

# Visitor briefing

**Visitors must be accompanied at all times by a host who is employed by GKN Aerospace Norway AS (GAN) or by a host approved by GAN.** It is our commitment and policy to provide a safe and healthy workplace, however it is everyone's duty to work safely and to challenge unsafe acts and practices for the protection of all personnel and the environment at GKN Aerospace Norway AS.

Guideline for people visiting needs to be read prior to your visit.

1. In case of emergency - please call **+47 3228 8111**
2. At the event of an evacuation, please leave the building in a calm and orderly manner by using the nearest and safest exit. Follow your host to the designated assembly point
3. The visitors badge issued by the main reception must be visibly worn at all times
4. When entering the production area; protective glasses, safety shoes and full covering work wear needs to be worn at all times. Please adhere to the personal protective equipment (PPE) requirements. Safety shoes and protective glasses will be available for all visitors.
5. Report all accidents and incidents to your host
6. Remain with your host at all times to minimize your risk of exposure to site hazards by being vigilant and aware of your environment. Comply with all instructions, signage and notices.
7. Do not touch products, machinery, tools or other equipment without permission from authorized personnel.
8. Do not enter areas without authorization. Follow your host at all times.
9. Pedestrian safety – be aware of traffic movements including forklift trucks which operate both inside and outside of the buildings. Keep clear of any suspended loads
10. Food and drink is not permitted in the manufacturing areas
11. Smoking is only permitted in designated smoking areas
12. Challenge any unsafe acts - **don't WALK BY!**
13. Confidential information (including export controlled information and trade secrets) shall not be disclosed to any third party without GKN's express consent.
14. Photography prohibited at GKN Aerospace Norway AS.
15. Stay home if you are sick
16. It is prohibited to use a mobile phone while walking, driving or when carrying out a task