

# ACTIONS TO BE TAKEN IN CASE OF CIVIL DEFENCE SIGNALS

If you hear a continuous long siren sound – the signal “Attention” – you should turn on a radio or television, be close to a phone or speakers outside. Urgent Civil defence verbal messages will be broadcasted about extreme situation together with instructions. All employees must remain calm and follow the broadcasted instructions.

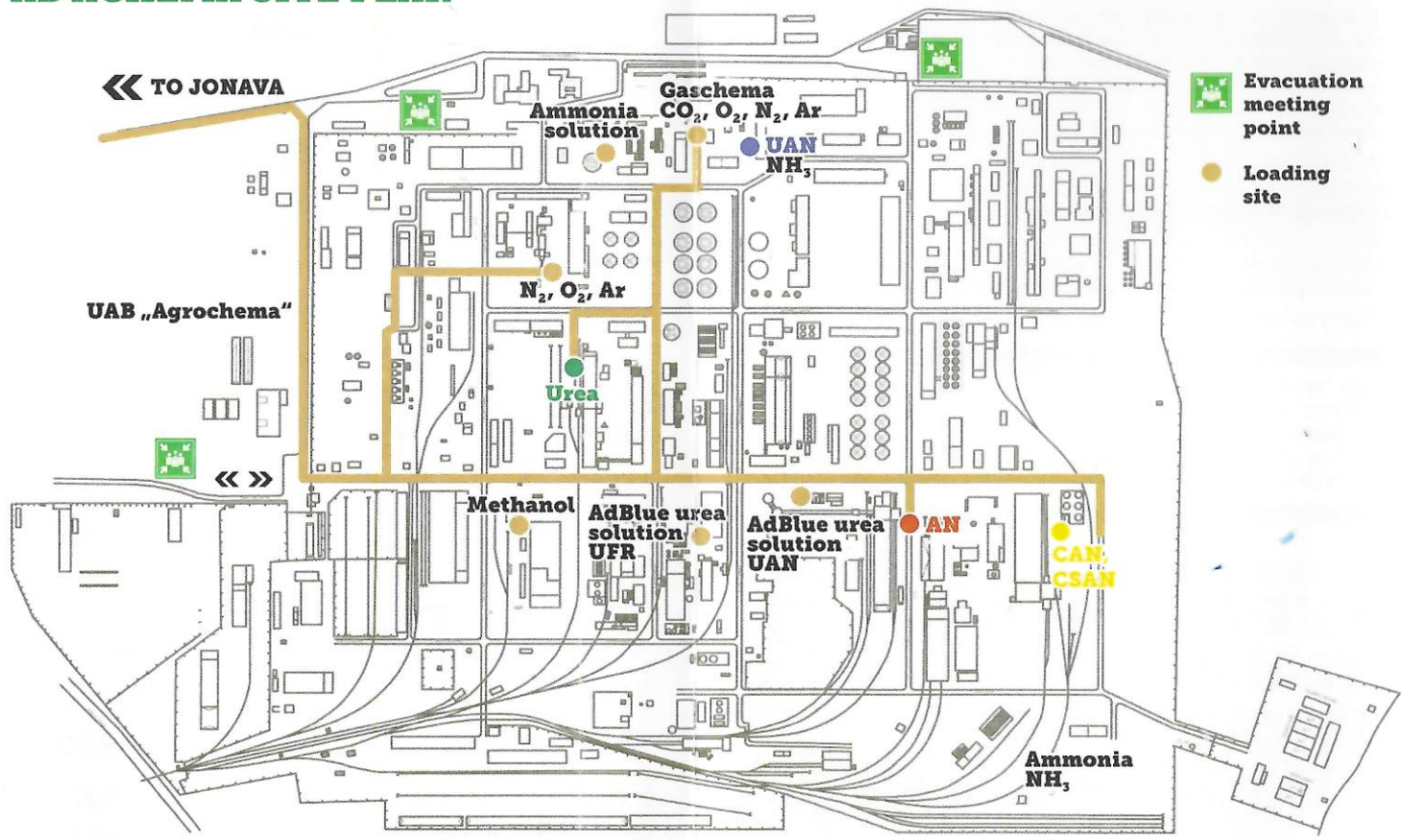
## The main requirements for drivers of freight vehicles:

1. The height of moving vehicles is limited in many places in the territory of the company, thus, limited height warning signs must be followed when trying to reach a destination.
2. Vehicles must leave the company's territory as soon as possible after loading/unloading goods.
3. Any unauthorized visits to other operating aggregates, sections or workshops are prohibited, except for the designated loading site where the specific goods are to be handled.
4. Vehicles transporting hazardous goods must comply with ADR labelling, meet structural requirements, tanks must have a valid certificate, and the type of vehicle must comply to the type of hazardous materials being transported.

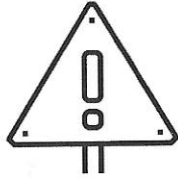


# SAFETY AT WORK GUIDE

## AB ACHEMA SITE PLAN



# FOR YOUR OWN SAFETY



## In the territory of Achema AB:

### YOU MUST:

1. Follow road traffic rules. Do not drive at speeds of more than 40 km/h on streets and roads, or more than 10 km/h on crossings. Do not overtake moving vehicles, except for low speed vehicles, in the company's territory. Do not park vehicles on railway crossings, because all crossings are non-regulated. Parking in such areas is only permitted when loading/unloading goods in designated places.
2. Please pay attention to all signs regarding employee health and safety, and fire protection.
3. Always be careful and attentive.
4. Walk only on pavements and pedestrian pathways. If there are no pavements or pedestrian pathways, always walk on the left side of a street.
5. Smoking is permitted only in designated areas when in the company's territory.
6. Follow the instructions of whoever is accompanying you, a department employee or the company's controlling authorities.
7. Declare tools, appliances and other equipment that you bring in with you upon entering the company's territory.
8. Sort waste and dispose of it in the designated containers.
9. When looking upward, you must wear protection glasses if you are downwind and closer than 100 m to chimneys.

### IT IS PROHIBITED:

1. To bring minors and persons who do not have special permits into the company's territory.
2. To enter the company's territory if you are under the influence of alcohol or narcotics. To bring alcoholic beverage, narcotic or toxic substances, to use them or to keep them in the workplace, toilets, bathroom or other premises in the territory.
3. To bring any type of guns or explosives into the company's territory.

## METHANOL

Methanol (methyl alcohol) looks and smells very similar to ethyl alcohol, but it is a very strong poison affecting the nervous system and blood. **Drinking 5-10 ml of methanol causes blindness, and drinking 30 ml or more is lethal.**

## The main requirements for contractors working in the Achema AB territory:

1. Any maintenance, repair, construction or other work to be carried out in the company must have a permit issued by a department authorised person. Contractors must always seek advice from the shift engineer of the specific department before starting repair work and receive permission to start the work.
2. A contractor's employees who have permission to carry out work may only carry out those tasks and in those locations which are specified in the permit. Unauthorized visits to other workshops or other operating sections and carrying out tasks other than those specified in the permit are prohibited.
3. All employees carrying out repair work must wear a protective helmet, work clothes and work footwear, and any other protective gear required by the nature of the work which is being carried out. The location of repair works must be clearly marked and fenced.
4. All employees, carrying out repair work in manufacturing premises or in the vicinity of outside equipment, must wear protective glasses.
5. The person appointed to be in charge of repair work (a foreman), knows how repair work should be carried out safely, has a safety supervision certificate and a certificate on supervising repair teams and is also a certified health and safety officer. Employees carrying out repair work are under this person's supervision.
6. A worker carrying out repairs, i.e. an employee carrying out the work must have been instructed on health and safety issues at the company, even though they have been instructed by the contractor (their permanent employer), have the necessary certificates specified in the instruction of their work, health and safety (job instruction), and be entitled to carry out the work specified in the permit, independently.
7. The contractor must ensure that the valid rules on safety at work and rules on fire safety, as well as instructions and other requirements of legal acts are followed in the company's territory.
8. The contractor must stop repair works immediately in case of danger or deterioration of the health of workers, inform the shift engineer and take all necessary action to ensure the safety of people.
9. The contractor must clean the work space after the job is done.


AB "Achema" belongs to the category of potentially dangerous objects, as it uses and produces large quantities of hazardous materials, such as ammonia, nitric acid, formalin, ammonium nitrate and other. More information about these substances is provided on the company's website [www.achema.com](http://www.achema.com)


## THE COMPANY'S TERRITORY IS UNDER VIDEOSURVEILLANCE





## IN CASE OF FIRE

Call   
**+370 349 56601**

 Say your surname and specify as much as possible about where the fire is and what is burning.


 Depending on the level of the fire and available fire extinguishing tools, try to extinguish the fire if the source of the fire is small.


 If the fire is inside a building, evacuate the building by following the evacuation signs, do not use elevators.


 Meet the firefighters when they arrive.

## IN CASE OF ACCIDENT

Call   
**+370 349 56603**

 Say your surname and specify as much as possible about where the accident is, what the nature of the accident is and how many people are injured.

 Depending on the nature of the injury and, if it is possible, take the injured to a safe place and provide first aid.

 Meet the ambulance when it arrives.



## CONTACTS

IN CASE OF ACCIDENT	<b>+370 349 56601</b>
ACHEMA CLINIC	<b>+370 349 56603</b>
CENTRAL CONTROL ROOM	<b>+370 349 56636</b>