



**COORDINATION OF COMPANY  
ACTIVITIES**



## ACCREDITATION OF COMPLIANCE WITH THE REGULATIONS CONCERNING OCCUPATIONAL RISK PREVENTION

Dear sir/madam:

In virtue of the provisions of article 24 of the Law on Occupational Risk Prevention on **“Coordination of Company Activities”**, and Royal Decree 171/2004, **BORGES INTERNATIONAL GROUP S.L.U.** provides you with the following information, for the correct coordination during the execution of works by you:

**Risks and prevention measures** to be taken into account at our facilities:

- |                        |         |
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**Scope:**

The present document applies to all sites and operations of Borges International Group SLU, in addition to any other point of origin of goods relating to operations for the loading and unloading of lorries.

### **Declaration of Compliance of Risk Prevention for Contractor Companies and Self-employed workers**

In accordance with the requirements of article 24 of Law 31/1995 on Occupational Risk Prevention (amended by Law 54/2003), R.D 171/2004 on the Coordination of Health and Safety at Work (CAE), Royal Decree 39/97 on Risk Prevention Services (RSP) and Law 20/2007, of 11 July, on the Statute for Self-employed Workers:

The signatory of the present contract DECLARES that the company/self-employed worker complies with the legal requirements for health and safety at work during the visits of its employees, in the same manner it does with its respective contracted and sub-contracted companies/self-employed workers. Among other aspects, said compliance implies that all workers are familiar with the specific risks of their own activity, as well as being familiar with the prevention information provided by BORGES INTERNATIONAL GROUP S.L.U.

For activities carried out at work locations outside Spain, the signatory of the present contract DECLARES their commitment to comply with the specific health and safety at work requirements of each country.

## RISKS AND SAFETY MEASURES IN OUR FACILITIES

### a) GENERAL RULES

**Aimed at companies with lower concurrence in our facilities due to the nature of the activity they perform (delivery and courier companies, service companies that do not involve the performance of work considered special, etc.).**

- To access our facilities, prior identification is required at reception and/or security.
- It is forbidden to enter our facilities with your vehicle if you do not have the express authorization of a person in charge of our company.

Report any incident or anomaly to a person in charge of our company.

- Any detection of intrusion or suspected threat should be reported to the staff of the company in which it is located.

It is forbidden to transit through restricted access areas or areas other than those necessary to perform one's work.

- Follow the road and safety signs to reach your destination.
- The maximum speed in our facilities is **20 km/h**, respect it!
- We remind you that it is forbidden to smoke or light fires inside the entire premises, except in the areas designated for this purpose.
- Use extreme caution in the presence of self-propelled equipment (forklifts, stackers, etc.).

When walking inside the facilities, do so on pedestrian areas (sidewalks or defined lanes). Wear safety and non-slip footwear. Do not stand still in passageways, nor leave or deposit materials or objects outside the specified areas, never in circulation areas or obstructing emergency exits or fire fighting devices (BIE's, fire extinguishers, hydrants, etc.).

- It is forbidden to tamper with switches or any other equipment on the premises unless explicitly authorized. You are not authorized to use company forklifts or other items or equipment not expressly loaned to you. If you have any doubts, please contact the person in charge of the area.
- In the case of pacemakers, inform a company manager so that he/she can be informed of the points where electromagnetic radiation from the existing equipment is present.

## b) TRANSPORT COMPANIES

**Aimed at transport companies supplying raw materials, all types of packaging material and finished product dispatch points. Transport agencies, transport companies with salaried employees, freelance transporters and transports inherent to specific activities (execution of works or specific jobs).**

**RISKS:** SAME-LEVEL FALLS, ELEVATED FALLS, BUMPS, CONTACT WITH OBJECTS, RISKS STEMMING FROM THE ROAD, VEHICLE INCIDENTS, etc.

### PREVENTIVE MEASURES:

- In order to enter our facilities, you must identify yourself, requesting the corresponding access permit at reception or security, where you will be told which warehouse you must go to in order to load or unload.

At soon as you enter our facilities **IT IS MANDATORY TO WEAR REFLECTIVE CLOTHING AND SAFETY SHOES** throughout the premises.



To ensure compliance, the center's staff will conduct on-site monitoring:

1. In case of non-compliance: the transport company will be alerted, the license plate will be noted and the transport company and driver will be identified.

In case of **RECURRENCE**, the infraction will be communicated to those responsible for hiring the transport company and access to the facilities will be denied for 1 month.

In case of a **NEW RECURRENCE**, the infraction will be communicated to those responsible for hiring the transport and access to the facilities will be denied for 3 months.

In case of a **NEW RECURRENCE**, the infraction will be communicated to those responsible for hiring the transportation and access to the facilities will be deprived **INDEFINITELY**.

**We request your cooperation in complying with the rules described above.**

- Follow the indications received to reach your destination. The maximum speed inside the facilities is 20 Km/h and you must comply with the existing road signs in the company's facilities.

Wait for the arrival of the person in charge at the center and show them the delivery note. Under no circumstances should you enter the warehouses.

- Park your vehicle where indicated. Perform the work safely according to your information and training.

- Use extreme caution with self-propelled equipment (forklifts, loaders, stackers, etc.). Maintain a safe distance and do not encroach on their travel/performance paths.
- You are not authorized to use company lifting equipment (forklifts, pallet trucks, platform lifts and stackers).
- In case there is a specific loading/unloading instruction, the person in charge of the area will communicate it to you. **Compliance with these instructions is absolutely mandatory** (e.g. unloading in ATEX zones, unloading of ADR classified substances, etc.).
- When climbing onto the top of the truck for loading/unloading, you must protect yourself with the truck's own handrail (if it has one). Where **there is a lifeline installed, you must put on a safety harness and properly anchor yourself to it before climbing onto the truck (consult the site manager for specific work instructions).**

#### UTILIZACIÓN DE LÍNEA DE VIDA PARA TRABAJOS SOBRE CAMIÓN

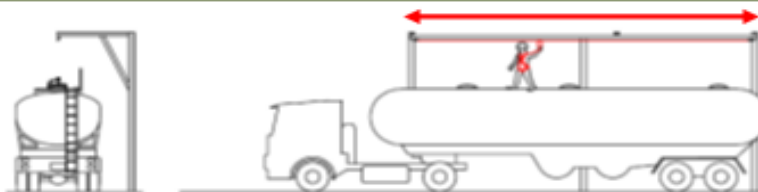
##### PRIMERO

1. Posicionar el camión centrado respecto a la línea de vida
2. Colocarse el arnés de seguridad
3. Tirar de las cuerdas de recuperación del sistema retráctil
4. Unir el mosquetón del retráctil con el anclaje esternal o dorsal del arnés.



##### SEGUNDO

1. Comprobar que el retráctil se enrolla correctamente
2. Subir a la cuba del camión por la escalera trasera del mismo
3. Avanzar por la parte superior del camión desplazando el retráctil
4. Asegurar que el retráctil siempre queda en la vertical del trabajador



##### TERCERO

1. Realizar el trabajo y volver siguiendo los mismos pasos en sentido inverso
2. Al llegar al suelo, desconectar el retráctil del arnés, unirlo al sistema de recuperación de nuevo



It is **STRICTLY FORBIDDEN** to climb onto the truck trailer and move around on it without adequate safety equipment.



Under no circumstances ask our company's forklift staff to lift you with the forklift to access high points of the truck. This is a punishable offence as it is totally forbidden for safety reasons.

- Once your truck is loaded/unloaded, the company manager will give you the delivery note.

In case of having to access the offices to manage the transport documentation, it will be done through the external areas enabled for the transit of people, **NEVER INSIDE THE FACILITIES** (warehouses, storage areas, etc.).

### **SAFETY RULES FOR LOADING / UNLOADING ON DOCKS**

Lifting equipment (pallet trucks, stackers and forklifts) must be driving on the dock at more than 50 cm from the edge.

- Before accessing the truck, it must be checked that it is perfectly immobilized by means of spring hooks or chocks.
- Check that the inclination of the loading ramp is adequate.
- The loading bridges must rest at least 5 cm above the truck bed and on the dock.
- The condition of the truck platform must be observed, so that it withstands the weight of the forklift or pallet truck.

Staff operating lifting equipment should exercise extreme caution as there may be operators on foot in the vicinity of the dock performing specific tasks.



- Trucks must be adequately loaded for safe unloading. Gaps in the trailer must be avoided and therefore prevent loads from being tipped over.

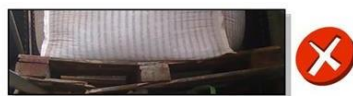
### SAFETY RULES FOR LOADING AND UNLOADING BIG-BAGS

#### In the case of transporting big bags:

- These must be properly positioned with the use of airbags (pillow containers) so that they do not arrive lying down, thus making it difficult for operators to unload them at the work center.

They can not be stacked one on top of the other, without an intermediate pallet between them.

- **The pallets must be in good condition;** so that there is no problem to carry out its mobilization with forklift safely.



20' container

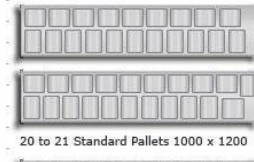


9 - 10 Standard Pallets 1000 x 1200



11 Europallets 800 x 1200

40' container



20 to 21 Standard Pallets 1000 x 1200



23 to 24 Europallets 800 x 1200

The normal and safe big bag unloading operation is with the help of a front forklift and with the loads properly palletized. This task can be performed by a single operator.

Whenever possible, the place of origin will request that the big bags arrive palletized to facilitate and expedite their unloading at the place of destination.

If the big bags do not have a bottom pallet, a person must assist the operator in inserting the handles of the big bags through the forks of the forklift. This task involves an inherent risk (impact) due to the pedestrian-cargo concurrence.

**Risk management:**

The person assisting the operator must use extendable tongs or some other utensil so that they can hold the handle from a distance from the floor of the truck. In the absence of such clamps/tools, the following instructions should be followed:

The operator must approach the big bag. During this movement, the assistant must keep a safe distance.

On the truck floor, the assistant should use a two- or three-step ladder to safely and comfortably reach the big bag handles and insert them into the forks of the forklift.

The ladder must be placed next to the big bag and at a sufficient safety distance from the edge of the truck floor (to avoid a possible fall). At this point, the truck must be completely stationary.

The operator must move forward with the equipment until the first handles of the big bag and then stop and immobilize the forklift.

The assistant will then position the ladder as indicated in point 3 and insert the handles into the fork.

Once this operation has been carried out, the operator will get off the ladder and move away, keeping a safe distance and telling the operator to move forward until the forks are positioned close to the next handles of the big bag. Once the forks are positioned next to the handles, stop and immobilize the forklift again. The assistant will position the ladder again and, climbing on it, insert the remaining handles on the forks.

Once the four handles have been inserted into the forks, the assistant must get off the ladder, keeping a sufficient safety distance from the operator when the forklift is moving the big bag.

It is forbidden to climb on loaded big bags if there is no lifeline on the premises.





**NO**



**SI**



- Do not work or stand on the edge of the truck floor in anticipation of possible falls.



**NO**

Verify on the forklift load diagram that the equipment is adequate to transport and lift the weight of the loaded big bag.

Always carry the big bag by its 4 handles.

- When outdoors, whenever possible, avoid driving the forklift truck on bumpy, muddy or generally bad terrain to prevent the forklift truck from overturning. If this is not possible, reduce speed and exercise extreme caution.

Drive with the forks of the forklift at the lowest possible height. With a suspended big bag the bottom of the load should be about 15 cm above the ground.

Before each loading/unloading of big bags, check the condition of the forks of your machine. Forks on forklifts with protruding edges or the presence of metal splinters can cause the bag lifting handles to shear off both during insertion and during transport due to the jolts associated with transport.

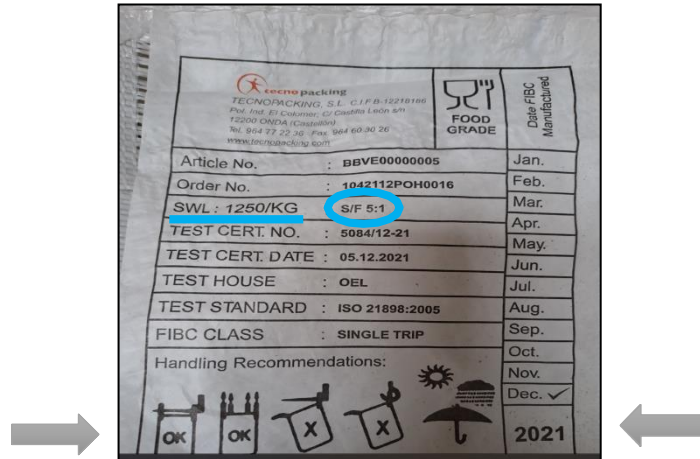
Before using a big bag, check its condition in general and its handles in particular, discard big bags in bad condition, broken, frayed or with broken handles.

**NO**

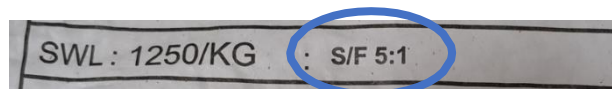


Big bags should be stored protected from weather conditions (sunlight, rain, hail, etc.). It is preferable to store them indoors, under cover, to benefit their durability.

Use only certified and unexpired big bags. Respect at all times the use and safety instructions on the label incorporated in each big bag.



- Make sure that the FS (safety factor) of the big bag is adequate for its maximum payload. It is recommended that the FS be at least SF 6. An SF 6/1 rating means that it reaches a breaking limit of 6 multiplied by its maximum payload.



### **c) EMERGENCY MEASURES**

**It includes emergency situations of any kind : fire, explosion, serious accident, imminent risk situation, chemical spills, gas leakage, etc., or any other situation that may be considered an emergency by the contracted/subcontracted company.**

#### **Preventively:**

- Do not place combustible materials close to sources of lighting, heating, etc.
- Do not obstruct the company's extinguishing equipment (extinguishers, fire extinguishers, hydrants, etc.).
- Immediately report any observed emergency to a company manager or by activating a manual push button.

#### **IN CASE OF EVACUATION/CONFINEMENT:**

- If you hear emergency sirens, stay alert.

Follow any instructions from the Emergency Team member of staff of the workplace in which you are located.

- Obey the guidelines of the Evacuation Team thoroughly and proceed to the Exterior Meeting Point (in case of evacuation) or to the confinement area indicated to you (in case of external emergency).

#### **IN THE EVENT OF A SERIOUS ACCIDENT:**

- Promptly report the incident to any person in charge of the company so that they can alert the health services **(112)**.
- Depending on the severity and location, contact **112** directly and then alert a company official.

**WE REQUEST YOUR COOPERATION IN COMPLYING WITH THE RULES/INDICATIONS CONTAINED IN THIS DOCUMENT. OTHERWISE, WE WILL BE FORCED TO DENY YOU ACCESS TO THE SITE.**