

# Gate instruction Visitors

English version

(rev. 2021/00)



# Training informatie



Duration of the training  
15 min



The test at the end of  
the training course must  
be completed with a  
satisfactory result

# Introduction

Welcome to the safety/environmental instruction of Outokumpu. The contents of this instruction apply to every visitor who enters the Outokumpu premises.

## Safety principles Outokumpu

*Everyone deserves a safe working environment. At Outokumpu, safety takes precedence over all other activities. We are all responsible for our own safety, but also for the safety of our colleagues and third parties. We believe that all injuries can be prevented and our ultimate goal is zero accidents.*

**Safety comes before volumes, safety starts with me, I do not skip any steps, I avoid repeating accidents and near misses**

The purpose of this instruction is to inform you about the most important safety, environmental and behavioural rules that apply on the Outokumpu premises. Rules and regulations are necessary for your and our safety.

The intention is that everyone leaves the site in good health at the end of the working day or after a visit to our site.

## Access to the site

You sign in at the lodge :

- With identity card;
- Without jewellery;
- Without being under the influence of alcohol and drugs.



**If the above is not in order, you will be sent back.**

## Access to buildings

Access to the buildings is permitted only through the wicket doors and not from the overhead doors.

The overhead doors are for vehicles only.



## Access to operational areas (1)

**Access to the operational areas is permitted only when accompanied by your host or with a work permit.**

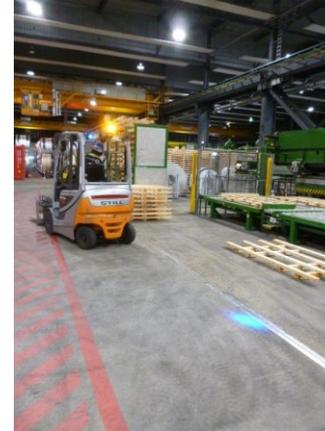


## Access to the operational areas (2)

**Never walk under crane loads.  
Five overhead cranes are operational in the production hall.**

**Walk on the walkways (blue paths).**

**When passing vehicles, first ensure eye contact with the driver.**



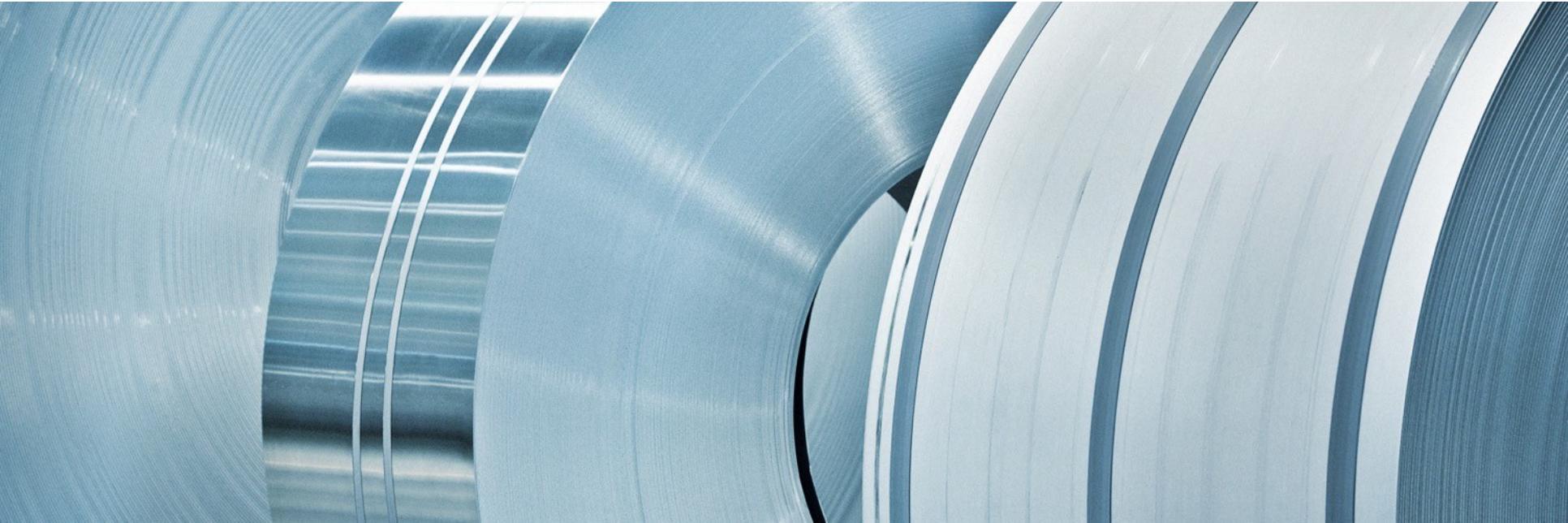
## Compulsory use of handrail for stairs

**When using stairs, the use of the handrail is mandatory.**

**Hold the handrail with at least one hand.**



# Personal protective equipment



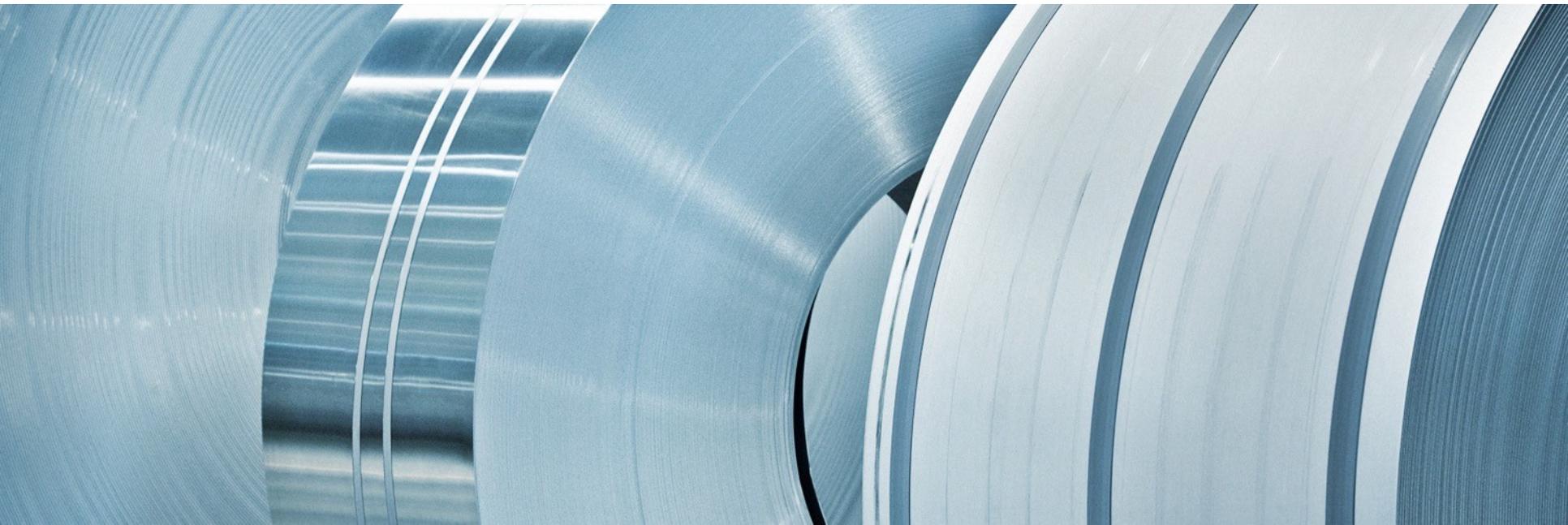
## Compulsory PPE

The following PPE must be worn on the entire Outokumpu premises:

- Covered upper body + long sleeves;
- Safety shoes (not clogs);
- Safety helmet;
- Trousers (skirts or dresses are not allowed);
- Traffic vest.



# Jewellery



## Jewellery

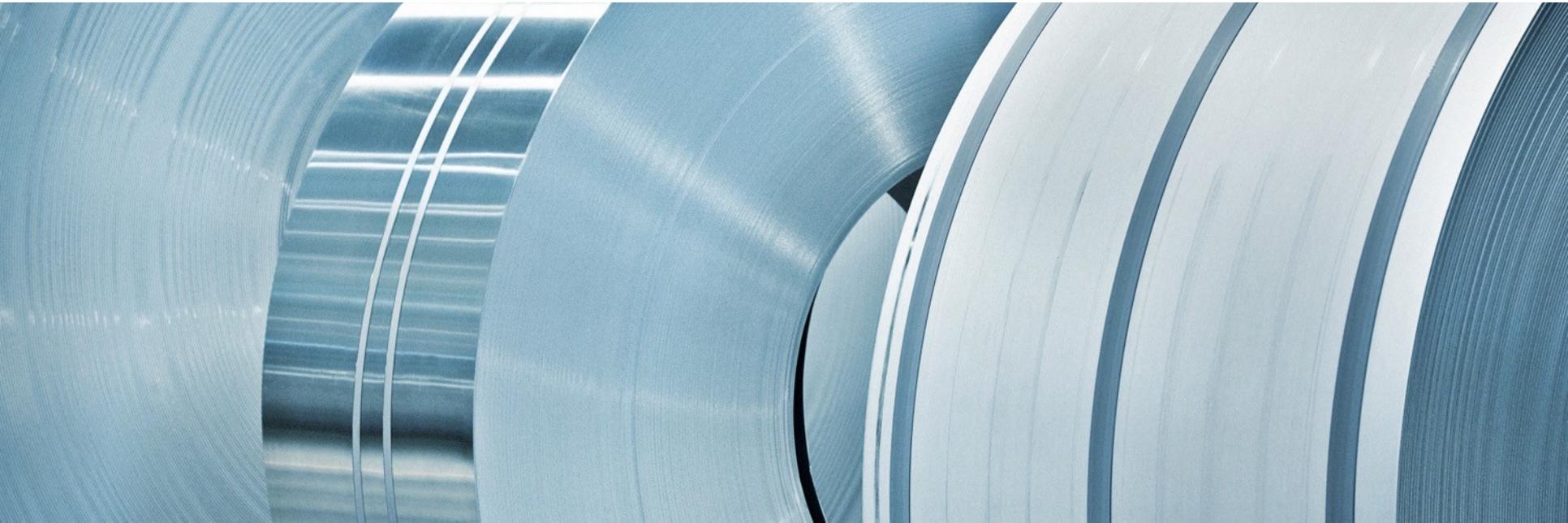
**Wearing jewellery (watches, necklaces, bracelets, rings, piercings, etc.) is prohibited on all Outokumpu premises except the office area.**

**Jewellery can cause serious injury in the operational areas.**

**Please report to the lodge without jewellery. If they cannot be removed, you will not be granted access to our premises.**

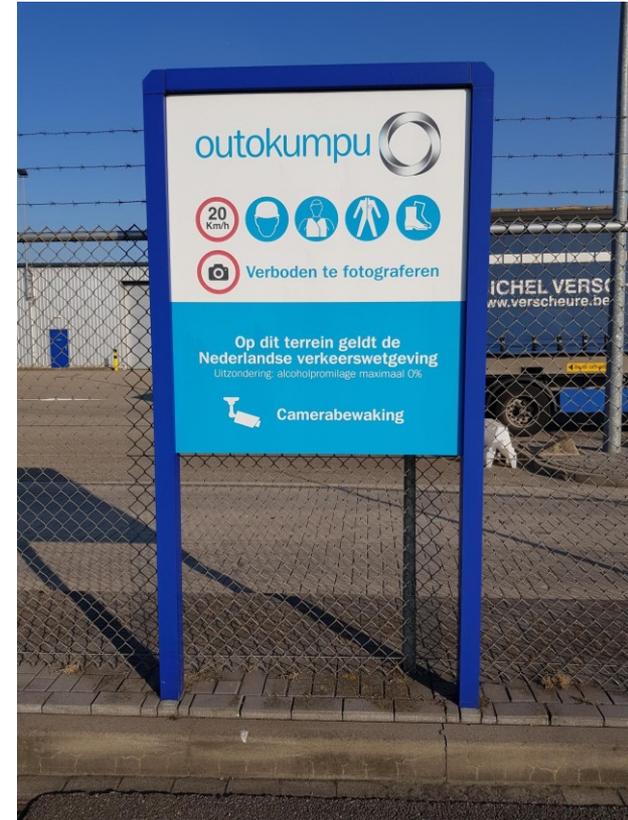


# Road safety



# Traffic regulation

**On the entire Outokumpu premises, the Dutch traffic laws apply.**



## Speed

A maximum speed of **20 km/hour** applies on the entire Outokumpu premises.

Two speeds apply on the route to the car park, **20 km/hour** and **30 km/hour**.

Respect the speed limit to avoid collisions with other vehicles or persons.



# Safe use of a mobile phone

**The use of a mobile phone is not permitted while driving, cycling or walking:**

While calling, texting, whatsapping etc. the attention is mainly focused on the conversation or the display. Due to the divided attention, the environment where you drive, cycle or walk can no longer be monitored 100%.

The risk of collision, running into obstacles or falling from heights are some examples that can cause (serious) injury or death.



# Other traffic

**Heavy vehicles drive all over the site:**

- Reachstacker;
- Train;
- Forklifts;
- Trucks.

**When walking on the premises, keep a close eye on the vehicles and make sure to make eye contact with the driver when passing.**

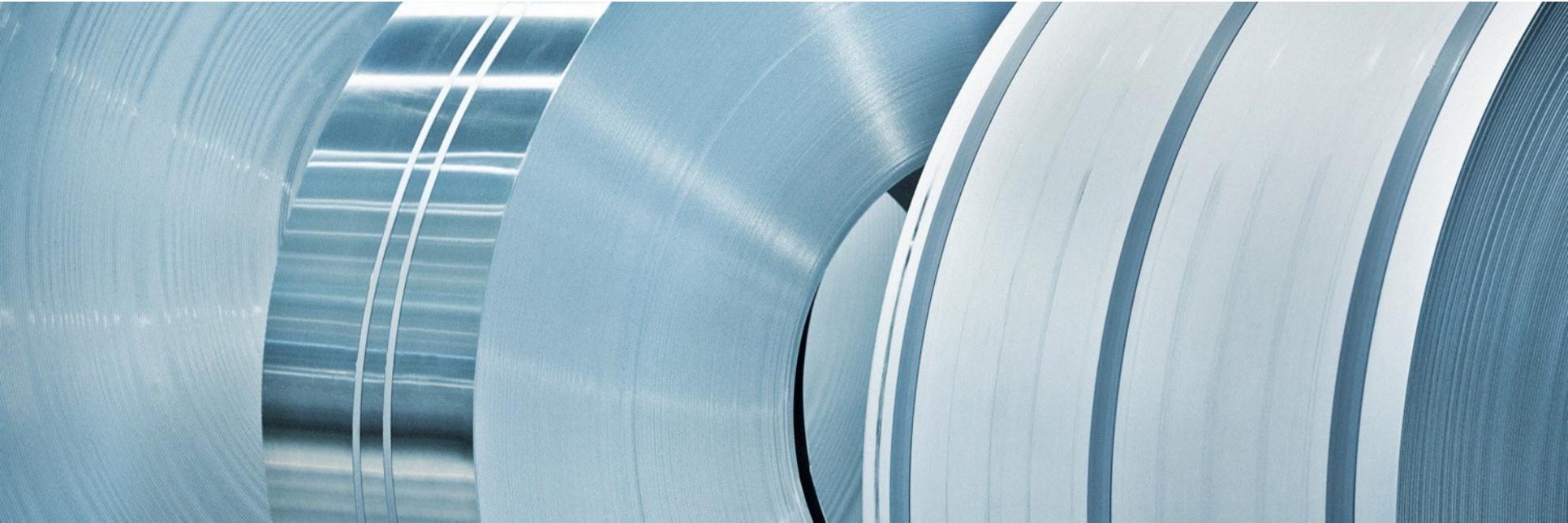


## Reverse parking

**In the car park you must park your vehicle backwards in the parking spaces.**



# Alcohol, drugs and smoking



## Alcohol en drugs

Outokumpu has a "zero tolerance" policy regarding alcohol and drugs:

In the event of suspected alcohol consumption, you will be asked, on a voluntary basis, to take an alcohol breath analyzer test.

With more than **0 ‰** you will not be granted access to our premises, or you will have to leave our premises.



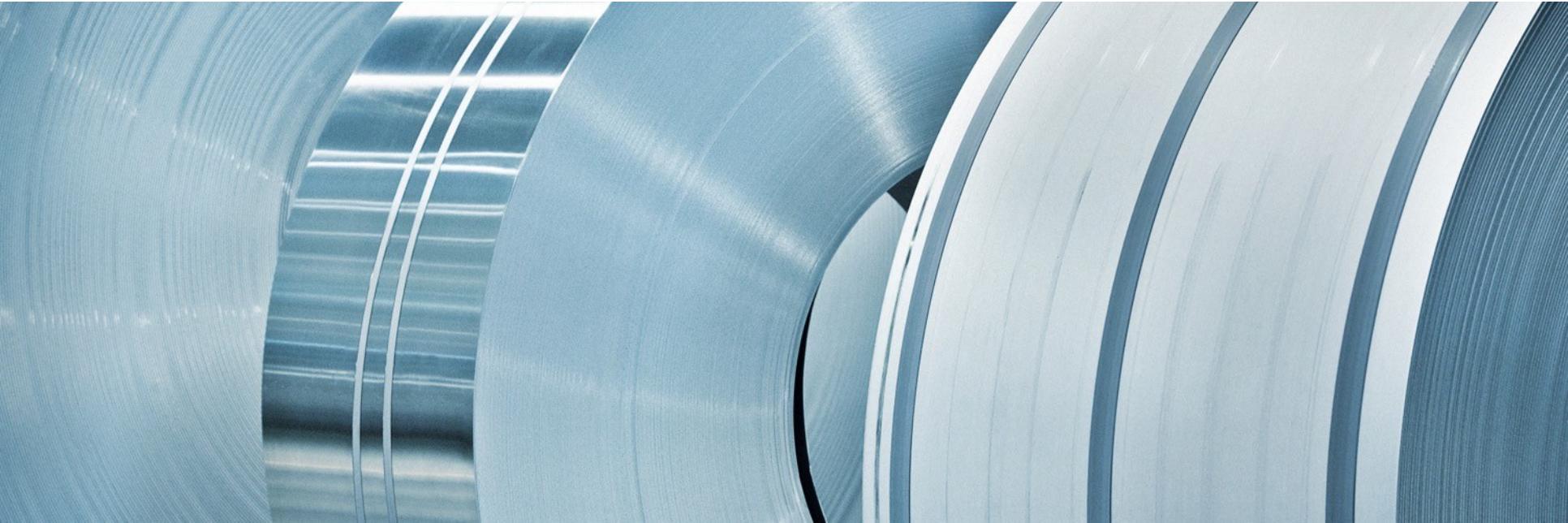
## Smoking

**Smoking is prohibited on the Outokumpu premises.**

**Smoking is only allowed in the smoking area at the car park.**



# How to act in an emergency



## Internal alarm number

**Report calamities such as fire, accidents and environmental incidents immediately to the Emergency Centre via the internal emergency number.**

**Also warn the Outokumpu employee present.**

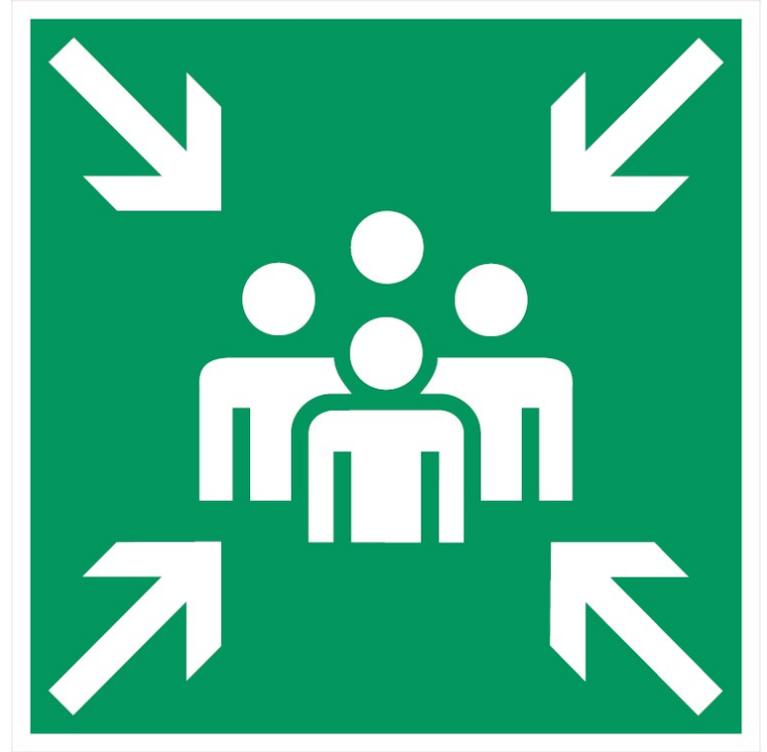
**+31 (0)115474666**



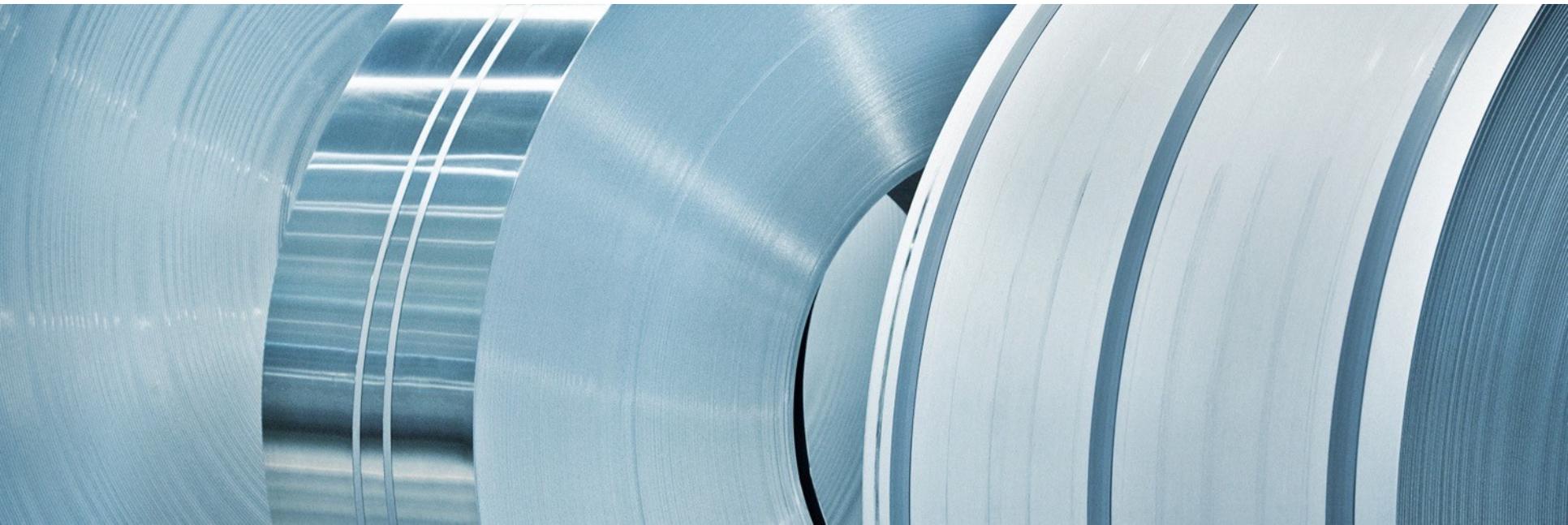
## What to do in case of an alarm?

**In the event of a fire, chemical or bomb alarm, stop your work and allow your host to escort you to the assembly point.**

**Report to the assembly point.**



# Photography



## Photography

**It is forbidden to take pictures or make video recordings on the Outokumpu premises without permission.**

Please ask permission from your host first.

