

01



**Tasks** should only be performed once their **hazards** and associated risks have been **assessed and controlled** and with the proper **training**.



**Always** wear required Personal Protection Equipment (**PPE**) for each task or work area.



Every **accident, incident or near miss** has to be **reported immediately**.

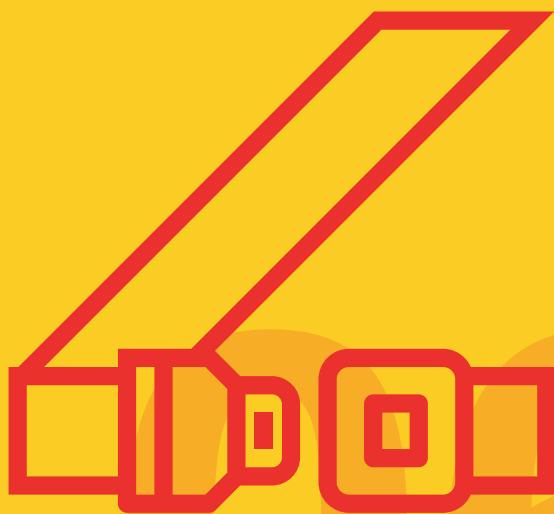


**Safety guards** and **devices** must always be in **working condition**, and must be **respected**.

# LIFE SAVING Rules



When **fire** has reached **explosives or oxidizers**, **never** attempt to **extinguish** it.



**Always** wear **seat belts** in any kind of vehicle.



**No drugs or alcohol** while **working or driving**.

# ENVIRONMENTAL GOOD PRACTICES



1

## CONTROL THE ENVIRONMENTAL ASPECTS

Ensure that you know and control the environmental risks and impacts of your job according to the work instructions or SOP



2

## PREVENT SPILL RISK

Keep the storage areas clean and properly maintained, and respect the Safety Data Sheet (SDS) recommendations



3

## REDUCE, REUSE & RECYCLE

Adopt the 3R rule: reduce the use of natural resources and raw material; reuse, and recycle if possible



4

## DO NOT MIX WASTE

Identify, sort and handle the waste of your job. Do not mix the waste, it makes difficult its recycling and final treatment



5

## SAVE ENERGY AND MINIMIZE AIR EMISSIONS

Turn off the lights and equipment when not in use



6

## PREVENT SOIL AND WATER POLLUTION

Dumping and uncontrolled discharge on the ground or sewage systems is strictly forbidden



7

## COMMUNICATE ANY INCIDENT

Inform about any environmental incident and participate in the problem solving process to avoid its repetition

# QUALITY BASICS

**1**

## Respect the standard

I understand and apply the standard work instructions which I have been trained in accordance with, using the required tools and in adequate working conditions.



**2**

## Ensure the quality at start of every batch

I ensure quality by performing the checks indicated in the standard according to the defined frequency when starting every batch.



**3**

## Check what you do

I check the process, product or service characteristics during my working time, according to the acceptance criteria.



**4**

## When a problem occurs, react

Whenever I detect a problem, a defect or an incidence, I react according to the standards and my skills.



**5**

## Identify and isolate every nonconforming product

I identify each and every suspicious or nonconforming product placing them in the designated quarantine area.



**6**

## Rework under control

I rework the product under an approved rework instruction that prevents safety, quality & environmental risks.



**7**

## Understand the problem causes and act

I contribute & support Problem Solving Teams with my experience, my ideas and my work.

