
NOTICE TO ALL SUBCONTRACTORS & VISITORS

ANYONE WHO CARRIES OUT WORK IN OUR PROCESSING AND STORAGE AREAS OR ANYONE WHO
WORKS ON OUR BEHALF
(GROWERS, DRIVERS, PACKERS, TECHNICIANS, MAINTENANCE PERSONNEL...)
AND ALL OTHER PERSONS ALIEN TO THE FIRM.

**WE WARMLY WELCOME YOU
AND ASK YOU TO FOLLOW THE RULES BELOW, IN ORDER TO
THE QUALITY AND FOOD SAFETY OF OUR PRODUCTS
NOT TO BE COMPROMISED.**



THERE IS A GENERAL SMOKING BAN !



- **FIRST REGISTER AT THE RECEPTION OR WITH YOUR CONTACT PERSON OR OUR MANAGER
+ SUBSCRIBE TO F07-01_VISITORS LIST!**
- **WHEN YOU ENTER THE PACKING AREA, PLEASE ALSO TAKE NOTE OF P06 - PERSONAL HYGIENE - HOUSE RULES.**
- **YOU MUST:**
 - ✓ **TOBACCO PRODUCTS ETC .: THE USE OF TOBACCO BY SMOKING, VAPING , CHEWING, SNUS OR OTHER APPLICATIONS IS PROHIBITED IN THE COMPANY BUILDINGS.**
 - ✓ **WASH YOUR HANDS WITH SOAP AND, IF NECESSARY, DISINFECT THEM WITH A DISINFECTANT (WASHING HANDS IS ALWAYS MANDATORY AFTER USING THE TOILET).**
 - ✓ **EATING AND DRINKING ARE ONLY ALLOWED IN THE DESIGNATED AREA.
NOT ALLOWED IN THE LOADING AND UNLOADING AREA . CHEWING GUM IS STRICTLY PROHIBITED.**
 - ✓ **TO REMOVE YOUR JEWELLERY (except for smooth wedding rings, without set stones, watches).
WEARING GLOVES WHEN IN CONTACT WITH THE PRODUCT IS MANDATORY!**
 - ✓ **ANY SUPERFICIAL WOUNDS , SKIN PROBLEMS, CUTS, GRAZES OR BURNS MUST BE COVERED PROFESSIONALLY WITH OUR BLUE HYPOALLERGENIC AND ELASTIC METAL DETECTION PLASTERS – WEARING GLOVES IS THEN MANDATORY .**
 - ✓ **REPORT ILLNESS – WE MAY INVITE YOU TO COMPLETE OUR QUESTIONNAIRE (F07-02).**
 - ✓ **BEFORE ENTERING THE STORAGE AND PACKAGING AREAS YOU MUST PUT ON THE VISITOR'S CLOTHING . PROTECTIVE CLOTHING INCLUDES A FLUORESCENT JACKET AND A HAIRNET / DISPOSABLE CAP (AND POSSIBLY A BEARD NET).**
 - ✓ **IN TIMES OF RISK OF INFECTION (CORONA...) EVERYONE IS OBLIGED TO WEAR A NOSE AND MOUTH MASK . THIS (AND OTHER OBLIGATIONS) ARE ADDITIONALLY DISPLAYED IN VARIOUS PLACES.**
 - ✓ **IF INDICATED, YOU MAY BE DENIED ACCESS.**
 - ✓ **NOT DISPOSE OF EQUIPMENT AND PRODUCTS (PACKAGING MATERIALS AND PRODUCTS) TO TOUCH.**

- **ALWAYS STAY WITH YOUR SUPERVISOR** (REGARDING THE FOOD SAFETY OF OUR PRODUCTS, BUT ALSO FOR YOUR AND OUR SAFETY); **THIS SUPERVISOR CAN TAKE ADDITIONAL MEASURES** . WE ADVISE YOU TO WEAR YOUR **SAFETY SHOES IN OUR PRODUCTION AND STORAGE AREAS!** WASTE WILL BE DISPOSED OF BY YOU IN A CORRECT MANNER.
- OUR GROUNDS AND BUILDINGS ARE EQUIPPED WITH **CAMERA SURVEILLANCE** (GENERAL SECURITY) AND ACCESS CONTROL. THE RECORDED IMAGES AND ACCESS TIMES CAN BE VIEWED BY US AT ALL TIMES. IN THE EVENT OF IRREGULARITIES, THIS CAN ALSO BE USED AS EVIDENCE. THERE IS AN **OBLIGATION TO WEARING A FLUORESCENT VEST** OR FLUORESCENT AND REFLECTIVE CLOTHING (HIGH-VISIBILITY) ON THE PREMISES AND IN OUR BUILDINGS.
- ALL CARS, (MOPED) BICYCLES AND MOTORCYCLES MUST BE **PARKED IN THE DESIGNATED PLACES** . PARKING CARS INSIDE THE COMPANY BUILDINGS IS NOT PERMITTED.
- ON OUR SITE, THE GENERAL **TRAFFIC AND PRIORITY RULES** APPLY. THE TRAFFIC SIGNS AND SAFETY SIGNS MUST ALWAYS BE RESPECTED. THE **TRAFFIC CIRCULATION PLAN** AND THE SIGNAGE MUST BE FOLLOWED.
- THE **MAXIMUM SPEED** ON THE COMPANY PREMISES IS **25 KM/H** .
- WE CANNOT BE HELD LIABLE FOR ACCIDENTS AND/OR DAMAGE TO CARS, TRUCKS, ETC. YOU ARE LIABLE FOR **ALL DAMAGE** CAUSED BY YOUR ACTIONS. ANY DAMAGE MUST BE **REPORTED IMMEDIATELY TO A SUPERVISOR**.
- THE **CONTENTS** OF THE VEHICLE CAN ALWAYS BE CHECKED BY A COMPANY REPRESENTATIVE WHEN LEAVING THE COMPANY PREMISES.
- YOU PLACE YOUR GOODS OR MATERIAL IN SUCH A WAY THAT NO **DANGER OR HINDRANCE** CAN ARISE FROM IT. THE EXITS AND EMERGENCY EXITS, PASSAGES, ACCESSIBILITY TO THE AUXILIARY MATERIAL AND FIRE EXTINGUISHING MATERIAL, CONTROL PANELS AND CABINETS, SIGNS, ETC. **MUST REMAIN FREE UNDER ALL CIRCUMSTANCES** .
- **ALL UNSAFE CONDITIONS AND SITUATIONS MUST** BE REPORTED IMMEDIATELY TO THE INTERNAL PERSON IN CHARGE.
- **DEFECTIVE OR UNSAFE MATERIALS** AND EQUIPMENT MUST BE REPAIRED OR REMOVED IMMEDIATELY.

➞ TECHNICIANS AND MAINTENANCE WORK:

- ✓ LEAVE THE WORKING ENVIRONMENT AND **SANITARY FACILITIES TIDY** .
- ✓ **EATING AND DRINKING** IN THE STORAGE AND PROCESSING AREAS IS **NOT ALLOWED** .
YOU CAN USE THE STAFF CANTEEN FOR THIS.
- ✓ **DO NOT USE PACKAGING MATERIALS** TO STORE PARTS, TOOLS, ETC.
- ✓ IF NECESSARY, ASK FOR A **WORK AREA TO BE CORDONED OFF** TO ENSURE SAFETY AND FOOD SAFETY
- ✓ TECHNICIANS ARE **NOT ALLOWED TO USE ALLERGENIC AGENTS** AND ARE REQUIRED TO USE **FOOD-SAFE LUBRICANTS** (AND ANY OTHER PRODUCTS).

➞ DRIVERS / CARRIERS:

- ✓ LEAVE THE AREA AND SANITARY FACILITIES **TIDY** .
- ✓ **EATING AND DRINKING** IN THE LOADING AND UNLOADING AREAS IS **NOT PERMITTED** .
- ✓ **ACCESS TO THE PACKING DEPARTMENT IS NOT PERMITTED.**
- ✓ WE ALSO HAVE A POLICY REGARDING **ALLERGENS** .
IT IS NOT PERMITTED TO BRING IN ALLERGENS AND/OR LEAVE THEM IN THE WAREHOUSES WITHOUT PERMISSION .
- ✓ THE **DRIVER IS PRESENT** AT THE LOADING AREA DURING LOADING AND UNLOADING ACTIVITIES .
- ✓ UNLOADING WILL ONLY TAKE PLACE IF THE TRUCK IS **CORRECTLY POSITIONED AGAINST THE QUAY** AND THE VEHICLE ENGINE **IS NOT** RUNNING.
- ✓ **CROSS-DOCKING** IS PROHIBITED. THIS MEANS THAT YOU ARE NOT ALLOWED TO UNLOAD PRODUCT TO DELIVER THIS PRODUCT TO OTHERS. IT ALSO MEANS THAT YOU ARE NOT ALLOWED TO HAVE PRODUCT DELIVERED TO OUR QUAYS. IF ANY MISUSE IS DETECTED, THE PRODUCT IN QUESTION WILL BE IMMEDIATELY CONFISCATED AND THE COSTS OF DESTROYING THIS PRODUCT WILL BE CHARGED.
- ✓ YOU MAY ONLY USE PALLET TRUCKS AND ELECTRIC PALLET TRUCKS AT YOUR OWN QUAY TO UNLOAD OR LOAD THE PRODUCT. IT IS **STRICTLY FORBIDDEN** TO USE THESE PALLET TRUCKS, ELECTRIC PALLET TRUCKS OR FORKLIFTS **TO 'TRANSPORT' YOURSELF OR OTHERS** .
- ✓ IF THESE CONDITIONS ARE NOT MET, THE VEHICLE WILL NOT BE UNLOADED OR LOADED!

➤ FIRE SAFETY

THE FOLLOWING FIRE-FIGHTING EQUIPMENT IS AVAILABLE WITHIN OUR COMPANY, INDICATED BY THE PICTOGRAMS BELOW.



FIRE EXTINGUISHER REEL FIRE ALARM BUTTON

IN CERTAIN PLACES THE BUILDING IS SECURED WITH FIRE DETECTION (SMOKE DETECTORS AND OPTICAL DETECTORS)

➤ IN CASE OF FIRE

- SOUND THE ALARM: PRESS A FIRE ALARM BUTTON.
- STAY CALM AND TRY TO EXTINGUISH THE (SMALL) FIRE ONCE, WITHOUT TAKING ANY RISKS.
- AVOID USING WATER NEAR MACHINES AND ELECTRICITY TO PREVENT ELECTROCUTION.
- PLEASE FOLLOW THE INSTRUCTIONS BELOW REGARDING WARNING/ALARM/EVACUATION ON.

➤ WARNING / ALARM / EVACUATION

1. NEVER PUT YOURSELF IN DANGER
2. WHEN YOU HEAR THE **WARNING SIGNAL** (**INTERMITTENT TONE**), REMAIN IN YOUR SEAT.
3. IF THE TONE **CONTINUES** , **EVACUATION** WILL TAKE PLACE :
 - IF POSSIBLE, STOP YOUR MACHINE QUICKLY AND SAFELY AND TURN OFF THE POWER.
 - CLOSE WINDOWS AND DOORS WHEN LEAVING THE ROOM
 - YOU THEN EXIT **VIA THE SHORTEST ESCAPE ROUTE** , INDICATED BY THE FOLLOWING PICTOGRAMS:



- **DON'T COME BACK FOR ANY REASON! DON'T WALK IN!**
- YOU GATHER AT THE **GATHERING POINT** DEPENDING ON WHERE YOU ARE. SEE PLAN IN ATTACHMENT.
ONCE THERE, YOUR PRESENCE WILL BE REGISTERED.



➤ PERSONAL AND COLLECTIVE PROTECTIVE EQUIPMENT

1. THIRD PARTY COMPANIES ARE RESPONSIBLE FOR PROVIDING THEIR EMPLOYEES AND SUBCONTRACTORS/SELF-EMPLOYED WITH THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT. THIS EQUIPMENT MUST BE IN A NEAT AND GOOD CONDITION AND WORN CORRECTLY.
2. **WEARING A FLUORESCENT VEST IS MANDATORY!**
3. ALWAYS WEAR SUITABLE **SAFETY SHOES** (MINIMUM TYPE S1) WHEN USING A PALLET TRUCK (MANUAL OR ELECTRIC).

➡ FIRST AID

FIRST AID KITS CAN BE FOUND:

- AT THE RECEPTION
- CLAUDIA AND LIEVEN ARE RESPONSIBLE FOR THIS.
- IN THIS FIRST AID KIT YOU WILL FIND TOOLS TO PROVIDE FIRST AID IN THE EVENT OF AN INJURY OR ACCIDENT.



LIST OF FIRST AID PROVIDERS

<u>Department</u>	<u>Name</u>
Lieven Coppieters	Quality
Erik De Winter	Management
Tom De Winter	Management
Roel De Winter	Management