

**EYE PROTECTION**      **GLOVES**

**EAR PROTECTORS**      **SAFETY FOOTWEAR**

**ALWAYS WEAR THE CORRECT PERSONAL PROTECTIVE EQUIPMENT**

**LOOK IN THE DIRECTION YOU'RE GOING, ESPECIALLY BEFORE STEPPING BACKWARDS**

**WALK, DON'T RUN**      **KEEP WORK AREA TIDY**

**AVOID SLIPS, TRIPS AND FALLS**

**ALWAYS KEEP LOOKING AROUND YOU**

**KEEP TO WALKWAYS AND MARKED CROSSINGS**

**SIGNAL FOR RECOGNITION**

**ALWAYS HAVE THREE POINTS OF CONTACT WHEN CLIMBING LADDERS**      **ALWAYS USE HANDRAILS ON STAIRS**

**ALWAYS USE STEPS, LADDERS AND ACCESS PLATFORMS WHEN WORKING AT HEIGHTS**

**Remove or cover up all jewellery**

**ENSURE YOU FOLLOW THE SAFE WORKING PROCEDURE**

**Anti-Static Footwear Test**

1. Please stand on platform and press button continuously.
2. Green = a foot ok.
3. Red = no ok please do not enter SC zone area.

**ENSURE YOU FOLLOW THE SAFE WORKING PROCEDURE**

**KEEP YOUR HANDS OUTSIDE YOUR POCKETS ALWAYS**

**USE A MOBILE PHONE IN A SAFE AREA (DON'T USE IT DURING WALKING)**

**WALK, DON'T RUSH**

**When exiting your vehicle make your way directly to the pedestrian walkway**

**ALWAYS KEEP LOOKING AROUND YOU**



# Welcome to NGF Europe

This leaflet lists some important safety rules to which you must adhere whilst on site.

Have a pleasant and safe visit...

# SITE RULES

- Visitor passes must be worn, visible at all times and handed in to the receptionist on leaving the site.
- Photography is prohibited on site without specific authorisation.
- The use of mobile phones is strictly prohibited in designated areas.
- Electronic devices must not be connected to the company network without authorisation.
- Reverse parking is mandatory on site in designated areas.
- Smoking is prohibited except in the designated area next to the main exit gate.
- Compliance with the smoking and substance misuse policy is mandatory.

# FOR YOUR SAFETY

- Personal protective equipment (PPE) must be worn in many areas of our site. You must wear the appropriate PPE when entering these areas.
- Please do not touch any machines, equipment, raw materials, packaging materials, part finished or finished products whilst in the factory unless shown how to do so by your contact.
- Please keep a safe distance from and do not reach into production machinery. The yarn is not visible in some parts of the process and could cause injury.
- Take care in logistic routes and open spaces remaining observant for factory traffic. Our FLT's are electrically powered and therefore difficult to hear.
- Never leave the group or stray away from the designated route.

- Anti-static footwear must be worn in locations marked 'explosive atmosphere'. Footwear can be tested using the 'sole mate' test station within the Secondary Coating area.
- Electro-magnetic fields are present in certain areas where access to persons with pacemakers is forbidden.
- A maximum speed limit of 5MPH is in force.



## EMERGENCY NUMBERS

- NGF Europe emergency contact number from an internal 'phone': **3024**.
- External emergency contact number **999** (9999 when using internal phone line)
- Alternatively in emergency situations you may use your mobile to dial **01744 85 3024**.

## IN AN EMERGENCY

If you hear the fire alarm:

- Intermittent alarm signal means **STAND BY**
- Continuous alarm signal means **LEAVE THE AREA** immediately by the nearest exit.
- On evacuating the building make your way to the assembly point on the car park by following the sign-posted escape routes. Help any injured persons. Do not use the lifts. Follow all instructions from emergency and fire personnel. Report any missing colleagues to the fire marshals at the assembly point.

(Fire alarms are tested on the first Tuesday of each month at 12 pm and all other Tuesdays at 8 am)



- 1 Main Entrance
- 2 Goods Entrance
- 3 Reception
- 4 Sales, Marketing and Administration Offices
- 5 Quality Department
- 6 R&D Department
- 7 Factory and Main Production Area
- 8 Warehouse
- 9 Batch Plant
- 10 Visitor Car Park Spaces
- 11 Contractors' Vehicle Spaces
- 12 Fire Assembly Point