

A guide for contractors working on site



NGF Europe HEALTH AND SAFETY POLICY

NGF Europe Limited recognises and accepts its responsibility as an employer to provide a safe and healthy workplace and working environment for all of its employees, visitors and contractors.

The company has an obsession with safety, in accordance with the Group Health and Safety Policy and Vision, Mission, Values and Principles in the belief that all accidents are preventable.

In order to meet these responsibilities attention will be paid to the provisions and maintenance of: plant, equipment and systems of work that are safe; sufficient information, instruction, training and supervision to enable all employees to be competent to do their tasks and to avoid hazards, minimise risks and contribute fully to their own safety and health at work, as well as the safety and health of their work colleagues and other employees; safe arrangements for the use, handling, storage and transport of articles, materials and substances; a safe place of work and a safe access to it; a healthy working environment; provision of appropriate protective clothing and equipment.

NGF Europe Limited is committed to incorporating a good and effective Health and Safety philosophy as an integral part of its business. Through consultation and joint involvement of management and employees, the company will enlist the active interest, participation and support of employees in promoting good standards. This policy will include: a commitment to continuous improvement; a commitment to comply with all relevant Health and Safety legislation and regulations; provision of a framework for setting and reviewing Health and Safety objectives and targets; provision of a documented policy that will be monitored revised as necessary and implemented, as well as communicated to all employees; maintain and implement procedures to ensure all visitors and contractors on site observe our policies and operate in a safe manner; a commitment to work towards prevention of accidents and cases of work related ill health.

It is the responsibility of every employee: to take all reasonable care for the health and safety of him/herself and of fellow employees and to report any accident, incident or potential hazard using the Airswab system and any method of communication available; to co-operate with the company by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment; to personally promote safe operating procedures as part of the NGF Europe safety culture using these principles both inside and outside the workplace.



David Farmer, managing director, NGF Europe Limited



OVERVIEW



- 1 Main Entrance
- 2 Goods Entrance
- 3 Reception
- 4 Sales, Marketing and Administration Offices
- 5 Quality Department
- 6 R&D Department

- 7 Factory and Main Production Area
- 8 Warehouse
- 9 Batch Plant
- 10 Visitor Car Park
- 11 Contractor Car Park
- 12 Fire Assembly Point

All contractors are asked to enter the site by the goods entrance. Drive past the main gate and stop at the goods entrance gate situated 50 yards from the main road.

Once through the gate turn left onto the contractors' car park.

General visitors and employees enter the site by the main gate.

A speed limit of 5 mph must be adhered to at all times on site. A height restriction of 4.5 metres exists for vehicles accessing the rear of the site.

Only NGF Europe permit holders and visitors are allowed on the main car park and a policy of reverse parking is in operation on site.

Fire assembly points are clearly marked and are situated in the main car park close to reception.

Access and egress:

- Main entrance – visitors and employees
- Goods entrance – contractors, deliveries, dispatches
- Fire assembly points are located in the main car park next to reception
- Speed Limit 5 mph
- Height restriction 4.5 metres (rear of site)

Parking:

- Reverse parking – main parking area
- NGF permit holders and visitors – main car park
- Contractor parking area – opposite Warehouse



CONTRACTORS WORKING ON SITE

Your safety and the safety of all on site is paramount.

You will not be allowed on site without the relevant Personnel Protective Equipment (PPE), including safety footwear and hi-viz. In the main factory area safety glasses and hearing protection is required. It is not permitted to wear general jewellery in the factory with the exception of rings which must be taped to the finger. Tape dispensers are available at factory entry points.

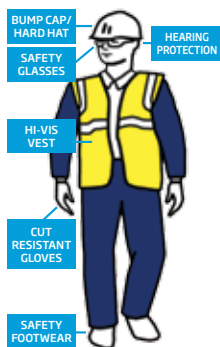
Prior to attending the site you must complete a thorough Risk Assessment and Method Statement (RAMS) and provide a record. You must obtain a 'Permit to Work' for all work related activities which you carry out on site. You must not begin your task without your Permit to Work, which will be issued to you by an NGF Europe site contact on a daily basis. Specialist permits will be required for any activities deemed high-risk. You must be fully qualified, competent and have the relevant experience to carry out your contracted work activity. You must have all of the correct and valid licences and provide up-to-date related documentation if requested to do so. Furthermore, you must provide your site contact with all legal and insurance documentation.

Any plant and machinery you intend to use must be delivered to the Warehouse via the Goods entrance.

Whilst working be mindful not to block entrances, exits and walkways. It is strictly forbidden to access vehicle trailers or roof racks on site unless proper control measures - agreed with your NGF Europe site contact - are in place.

If you need to carry out work at height the methodology must be first agreed with NGF Europe. This work must be carried out by competent, experienced contractors under strict controls.

The use of mobile 'phones is restricted on-site.



The full range of PPE used at NGF Europe includes safety footwear (antistatic soles in designated areas), hearing protection, bump cap, hi-viz, safety glasses, cut resistant gloves.

Contractors must

- Complete a thorough Risk Assessment and Method Statement (RAMS)
- Provide NGF Europe with all suitable insurance details
- Wear the correct Personal Protective Equipment
- Obtain a daily 'Permit to Work' for all work activities
- Be competent, experienced and capable of carrying out the work activity safely
- Have the correct and valid licences for example: IPAF/PAL for MEWPS, Gas Safe and PASMA
- Work safely at all times and within the controls of their risk assessment
- Obtain a specialist permit for all high-risk activities
- Wear chin straps on hard hats when working at height

Contractor deliveries, plant & equipment

- Deliveries to the Warehouse via goods entrance
- Keep your work location safe: do not block entrances, exits and walkways
- Accessing vehicle trailers and roof racks is strictly prohibited unless proper control measures are in place and agreed with NGF Europe site contact
- All work at height must be agreed and conducted by competent persons under strict controls to prevent incident.



PLANT AND EQUIPMENT ISOLATION

It is vitally important that prior to commencing any work on site the plant and equipment has been rendered safe. At all times ensure that you use the correct isolation and locking off mechanism.

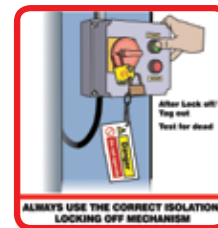
- Plant and equipment must be made safe before any work tasks are carried out
- Remember the acronym SILT which stands for Stop Isolate Lock off Test for dead
- Always use a multi hasp to allow others to apply their isolation



KEY SAFE BEHAVIORS (KSBs)

NGF Europe has a number of Key Safe Behaviours or KSBs. With the majority of incidents having a behavioural element KSBs help keep you safe whilst on site. In the main they revolve around three headings namely: Personnel Protective Equipment (PPE); Vehicle & Pedestrians and Tools & Equipment.

NGF Europe takes a proactive approach to accident prevention. The company has a successful behavioural safety programme which includes SUSA (Safe and UnSafe Acts) discussions and Percentage Safe Behaviour Observations aimed at challenging, praising and recording behaviours. As a contractor working on site you will be involved in this programme.





30 SECOND STOP AND THINK

Before you begin a task remember to carry out a risk assessment.

Everyone on site is encouraged to stop and think for 30 seconds before they begin a task.

Think about the hazards and about how you and / or others could be injured.

Think how it could happen and what would be the worst outcome if things went wrong. Finally think how that accident could be prevented.

- 30 second stop and think
- Do not begin any task unless you are satisfied it can be completed safely
- If in doubt – ask!
- Think “What if?” Not “If only ...!”



HAZARD AWARENESS

Please do not touch any machines, equipment, raw materials and packaging materials, part finished or finished products whilst on site unless shown how to do so by your contact. Please keep a safe distance from and do not reach into production machines. The yarn is not visible in some parts of the process and could cause injury.

NGF Europe uses a number of hazardous materials which are controlled using safe systems of work by competent staff. Please ensure you follow all safety signage instructions.

During maintenance, repair or cleaning activities the company uses barriers to control the work area – please respect all barriers treating them like a brick wall – do not cross unless authorised to do so.

- Do not touch or interfere with process plant, equipment, materials or manufactured product unless you have authorisation from your NGF site contact
- There are areas on the site designated explosive atmospheres. Electronic devices, including mobile phones and PDAs, are not permitted in these areas
- Static dissipative safety footwear and testing is required before entry into an explosive location
- Various hazardous substances and powders are used on site requiring specific PPE and controls – see your NGF Europe site contact for further details
- Electromagnetic fields are created in the Batch plant and fibre forming departments and are capable of stopping heart pacemakers. Expectant mothers are advised not to enter electromagnetic areas



EMERGENCY PROCEDURES

NGF Europe's emergency procedures reflect those in use across most of UK industry.

In the event of a fire operate the nearest alarm call point.

If it's safe and you have the relevant fire training attack the fire, otherwise communicate the situation to an appropriate supervisor.

On hearing the alarm:

- The alarm is in two stages
- Stage 1, an intermittent alarm: On hearing the alarm GET READY, make area safe
- Stage 2, a continuous alarm: EVACUATE, leaving by the nearest escape route
- Do not stop to collect personal belongings
- Do not use the lifts
- Proceed to the assembly point
- Report your presence to the fire warden
- Do not return to the building for any reason until authorised to do so



Testing:

- Fire alarm testing takes place on the 1st Tuesday of every month at 12 pm and all other Tuesdays at 8 am



FIRST AID AND EMERGENCY RESPONSE

The site has a number of employees qualified in administering first aid.

Various locations are equipped with defibrillators with a number of staff members trained in their use.

- Emergency contact: 999 alternatively on an internal phone call 3024 or using a mobile dial in full 01744 853024
- First Aid and de-fib (AED) locations: the Administration Offices, the First Aid room situated in the main production area on the ground floor and the Warehouse
- Emergency shower and eye baths: Mixing department; secondary coating oven area; and the Batch building
- Eye wash stations are located throughout the site





INCIDENT REPORTING

The Airsweb system is a database of all safety issues and records safety concerns, near misses and accidents. Environmental issues are also recorded on the system.

- A safety concern is anything with the potential to cause injury, damage or loss. If you have a concern regarding safety please report this immediately to your NGF contact
- A near miss is an unplanned or uncontrolled event or chain of events that has not resulted in an injury, illness or environmental damage, but has the potential to do so in other circumstances: by reporting a 'near miss' you are helping prevent a hazard before someone is injured
- Accidents: should an accident occur it must be reported
- Environmental: Report all spills and any concerns you may have regarding waste and emissions

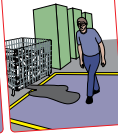
REPORT A NEAR MISS - IT'S AN ACCIDENT WAITING TO HAPPEN!

NSG GROUP

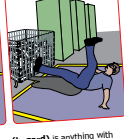
SAFETY CONCERN (HAZARD)



NEAR MISS - LUCKY!



ACCIDENT - UNLUCKY!



PUTTING IT RIGHT



A **Safety Concern (hazard)** is anything with the potential to cause injury, damage or loss. A **near miss** is an unplanned or uncontrolled event or chain of events that has not resulted in an injury, illness or environmental damage but has the potential to do so in other circumstances. It is vital that we report every **Safety Concern (hazard)** and **near miss** so that we can learn from it and do something to ensure it cannot happen again - next time we may not be so lucky! **FACT:** The more **Safety Concerns (hazards)** and **near misses** reported the safer our business will be, because we can remove the chance of serious injury or fatality.

Help to make your workplace safer.



Think What If.....? Not, If Only.....!



WELFARE FACILITIES

NGF Europe operates a continuous shift system and shop floor employees have set break times. With this in mind contractors are asked to use the canteen during the following times:

Breakfast: 10.00am to 10.30am

Lunch: 12.30pm to 1.00pm

Toilet and washing facilities are located around the site



NGF POLICIES

Your site contact is able to provide more information on the company's policies.

- Dignity at work: respect and anti-bullying policies
- Drugs & Alcohol Policy: NGF Europe reserves the right to test for drugs or alcohol with cause and act accordingly
- Smoking Policy: No smoking is allowed on site except for the designated area in the main car park
- No photographs to be taken without authorisation
- All contractors must sign a non-disclosure agreement (NDA)
- NGF subscribes to all relevant NSG Policies
- NGF Europe requires all contractors working on site to be covered by the relevant liability insurance



NGF Europe ENVIRONMENTAL POLICY STATEMENT

NGF Europe Limited has established all necessary procedures to ensure that every effort is made to respect, care for and protect the environment during its normal business operation. The Company will satisfy all group environment policies and require all employees, contractors, suppliers and any personnel involved on company premises to carry out their activities in accordance with this policy.

To deliver this Policy NGF Europe Limited will continue to:

- Assess the environmental sensitivity of processes used for their impact on the local, regional and global environments, and address major aspects within the continuous improvement projects.
- Comply with all applicable legal and other environmental requirements.
- Ensure that it manages energy and water wisely throughout its operations.
- Reduce or limit generation of waste in a responsible manner, reusing and recycling materials where economically possible to minimise the need for disposal.
- Make efforts to minimise discharges and emissions which can affect the environment using the best available technology which is economically viable for the business.





ENVIRONMENTAL CONTROLS

As an ISO 14001 registered company NGF Europe is committed to maintaining the strictest environmental controls and has set a target of achieving zero waste to landfill.



- ISO 14001 registered
- Colour coded surface drains: under no circumstances must any material or substance be allowed to enter the drainage system
- Draintector: this allows the surface drain (blue) to be 'shut off' preventing contamination of Pendlebury Brook which runs along the perimeter of the site
- Spill control: Report all spills immediately. Spill kits are available in various locations around the site.
- Contractors are responsible for their own hazardous waste and must control any hazardous emissions from their work activity

WASTE STREAMS



- General waste: black bins to be used for non-recyclable items
- Dry Mixed Recycling (DMR materials: red bins)
- Process waste recycling: blue and yellow wheelie bins
- Metal recycling
- Food waste recycling
- Waste Electrical and Electronic Equipment (WEEE)
- Aerosols, batteries, air con, fridges and fluorescent tubes
- Mineral oils/solvent and other hazardous waste materials

This booklet has been issued on behalf of NGF Europe by:

Name

Signature

Date issued

Ref No:

We the undersigned have completed a Site Safety Induction presentation for NGF Europe Ltd.

TO BE COMPLETED BY THE LEAD CONTRACTOR

Contract company

Name

Position

Signature

Date induced

TO BE COMPLETED BY ALL OTHER CONTRACTOR PERSONNEL

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