On hearing the alarm you must evacuate the building immediately by the nearest safe exit route and assemble at fire assembly point 1, adjacent to the main entrance, for the roll call. (Do not enter the premises until authorised by a senior manager).
- We operate a strict no smoking policy within the operational areas of site.
- All accidents, incidents, near misses, spillages and environmental incidents must be reported to your host or a senior manager as soon as possible.
- In the event of a spillage please contact your host to locate the nearest spill kit.
- If you require to dispose of any waste on site please contact your host to determine the correct disposal method
- If any waste is to be removed from site please contact the Health & Safety Department.