

# Welcome to Geveko Markings Norway AS

When you are visiting Geveko Markings Norway AS (GMNO), we ask you to follow our safety regulations so that everyone can safely move around and work in the area. In addition, you have the duty to comply with the general requirements in the Working Environment Act and in current environmental regulations. We are certified according to ISO 14001 (Environmental Management), so we would therefore request that all suppliers and guests be aware of their responsibility for avoiding pollution of our sites.



## Welcome

Guests are asked to use the doorbell labelled Geveko, which is located to the left of the main entrance - see site map. (1) Craftsmen, service personnel, etc. who are going to the production hall, who have been given the name of a contact person may contact that person - see site map (2), if necessary the shift supervisor (+47 971 98 374) or the production manager (+47 951 50 715). If hot work is to be conducted, the production manager shall be contacted before starting the work. Carriers who are going to load or unload goods shall contact the forklift driver (+47 971 27 991), who will guide them to a specific place.



## Contact

Our main telephone number is +47 948 42 445. Here you will be guided to your contact person or to a specified place. In the event of accident or damage to buildings or inventory, contact the production manager at (+47 951 50 715).



## Driving on GMNO's property

Maximum speed in the area is 20 km/h. Lorries for loading and unloading must follow directions given by the forklift driver. Guest parking by the main entrance is labelled Geveko. If necessary, you can use the parking area by the access road.



## Visits to GMNO's areas

Guests may only be allowed free movement if they are accompanied by one of GMNO's employees, or if they are given special permission. Visitors to the production sites must keep within designated areas. Please show extra caution if there are any signs posted in relation to traffic or slippery floors, etc.



## Smoking and alcohol

Smoking is not permitted in Geveko's premises. Outdoor smoking is only permitted where there are ash receptacles with a "Smoking Permitted" (Røyking Tillat) sign posted. The consumption of alcohol on Geveko's property is forbidden. You must not be under the influence of alcohol or any other controlled substance. Any such violation will result in dismissal.



## Toilets

For craftsmen, service technicians and lorry drivers, there are toilets in the entrance area - see site map.



## Photography forbidden

Photography is forbidden without permission from your contact person.



## Forklift driving – BE AWARE!

Forklifts drive in the warehouse, outdoor areas and in the production hall. Be especially careful, and never walk behind a forklift without making eye contact with the driver. Avoid any unnecessary traffic in the area and respect any forklift driving.



## Safety regulations

A reflective vest is required when you cross the roadways in the outdoor area. You can get a reflective vest labelled "Visitor" (Besøkende) from the storage cabinet in the entrance area. (3)

Protective shoes are mandatory in all production areas when walking outside of labelled walkways. In certain cases with special work, hearing protection can be mandatory. In such instances, the Safety Representative will provide instructions. If work is to be done at height, visitors may be required to use a hard hat, which can be found in the storage cabinet in the entrance area - see site map. (3)



## Machines and materials

Maintain a safe distance from conveyor belts and transportation trolleys in the production hall. When these are in motion, a warning light will be lit. Be aware that crucibles and associated materials are extremely hot. In the event of burns, first aid equipment is found in a designated place - see site map.



## Spills of chemicals or raw substances

In the event of any spills from tanks or transport units, a report shall be made to the shift supervisor or production manager. Absorption equipment can be found in the production hall at the designated place. (4)



## First Aid

First aid equipment is located at designated places - see site map. The current action plan is posted in the administration building as well as in the production hall.



## Chemicals

All suppliers who transport, store or use chemicals on Geveko's property shall comply with our specific regulations according to the ISO 14001 standard. When using chemicals on Geveko's property, personnel shall be familiar with the safety data sheet for the chemical being used. The safety data sheet shall be able to be presented upon request from Geveko's personnel. Containers with chemicals shall be clearly labelled with content and any required hazard symbols.



## Sorting of waste

Please follow our waste sorting instructions that are found at the entrance areas to the production halls and the administration building (1 and 2), see the site map to find the location of the various collection stations.



## Dangerous waste

Waste categorised and labelled as dangerous must be discarded at the recycling station. See location on the site map. (9)

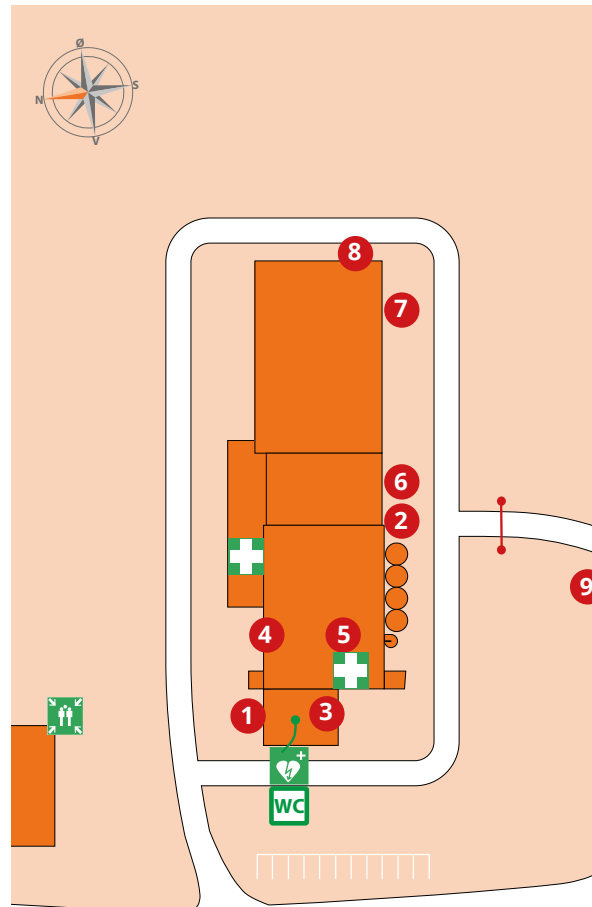


## Evacuation

In the case of a fire alarm: Leave the building and go to the nearest meeting point - see site map. Inform your contact person about where you are.

## Environmental policy

You can find our relevant certificates and environmental policies on our webpage [www.geveko-markings.com/about-us/quality-environment/](http://www.geveko-markings.com/about-us/quality-environment/)



Assembly point

Defibrillator

First aid kit

Toilets

1 Reception

2 Contact production

3 Storage cabinet

4 Absorption equipment in case of spills

5 Cardboard and plastic for disposal

6 Combustible waste

7 Scrap metal

8 Electric scrap

9 Dangerous waste



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Leading the way  
in safety and  
environment



# Site Visitor Safety Information