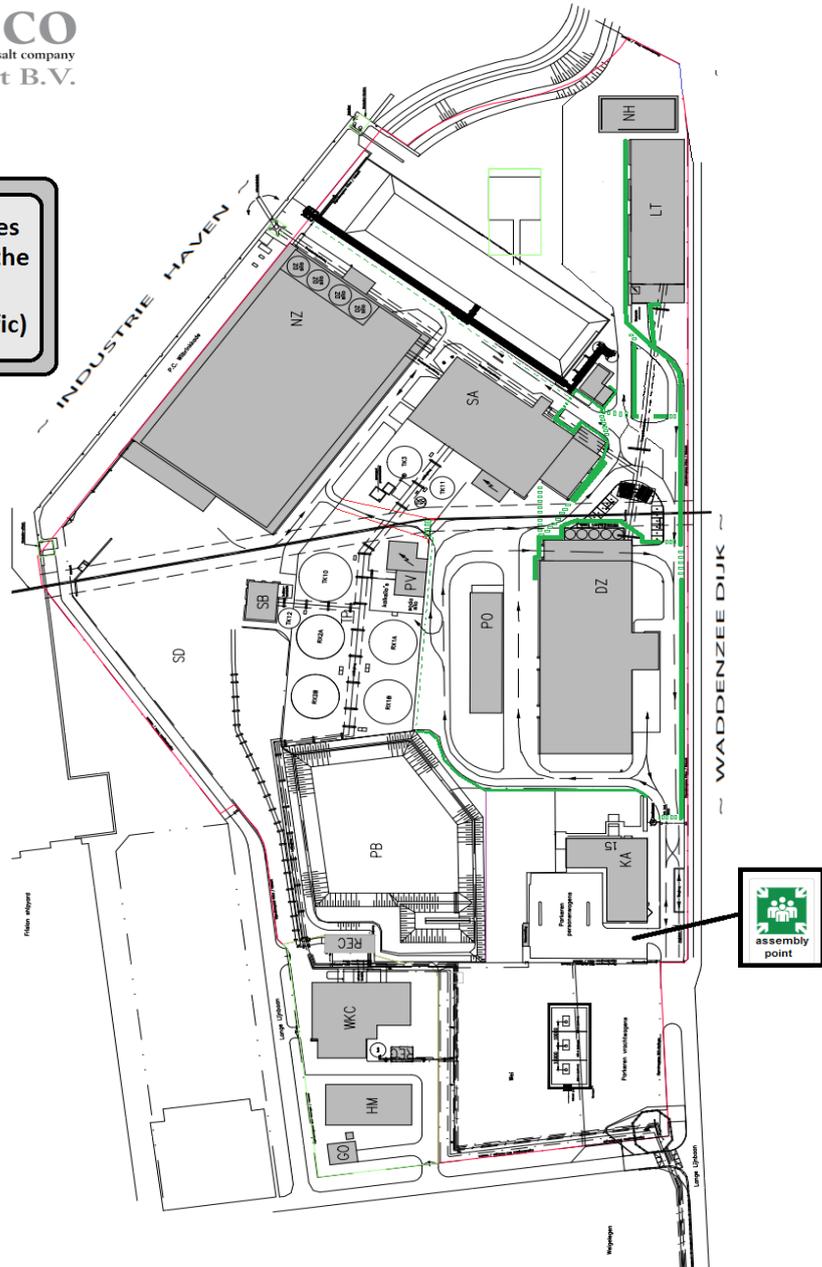


Instruction contractor



On this premises, the rules apply in accordance with the road traffic legislation (except for backward traffic)



Upon entering the premises it is automatically assured that these rules have been read, understood and approved.

Date:

Name:

Company:

Signature:

Behavior and Safety Regulations for Contractors

Instructions for Contractors

- Upon arrival, contractors must register with the porter in the gatehouse. **Note!** Diseases that might have impact on our products must be reported.
- The porter will issue a visitor pass and guides the contractor to the Frisia contact person (accompanied or not, depending on the grade of familiarity).
- The contact person will explain the contractor the job that has to be performed and the specific risks in terms of safety, environment and quality of these activities and the associated work permit procedure. Most of the work done by a contractor requires a work permit which will be arranged / issued by the contact person.
- The contractor is obliged to wear the prescribed PPE (personal protective equipment) where mandatory. **Note!** Any (work)clothing must be clean. Wearing safety glasses is mandatory on the whole premises (only exceptions: in control rooms, warehouses, offices and canteens).
- Before leaving the premises, contractors are obliged to clear all remnants / waste and unused material so that the workplace is left in a clean condition. The visitor badge work permit must be returned to the department where it was issued, in case the work takes more than one day this must be done at the end of each day.
- Contractors are allowed to proceed only in areas where permitted by the contact person/responsible employee.
- Contractors must follow the directions and instructions of Frisia Zout staff at all times.
- When leaving the site, contractors must sign out at the gatehouse. Outside our regular office hours, it is possible to sign in / out with the responsible employee if the gatehouse is out of office.

Driving Regulations

- Vehicles approaching from the right have priority.
- Traffic driving backwards has priority.
- Pedestrians on crosswalks have priority (except for backward-driving traffic).
- The maximum speed on the premises is 15 kilometers per hour.
- Parking is permitted only in the designated parking areas.

Hygiene, order, cleanliness, safety and environment

- Everybody on the Frisia Zout B.V. premises is expected to execute work safely with the aim to get themselves and colleagues home safely. Therefore please be conscious of possible risks. Take the time to evaluate them and discuss measures. If in doubt, please contact the responsible person within Frisia Zout B.V.
- Two generic hazards at Frisia Zout B.V.:
 - Logistics: There are many logistical movements on the premises. Therefore always observe the traffic rules in order to prevent incidents.
 - Machine safety: In the production areas there are a large number of machines and installations. These machines are protected wherever possible. Yet there is always the possible risk of retraction / getting entangled with (parts of) the machinery. Be aware of it and take respective precaution. Make sure that your clothing fits well, that no loose strings stick out of / hang from your clothes and that long hair is tied back or covered so that the risk of retracting is minimized.
- Prior to starting a job, the surrounding equipment (machinery, conveyors, etc.) must be covered so that there is no risk of foreign bodies, such as grinding chips, cuttings, screws etc., falling into the raw materials, semi-finished and / or finished products.
- When using lubricants, the type of lubricant must always be suited for food-grade products and processing.
- Smoking is prohibited everywhere except in the specially designated shelters (smoking areas).
- Food may only be consumed in the designated areas, not anywhere else on the premises. Be alert to allergenic substances when, during work, direct or indirect contact is possible with raw materials, semi-finished and / or finished products.
- The use, possession and working under the influence of alcohol and/or medicines/drugs is prohibited.
- The use of photographic and video equipment is prohibited on the total premises of Frisia Zout unless with express and prior permission issued by the direction/management.
- It is prohibited to wear visible jewelry in the production areas.
- **Note!** The only patches allowed are the blue ones. It is not allowed to touch any machines, equipment, products, tools etc. without prior explicit permission.

Warning- and evacuation rules

Fire: Operate the fire alarm and/or call the internal emergency phone:
+31517492444;

Casualty: Internal emergency phone: **+31517492444**

Evacuation alarm: Calmly leave the location of danger. Follow the instructions given by your contact / Frisia Zout staff or as given on the emergency response. Meeting point is the parking lot near the gatehouse.

