



Sterling Chemical Malta Ltd

SAFETY INSTRUCTION Information for contractors

REVISION HISTORY

Revision Date	Revision Number	Sections affected	Change description
03/07/2013	Rev.00		First issue document

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MALTA LTD

SAFETY INSTRUCTION

INFORMATION FOR CONTRACTORS

MIOS_4.4.6-H1 rev.00 del 03/07/2013

Informative and obligations inherent risks and measures of prevention, protection and emergency relating to places of work involved in the contract (in accordance with article 7 of Legal Notice 36 of 2003)

- ⇒ Hereby we inform the Contractor, hereinafter referred to simply as "Contractor", about the risks and the measures in question, recalling the main obligations by the Contractor itself;
- ⇒ Not covered by this Act are the information relating to work equipment, installations (including electrical), and machinery in general given by the Contractor, both those used as construction equipment or those whose use could pose a risk connected with the specific activity of the Contractor same. For such equipment, plant and machinery, as well as their methods of operation, the Company is not required for the check in accordance with current standards of prevention, hygiene and safety at work, in the case of assessment related to specific risks inherent in the 'Contractor's activities;
The Contractor shall require the Representative of the Company any further information on the subject as it deems necessary for the proper performance of the contract against him. This document considers the set of situations typically encountered in work rooms in argument, it can then detect specific situations characterized by the lack of one or more What to do indicated below followed by suitable verbal cooperation and coordination.

This communication should not be regarded as exhaustive and will therefore be susceptible to changes and additions.

1. ELECTRICAL SYSTEMS

The workplaces are equipped with electrical systems, with suitable characteristics, in particular with regard to accident prevention, specifically against accidental contact, direct or indirect contact with live parts. In the wards used for production of active pharmaceutical ingredients and warehouses are also electrical systems comply with the ATEX Directive, as installed in areas classified as potentially explosive. When working in hazardous areas is necessary for the contractor to request authorization at the beginning of the work to the client.

The Company expressly requires that the Contractor always verifies the presence of internal and / or external electrical systems located near the places where the work is carried out; moreover the Contractor have to verify and/or implent, before making active every electrical connection, the correct coordination between the ground and the protective devices.

It is obligation of the contractor to always check the integrity of sockets, extension cords, outlets, machines, equipment, etc.. company-owned and used by the contractor for the performance of work covered by the contract, since the presence of water can cause indirect contact with live parts - electrocution risk. In case of need / emergency, the Contractor must use the available means of protection (disconnecting power supply, use of fire extinguishers placed in proximity of electrical systems, etc.). Their furnishings and fittings, locations and directions for use should be verified beforehand by the contractor. **May not make changes and/or electrical connections that differ from what is expressed in this point without having previously defined the procedures to be taken, any intervention must be authorized in writing by the Purchaser. Behaviors different from the above considerations raise the company from all liability both civil and criminal.**



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2. EQUIPMENT, MACHINES AND EXISTING PLANTS

In the production departments there are chemical complexes containing substances classified as dangerous.

It is forbidden the use of machines, equipment and systems without specific authorization from the company.

The Contractor must inspect the equipment useful for the implementation of the work, fixed installations and those of transient or occasional use, placed in the workplace, as well as their correct use, particularly with regard to measures for safety protection. The provided Protection Devices must not be removed nor tampered with, it is forbidden to climb on top of machines, equipment, etc. Are not allowed operation whose sole responsibility is the employees of the Company.

The machines, equipment and systems must be used according to their intended use and for the reasons for which they were designed or build, it is forbidden to any other misuse.

In case of malfunctions and/or risks for any reason not detected in the previous analysis, it is the task of the contractor to suspend all activities, to secure the machine, system, etc., to contact the company managers and wait for instructions.

The Company is expressly referred to the obligation of the Contractor not to perform operations on such equipment and/or machines, unless it is necessary in order to face danger and/or emergency. In this case, the same Contractor shall timely notify the Company of the intervention carried out.

In any case, all operations on the equipment and/or facilities in question, however, the Contractor shall employ only competent staff.

With regard to the information, education and training, it is responsibility of the contractor to provide all the relevant information to their employees.

To the contractor it is however prohibited the use of equipment/machines owned by the Company without prior written authorization.

3. PEDESTRIAN PATHS

The Contractor must examine existing paths, parking areas, pedestrian routes and to inform each of its employees about the risks related to internal handling of loads carried by trucks, electric pallet trucks and/or forklifts to the risks present in the outer squares due to the presence of means of transport.

To the Contractor and to all the staff employee it is required during the stay in the factory of the Company, extreme attention to the presence of forklift (load and unload area), transportation and work in the present outer squares (maneuvering areas and parking), parking areas of machines and/or equipment.

It is strictly forbidden to leave parked cars and equipment outside of designated areas, run inside or outside the establishment, traveling at high speed.

It is the responsibility of the Contractor to clean and/or report the areas granted to it in use and potentially at risk.

It is the obligation of the Contractor to ensure that the staff respects on the traffic rules by taking a walking pace, signaling its presence, keeping a safe distance from the moving vehicles, corners and areas with low visibility, respecting the existing rules of the road.



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4. RISK OF FIRE, EXPLOSIONS, ROUTES AND EMERGENCY EXITS

Within the company, there is the risk of fire/explosion because there are large quantities of flammable and highly flammable. In particular, such materials are present:

- in the production departments
- in raw materials and external warehouses
- in the warehouses of Quality Control Laboratory
- in the boiler room

The Contractor must examine the characteristics of the workplace and the placement of materials and every other fuel element and/or mixture present inside the plant.

It also needs to verify the means of protection and alarm systems available (in particular, fire extinguishers, etc..) as well as the amenities, location, signage and directions for their use and/or activation (see plan of reference).

For the purposes of an immediate and easy evacuation of the workplace affected by the activities of the Contractor, the same shall be required to identify, in collaboration with the managers of the Company, and view routes and emergency exits (and for the latter, the relative opening system). Notice is hereby given that the places of work, as required, are equipped with lighting system security.

The verification of the workplace should be carried out with the staff of the Company which will make the Contractor informed about the hazards present in the wards where is the proper activity of the contractor (see following sections).

In local areas where there are combustible and/or flammable gases, in particular in all areas of establishment ATEX classified, it is absolutely forbidden to use mobile phones, open flames and/or sparks, use equipment, facilities not congruent to the risk fire-explosion inside the premises and without having received proper written authorization and have taken all precautionary measures defined and/or deemed necessary for the specific activities that must be carried out.

The authorization is given through Work Permit.

Throughout the area it possible to find a list of **Emergency Numbers** and the composition of **Emergency Team**.

5. NOISE

In view of the noise levels in the workplace, it is expressly referred to the obligation of the Contractor not to expose workers to a level (Lepd) permitted by applicable law (Legal notice 158 of 2006).

The Contractor is obliged either to reduce the noise levels at the source, is to equip the workers of the means of protection required for those activities that pose specific risks from exposure, taking care of the responsibility for their proper use. Regarding the characteristics of the protective equipment to be supplied to each individual employee, they will be communicated at a later date, according to the department where the work will be carried out.



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6. CHEMICAL RISK

The company manufactures active pharmaceutical ingredients and therefore uses a large number of chemicals classified as dangerous. The substances are in particular:

- in the production departments
- in warehouses
- in the laboratory Quality Control

It should therefore be noted that it is forbidden to proceed to the use of chemicals unless expressly authorized.

If necessary, it should be noted that copies of the documentation (MSDS) for each product is kept in each department.

It is expressly forbidden in the case of uncertainty, to proceed with the work and the consequent use of chemicals and refers to the obligation of the Contractor to contact the Head of Department about the risks related to the present work in question.

Please note that it is up to the Contractor as part of its security, equip the operators of the equipment and / or PPE provided to carry out the work in question.

7. COVERAGES – WORK AT HEIGHT

The coverage of the building is safely accessible. The access stairs can be used only by authorized persons.

Before starting any work at height (coverage, maintenance plant parts, etc..) Must:

- delimit the area below;
- define which operates provisional, understood as individual or collective protection devices must be used to perform the work under contract granted (eg network fall, harness and lashings, use of aerial work platform, scaffolding, etc.).
- draw up appropriate security procedure indicating the operating modes and the residual risks;
- place the safety devices adopted, to warn (information, education and training) all operators of the risks present, do proper work of Coordination.

Receiving proper authorization or execution of the works.

In relation to the area of intervention it will be by the Contractor require the Managers of the Company any information needed about secure access to coverage and/or the area covered by the intervention (eg maintenance coverage, lines and electrical outlets, etc..).

It is forbidden to any intervention to work without the use of safety requirements and necessary structures of a (temporary works).

The Company is relieved from any liability, whether civil or criminal, for damages to persons and property that may result from not using the structures of a security or the lack of coordination work due to the Contractor.



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8. INTERFERENCE WITH OTHER ARTICLES

It is the responsibility of the Contractor to ensure that their activities do not interfere with the existing business, and at the same time do not cause any damage to existing operators.

The Company will ensure that each dependent operator will not cause hindrance to the work of the contractor and to take precautions for work on equipment. The contractor has nonetheless the responsibility to take all the precautions that are necessary in order to eliminate any possible risk associated with the interference between work and their development.

In case of the presence of multiple contractors in the same work area or that the work can somehow present interference, the Employers must carry out appropriate cooperation and coordination pursuant to article. 26, paragraphs 2 and 3 of Legislative Decree no. 81/2008, subsequent amendments.

Based on the above, the Company becomes promoter of this work of cooperation and coordination.

9. EMERGENCY MANAGEMENT (excerpt from the Emergency Plan)

IN CASE OF EMERGENCY

Anyone who detects an abnormal or dangerous fact and that it is not absolutely sure to be able to successfully cope, must follow the following procedures:

- Notify the Coordinator of the emergency by typing the phone number of his department specifying exactly:
 - Nature and location of the emergency
 - The presence of any injured
 - The exact location where it is and its generality
- Press the closest alarm button (without jeopardizing his/her safety)
- Make sure of being able to safely walk away.

In case of alarm sound/vision or order to evacuate all workers and visitors must reach the gathering point outside indicated in the General Plan of emergency and evacuation. In particular, they must:

- Immediately stop any activity:
- Leave all personal belongings;



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- Before leaving their place of work, **WITHOUT PUTTING YOUR SAFETY AT RISK secure the means of work**, turning off the power supply.
- Stay calm;
- Calmly walk along the indicated paths;
- Do not push, do not scream, do not run;
- In case of smoke during the path, wet a handkerchief, use it as a mask and walk with your head as low as possible in order to stay under the smoke itself, to breathe better.
- In a local invaded by the smoke, and in the absence of breathing apparatus, it should be lowered as much as possible on the floor, to facilitate breathing. Remember, in this connection, that the hot exhaust gases tend to go up, while fresh air flows and pools in low areas.
- Achieve **GATHERING POINT**
- Remain at the collection point outside for the roll call.





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10.OBLIGATIONS AND LIMITATIONS

Indication of general validity behavioral norms that must comply with the contractor

- The contractor's staff access inside the settlement is set with identification cards.
- The employee recognition (badge), transport and work equipment must be clearly identified.
- The external company can operate only in the authorized area. They can gain access to other areas only if accompanied by a Sterling Chemical Malta LTD employee/collaborator.
- Compliance with the general rules of behaviour for internal circulation.
- Knowledge of the plans of the premises with an indication of escape routes and the location of the principals of emergency as well as full compliance with the rules of fire prevention and emergency management specific places covered by the contract.
- No smoking inside the site. Smoking is allowed only at the smoking points.
- It is required that the staff of contractors is equipped with work clothing, they must be uniform for all employees of each company, shall be in terms of wear and cleaning acceptable and must indicate the firm's membership.
- The contractors must comply with the requirements of training and information on safety and health at work of their leaders, their supervisors and operators.
- All operators must make use of PPE provided and supplied data;
- Contracted activities must be carried out in full organizational, personnel and means with absolute ban on the use of equipment of different property, unless specifically authorized in writing.
- All work equipment introduced and used by contractors must comply with the standards of safety and compliance with EC Directives
- Any violation of safety rules and behavioral encountered, can lead to the end of the contract to the removal of personnel or result in termination of the contract.
- In case of accidents and/or injuries occurring within the site during the contracted activities, it must be promptly informed the referent of the site.

The employer must ensure:

- The preparation of extinguishers, safety signs (principals, paths, and outputs), the arrangements for the disconnection of electricity, gas, water, etc..

The Contractor must operate without altering in any way the characteristics of safety levels and protection of the workplace and of machines/equipment and/or facilities present. It also must promptly report to the Representative of the Company emergency situations or anomalies that were to be determined, during or as a result of the execution of the work in question, notwithstanding its obligation to ensure, within the limits of specific skills and available means for the prevention of risks and the minimization of damage. The Contractor must make their own informed employees of the specific risks present in the workplace, the measures of prevention and protection, emergency procedures adopted by the Company. The Contractor shall also notify the Company of the risks that are to be introduced within the plant for carrying out the work contracted out and what preventive measures and protection should be put in place.



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If in the workplace at the same time more companies operate in order to enable the Company to implement the coordination of art. 7 Legal Notice 36 of 2003, amended, the Contractor shall promptly provide the Company with all necessary information about the specific risks that may cause interference between the work of different companies.

The company reserves the right to send, at any time, revise of the present document.