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FIRST NAME AND NAME: _____

COMPANY'S NAME: _____



At Raufoss, we believe that every employee, whatever their job, has the right to a working environment where risks to their health and safety are minimized. This is a fundamental condition for our collective success and we believe that such an environment can only be created with the participation and collaboration of everyone.

Responsibilities



- Raufoss Canada personnel is responsible for ensuring that established safety standards are followed and must ensure that working conditions are adequate and safe.
- Each contract employee is responsible for not compromising its own safety and that of others.
- Each subcontracted employee must comply with environmental regulations and requirements.
- Each subcontracted employee must wear the applicable personal protective equipment at all times and must comply with all safety instructions and report any risk, accident or potential incident during the duration of his work.

General regulations



The following regulations are intended to ensure the protection of Raufoss Canada employees and are therefore a condition of employment. They also apply to subcontractors working for the company.

Cleanliness: According to ISO 14001 compliance



Cleanliness guarantees safety. You must keep your workstation clean at all times, free from clutter and use the appropriate and identified containers to dispose of the various waste generated.

It is forbidden to use compressed air tools to clean work areas, your clothes or dry your hands.

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Compliance with ISO 14001 guidelines

→ As for information to your contact person at Raufoss

→ Make sure to clean your work area at the end of your work before leaving the premises



Plant regulations

It is forbidden to:

- Wear rings, chains, earrings that extend beyond the earlobe, and watches with metal bracelets.
 - Wear accessories that can snag and cause injury.
 - Use equipment with headphones or other audio system in the factory. This excludes devices used for internal communication.
- Note: supervisor may require that you remove all other items if considered unsafe

Make sure that:

- You know the location of emergency equipment, alarm devices, emergency exits and the meeting place in the event of an evacuation.
- You observe all signs and operating or safety instructions on equipment and workstations.



↗ Personal protective equipment and working clothes:

You must:

- Wear basic protective equipment such as safety glasses, boots or shoes with steel cap and hearing protection at all times throughout the plant.
- Exception: When the three press lines are in scheduled shutdowns, wearing hearing protection is no longer mandatory, apart from the workstations for unloading the elevators as well as the grinding stations. For these workstations, wearing double hearing protection is mandatory.
- Wear the protective equipment specific to the location or to the tasks performed, such as sleeves or protection for the arms and protection of the head when carrying out work that exposes you to the risk of burns or cuts (work in presses).
 - Button up your clothing and wear your shirt inside your pants, except wearing the Endura (flame retardant) shirt when performing welding or cleaning presses.

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- Wearing Bermuda shorts and camisoles is prohibited.
- T-shirts and sweaters are tolerated outside the pants, up to 3 or 4 inches below the waistband.
- Tie up your hair if it is long.

↗ Dangerous products :



- It is strictly forbidden to pour hazardous products into drains, toilets, sinks or outside.
- Use the appropriate collection containers
- All hazardous materials must be in properly labeled containers. The handling and storage of hazardous products must be done in accordance with the procedures in place.
- Garbage, recycling, recovery of aluminum, must be placed in the containers provided for this purpose, if in doubt, contact a company manager.

↗ Signage and getting around in the plant:



- Only trained people holding skills cards is authorized to use motorized vehicles.
- The driver of the motorized vehicle must ensure that all its equipment is in good condition (horn, back-up alarm, tires, brakes, steering) before setting off.
- Drive carefully and obey all signs.
- Avoid walking in receiving areas unless you are authorized to do so. **Wearing a safety vest is now mandatory when circulating in critical areas** of the plant near the goods receiving and shipping department. The zones are delimited by tape on the ground.

Revision



- Avoid leaving equipment or parking a vehicle in pedestrian walkways.
- The yellow and magenta ribbons mark out areas to which you must pay particular attention and never place material in front of these boundaries. These areas must remain free at all times.
- Do not clutter the aisles, access to exits, fire extinguishers and electrical control or distribution panels.

↗ Lifting equipment:



- The certified user of lifting equipment must ensure that the correct equipment is used in accordance with the authorized load capacity.

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- All lifting equipment should be visually inspected before use.
- Wearing a seat belt is compulsory by the forklift user.
- The only exception is if the lift truck is fitted with a cabin with a closed passenger compartment.



↗ Fire protection:

- Fire protection equipment should only be used for its specific purpose.
- Any use of a fire extinguisher or fire protection equipment must be reported to the supervisor on duty and the user must ensure its replacement.
- Used equipment must be returned and replaced with identical equipment.



↗ Lockout procedure: Contact with moving part, energy

- Respect the lockout policy before carrying out work on equipment, be informed that we have equipment with several combined energy sources that stores residual energy.
- If in doubt, consult either the supervisor responsible for production or the maintenance supervisor.



↗ Maintenance and repair work:

- Any work at height (according to the regulations in place) must be done using a harness equipped with the appropriate lanyard (straight or Y lanyard) in order to eliminate any risk of falling.
- Note: To obtain a harness, request a maintenance resource.
- Delimit the surrounding area for the duration of the work and when necessary, evacuate the area.
- All workers assigned to refrigeration or air conditioning equipment must have a certificate with them at all times. (competency card compulsory)
- Make sure ladders and stepladders are in good condition before using them. Store them in their designated area. It is essential to choose the right equipment for the task at hand.

For example:

- The legs of the ladder must be spaced from the supporting surface (e.g. the wall) by a distance of 1/3 to 1/4 of the length of the ladder and there must be a free space of at least 15 cm (1/2 foot) behind the bars.

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- ☞ Make sure the ladder exceeds the reach section by at least 900 mm (3 feet) and attach the top of the ladder.
- ☞ Tie the bottom of the ladder or if this is not possible, use a stake driven into the ground..
- ☞ Ladders 9 m (30 feet) and longer should be held firmly in position by one or more people if they are not permanently attached.



- If a ladder or stepladder is unsafe, you must first notify your supervisor, identify the equipment and remove it from being used.
 - Make sure guards and other protective devices are in place and functional before using equipment.
 - Only employees who must perform work in a confined space may access this area and must follow the appropriate confined space guidelines (qualified personnel only).
 - Use protective screens when welding near a driveway or near people. A hot work permit is mandatory when required.
- Keep a fire extinguisher nearby and avoid leaving cables in traffic areas.



↗ Electrical equipment:

- Only qualified people are authorized to carry out work on electrical equipment.
- The opening of electrical panels and access to the electrical room is strictly prohibited for all unauthorized people.
- Call for maintenance when required. Switches on electrical cabinets can be closed or opened only by following the prescribed safety procedure. To obtain the procedure, contact the maintenance department.



↗ Automated equipment cells:

- It is forbidden to enter inside the safety cells of the equipment without having activated the prescribed stopping devices and having padlocked the access door.

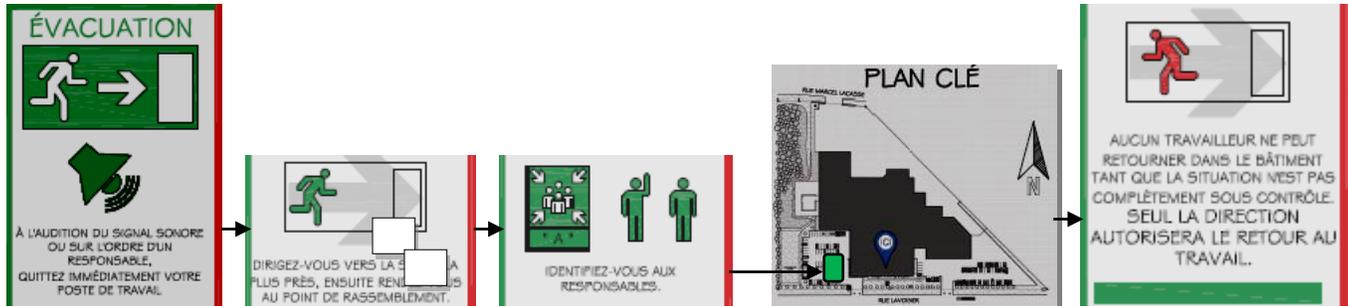
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→ If in doubt, consult the production supervisor or the maintenance department supervisor.



➤ Plant emergency evacuation



I have been given the Health and Safety regulations and I understand it is my responsibility to read them and act in accordance with their content.

This document provides important information on health and safety and I understand that it is my duty to consult my manager on any matter relating to health and safety.

Do you have all the skills required to perform the work for which you have been commissioned at Raufoss? YES NO

If you checked YES, please send us proof of your skills card.

Signature _____

Date _____

Section reserved to Raufoss Canada's responsible person:

Description of the work to be executed:

Duration of work : _____ to _____

Signature of Raufoss responsible person

Date _____

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