



- Emergency Spill kits located around the exterior and interior perimeter of the factory.
- Emergency Shut Off Valve to Fens Pool Outlet.

Should you have or witness a spillage of any kind, contact a member of staff immediately. Protection of the drainage network is of paramount importance!

### Litter

Please ensure that all items of litter are safely deposited in waste bins located around the site. If you are unable to find a waste bin, please contact a member of our workforce and they will point you in the right direction. Be advised, we operate a “zero tolerance” policy for offences of fly tipping and unauthorised waste disposal.

### Do's and Don'ts

**Do** act in an environmentally responsible manner.

**Do** clear up any waste/debris that your activities create.

**Do** inform management of any spillages as soon as possible.

**Do** wear adequate personal protective equipment

**Do** ensure that you have assessed the risks both environmental and health safety prior to conducting any work

**Do not** empty any substance into any site drains

**Do not** dispose of any waste without permission from a senior manager.

**Do not** light fires or burn waste

**Do not** drop litter

Smoking is limited to the three smoking points and forbidden anywhere else.

Failure to comply with our regulations will result in your expulsion and subsequent prohibition from working on this site.

### Any Questions?

Should you have any questions regarding this information, or any other subject, the following contacts are available:

Health & Safety, Works Management	Phillip Guest	Ext 500
Maintenance & Engineering	Martin Skidmore	Ext 600
Quality & Environmental	Wayne Roden	Ext 700



## Health, Safety and Environmental Procedures for Visitors

### Welcome to Servosteel.

**Please do not proceed past the reception area until you have read and understood the information contained in this leaflet.** Should you need further information concerning your visit to Servosteel, your host or the manager accompanying you will take pleasure in helping you.

### General Site Rules.

1. Minimum Personal Protective Equipment (PPE) requirements for this site are Hard Hat, Ear Protection, High Visibility (HI-VIZ) vest, safety footwear and safety gloves. Eye protection is required for designated areas.
2. Please sign the visitor's book and wear your visitors badge at all times whilst on our site. Please sign out and hand in your visitor badge upon departure.
3. Contractors are bound by our method statement and permit to work procedure, and will not be allowed to commence work until the necessary formalities have been completed and a permit to work had been issued.
4. Smoking is not permitted anywhere within the office block, gatehouse and one of the welfare portacabins. However, smoking is permitted outside the buildings at designated points. Your host will inform you where they are.
5. You must be accompanied by your host at all times whilst on site, unless you are a contractor with a Servosteel Permit To Work.
6. There are continuous crane, fork lift and other traffic movements within the works. You are instructed to keep to designated walkways at all times unless allowed to take a different route authorised by your host.
7. Floor areas painted red are exclusion zones which you must not enter whilst vehicles are being loaded, or there is any other activity being carried out in the area. You must not deviate from green walk ways (with yellow borders) unless escorted by your host and wearing safety foot wear. No liability will be accepted for injuries which could have been avoided by wearing safety shoes.
8. Wherever there are safety equipment signs, personal protective equipment must be used/worn. As a matter of course, hard hats, high visibility vests must be worn at all times whilst within the factory.
9. Your host must give you information about the location of first aid facilities and toilets.
10. Site speed limit is 5 mph.
11. You must adhere to all safety signs whilst on our site.
12. Any steel material samples must be taken by Authorised Servosteel Operatives only. Gloves must be worn whilst carrying samples.



### Emergency Procedures

1. To obtain First Aid Assistance, go to the nearest production line and ask for a first aider to assist you.
2. To report a fire, go to the nearest production line and report to the nearest operator who will set the alarms in motion.
3. Emergency evacuation procedures are posted on each production line and on all notice boards within the factory, offices and gate house. Please familiarise yourself with these procedures upon your arrival on site.

### Fire Safety

1. The fire alarm is a distinctive siren similar to an air horn. If you hear the siren, please leave the building by the nearest exit or as directed by your host.
2. Do not delay or return to collect any personal belongings.
3. Assemble on the tarmac outside the building or at an assembly point as instructed by your host
4. Do not re-enter the building until you are told to do so by your host.
5. At Servosteel, we have trained and competent fire wardens and first aid personnel. Do follow any instruction which you may be given and do not do anything which may interfere with the operation of these items.

### Environmental

The management of this site is committed to:

- An ISO 14001 Environmental Management System

This has the ultimate aim of:

- Preventing pollution
- Controlling our environmental impacts
- Continuous improvement
- Complying with our applicable legal requirements

Applicable legal requirements for this site include:

- Integrated pollution prevention control permit for our pickling activity
- Consent to discharge to sewer for trade effluent
- Consent to discharge to controlled water for surface water
- Duty of care for waste

It is essential and a contractual obligation that you act in an environmentally responsible manner for the duration of your visit.



### Waste Management

Servosteel takes its environmental responsibility very seriously, and this includes control and disposal of waste from the site. As a visitor to our site, it is your responsibility to dispose of any waste materials, which **should only be disposed of in our waste skips if permission has been granted by the Operations Director or Environmental Manager.**

All skips on site are labelled with acceptable waste types. A summary of the skips in use on this site is listed below:

<b>Oil Contaminated Waste</b> For any waste which has or is suspected to be, contaminated with oil.
<b>Commercial Waste</b> For disposal of general, non hazardous waste, which is suitable for landfill.
<b>Filter Cake</b> For metal hydroxide filter cake only.
<b>Paper</b> For office paper, leaflets and envelopes.
<b>Metal Scrap</b> For steel banding, steel off cuts, steel scrap bobbins and any other metallic waste.
<b>Veolia Roll on Roll Off</b> For bulk disposal of non hazardous waste, including site clearance.
<b>Waste Oil</b> For disposal of waste oil and water/oil mixtures.

### Spillages

This site borders the Fens Pool Site of Specific Scientific Interest (SSSI), which is protected by law. All surface water from this site (car park drains and building drains) drains to the Fens Pool SSSI, so anything spilt on our roadways has the potential of contaminating surface water draining to the Fens Pool SSSI. In order to mitigate any accident hazards, we have:

- Emergency Drain Covers, located in our weighbridge and in the Effluent Treatment Plant