

## HEALTH & SAFETY; AREAS OF INTEREST

NEW EMPLOYEE, FIRST DAY OF WORK

### Employee safety

- Personal protective equipment PPE (use work shoes, clothing, gloves, knives, etc.)
- In possession of correct and valid certificates for the use of the Internal Transport Resources ITR and other machines (including forklift, portable forklift, sawing machine)
- Compass App, Work instructions of the processes, Safety Alerts and toolboxes of the past year
- General policy (including specific rules for location, BMN code of conduct, manuals)

### Order and Cleanliness

- Clean working environment (including waste separation, waste handling equipment like baler)
- Use of internal maintenance and cleaning resources and their rules of use (shadowboard)
- Use of ITM, machines and usage rules (cleaning/maintenance and reporting obligation of defects)

### Safety of the location

- Discuss the Evacuation Plan (including first aiders, AED/first aid equipment, escape routes, assembly point)
- Discuss the safety rules on the outdoor area (including walking routes, 2-meter rule, general parking policy, parking policy on the work floor ITM, driving routes for internal/external drivers, use of mobile phone)
- Safety of buildings, shelving units, what to do in case of emergencies.
- Third party policy

### Safe workplace

- Attention cards and use/maintenance of the machines
- Use of the signage on the location

### Health

- Arbo-policy
- Arbo-service, Confidential adviser
- Alcohol, drugs and medicines policy; Smoking policy
- Work instructions, toolboxes (including lifting, computer workstation)



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