

# GOLDEN SAFETY RULES



### Risk Assessments & Communications:

It is mandatory to have a site specific induction which includes the Golden Safety Rules. All work must have task specific risk assessment.



### Lifting Operations:

No person shall ever be under a suspended load or in the drop zone of any load moving from vertical to horizontal.



### Electricity & LOTO:

Only qualified and competent persons can work on any electrical systems or equipment including deenergizing and apply Lock-out Tag-out (LOTO).



### Machine Guarding:

All machines must have appropriate guarding and operators must be trained for the equipment they are operating.



### Personal Protective Equipment (PPE):

All employees, visitors and contractors to wear eye protection and safety shoes within all manufacturing and service areas (including the walkways within these areas).



### Contractor Management:

All contractors must have a designated GKNA nominated point of contact. Prior to any works, contractors must sign in, have a full site safety induction and have effective monitoring throughout the duration of work.



### People & Vehicle Movement:

All employees will use the designated pedestrian walkways and obey all signage and instructions.



### Mobile Phones & Personal Electronics:

It is forbidden to use a mobile phone or personal electronics on a GKNA site while walking, operating any vehicle, equipment or carrying out a task (this includes texting, use of ear pods or hands free devices).



### Fire & Explosion:

In the event of emergency alarm, proceed to the designated assembly areas.



### Chemicals:

All chemicals in the workplace must have a Safety Data Sheets (SDS) and be communicated to all users.

All sites must ensure task specific Risk Assessments for all operations, maintenance and service areas. As safety is a condition of employment any violation to the Golden Safety Rules will result in progressive disciplinary action up to and including termination.



## 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. 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