



# Environmental, Health & Safety

AUR-FR-044 Return to Work Training

# EHS Induction Content

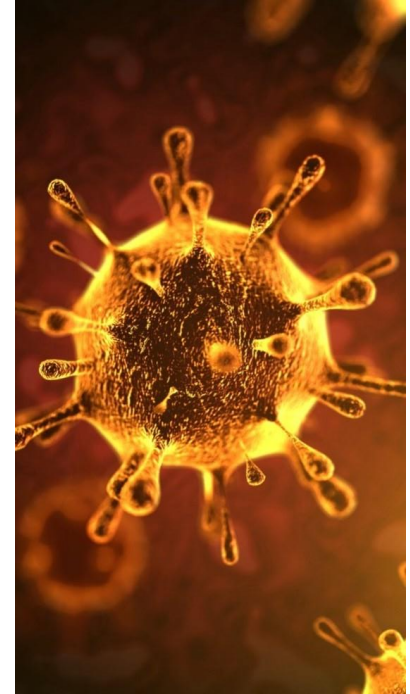
- Covid-19
- Legislation & Policy
- Site Maps & Welfare
- Personal Protection
- Main Hazards
- Housekeeping
- EHS Rules
- Environment
- Discipline



Due to the current Covid-19 pandemic, Auria Solutions UK is taking additional precautions minimize and mitigate the risk to all personnel on site. This training is mandatory and must be completed **BEFORE** returning to work at either facility.

You will be required to adhere to following:

- Follow UK government and internal guidelines and procedure for social distancing (2m) where practicable, feasible and reasonable
- Wear safety glasses, gloves and masks in all manufacturing areas at all times
- Adhere to all safety control measures outlined in this training and in the future
- Non-essential contractors and visitors will not be permitted to site

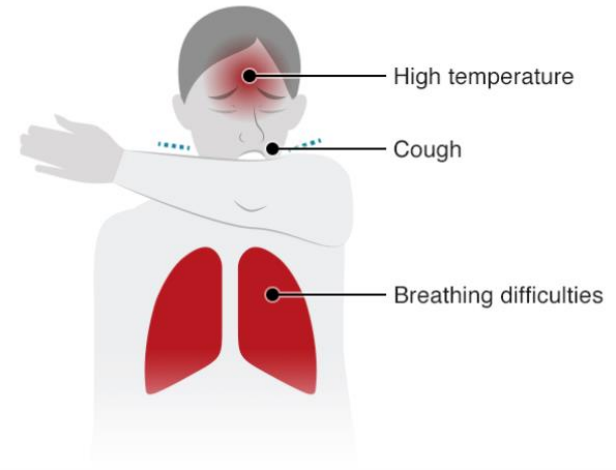


Coronavirus infects the lungs. The two main symptoms are a fever or a dry cough, which can sometimes lead to breathing problems.

- The cough to look out for is a new, continuous cough. This means coughing a lot for more than an hour, or having three or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual.
- You have a fever if your temperature is above 37.8C. This can make you feel warm, cold or shivery.
- A sore throat, headache and diarrhoea have also been reported and a loss of smell and taste may also be a symptom.

The period within which the symptoms would appear is 2-14 days.

## Coronavirus: Key symptoms



Source: NHS

BBC



It is our goal to provide a safe and healthy environment for all our employees. To prevent the spread of COVID-19 and reduce the potential risk of exposure, we are requiring all employees to complete a personal health screening daily.

In order to accomplish this, you must consider the following questions daily **PRIOR** to leaving your home.

**YOU DO NOT HAVE TO  
RECORD THIS IF YOU PASS  
THE DAILY HEALTH CHECKS**

## MANDATORY DAILY HEALTH CHECK

1. Are you **CURRENTLY** suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, or diarrhea? *(Please use provided thermometers in Return to Work Package)*
2. Have you had close contact in the last 14 days with someone **DIAGNOSED** with COVID-19?
3. Have you traveled internationally or domestically into any area identified as a “Hot Spot” in the last 14 days?

If you have answered yes to any of the above, do not come to work and contact the absence line. Your supervisor or a manager will contact you to discuss your current symptoms and situation.



# COVID-19 – Mandatory PPE Requirements



Upon your return to work you will be issued and required to wear the following personal protective equipment (PPE) in **ALL** manufacturing areas to reduce the potential risk of exposure in addition to social distancing.

Correct application of PPE is discussed in further detail in this training.

Upon receipt, employees are responsible for their own PPE. Damaged, worn or defective PPE must be shown to your supervisor and will be replaced by Auria Solutions UK.

Cloth masks must be washed / cleansed daily by employees with a minimum 60°C temperature setting.



Eye protection must be worn



Safety gloves must be worn



Face masks must be worn



Protective footwear must be worn



Hearing protection must be worn



High visibility clothing must be worn



# Employee Clock In / Exit



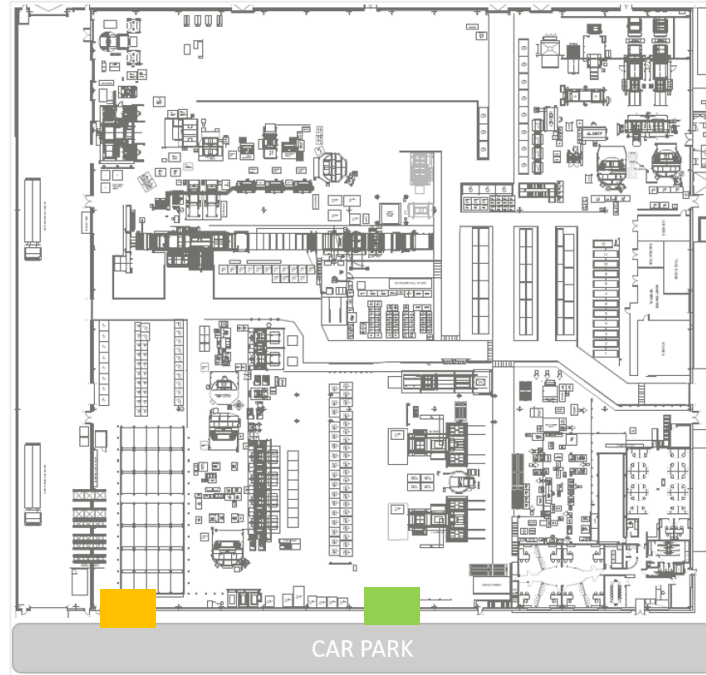
All operators must clock in and out at the following locations to reduce traffic flow at shift changeovers.

Office staff will continue to use the reception machines.

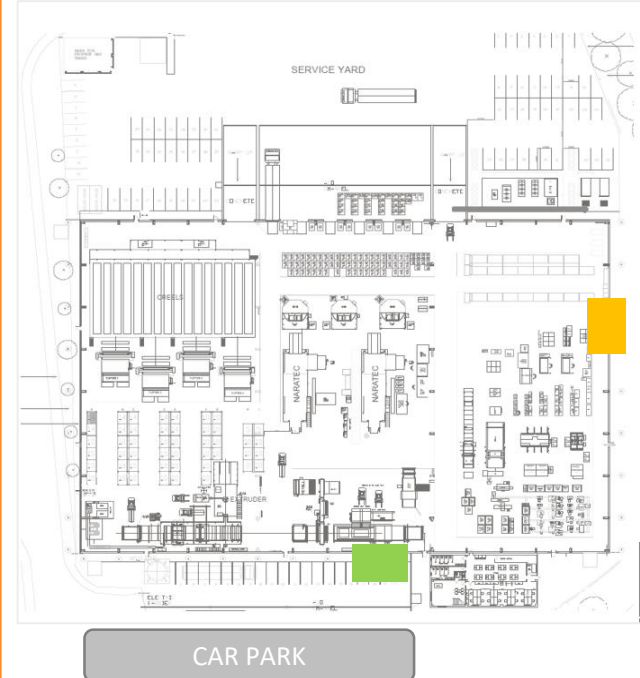
Clock In

Clock Out

## COLESHILL



## HAMS HALL



There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin straight away
- Wash your hands with soap and water often – use hand sanitizer gel if soap and water are not available.
- Try to avoid close contact with people who are unwell
- Clean and disinfect frequently touched objects and surfaces
- Avoid touching your face
- Avoid car sharing where practicable

If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.

## CATCH IT

Germs spread easily. Always carry your tissues and use them to catch your cough or sneeze.



## BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



## KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.







Auria Solutions is following UK and Corporate guidance

Further information can be found below and it is recommended that regular reviews are conducted to ensure the risk to all persons at Coleshill and Hams Hall is mitigated to as low as reasonably practicable

UK Government Latest Information: [LINK](#)

World Health Organization: [LINK](#)

NHS: [LINK](#)

Auria: [LINK](#)



# NHS



## HM Government



# Employers Duty of Care

(Health & Safety at Work Act 1974)



## Employers' Responsibilities

- Ensuring employees' health, safety and welfare at work
- Protecting non-employees against the health and safety risks arising from work activities
- Consult employees about their risks at work, current, preventive and protective measures

## Employees, Contractors and Visitors Responsibilities

- Take care of their own health and safety, others around you and others who may be affected by what you do or don't do
- Co-operate with Auria in respect of Health, Safety & the Environment
- Not interfere with anything provided in the interest of health and safety
- Use any personal protective equipment provided and as instructed
- Report any work situation that you believe presents an immediate danger
- Report any shortcoming in the employers protection arrangements

The poster is titled 'Health and Safety Law What you need to know'. It features the Royal Coat of Arms at the top left. Below the title, it states: 'All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.' The poster is divided into three columns: 'What employers must do for you', 'What you must do for you', and 'If there's a problem'. Each column contains a list of responsibilities. At the bottom, there is a section for 'Your health and safety representatives' and 'Other health and safety contacts'. The HSE logo is in the bottom left corner, and the 'Health and Safety Executive' logo is in the bottom right corner.

What employers must do for you	What you must do for you	If there's a problem
1 Decide what could harm you in your job and the measures to stop it. This is part of risk assessment.	1 Follow the training you have received when doing any work where your employer has given you.	1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
2 If a task you are undertaking, despite how safe it will be considered and tell you who is responsible for this.	2 Take reasonable care of your own and other people's health and safety.	2 You can also look at our website for general information about health and safety at work.
3 Consult and work with you and your health and safety representative in promoting your own health and safety in the workplace.	3 Co-operate with your employer in health and safety.	3 If, after talking with your employer, you are still worried, phone our helpline. We can put you in touch with the local enforcing authority for health and safety and the Employment Medical Advice Service. You don't have to give your name.
4 Free of charge, give you the health and safety training you need to do your job.	4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.	4 Your helpline: 0845 345 0055 <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.	10 Work with any other employees or contractors sharing the workplace or providing equipment (such as agency workers), so that everyone's health and safety is protected.	5 Fire safety: You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Other health and safety contacts:

Health and Safety Executive

# Environment, Health & Safety

(The Management of Health and Safety at Work Regulations 1999)



- Auria Coleshill and Hams Hall EHS Policy statement is displayed in the reception and EHS Boards. Please take the time to review our commitment and objectives.
- Auria Coleshill and Hams Hall are OHSAS 18001 and ISO 14001:2015 certified
- Every Monday there is a scheduled fire alarm test between 13:00 and 14:00 (both sites) with a 10 second duration
- Methylene diphenyl diisocyanate (MDI) is present at Coleshill and may only be maintained/serviced by trained, competent & authorized personnel



Health Hazard



Irritant

- Auria accept no liability for damage or theft of personal property

## ENVIRONMENTAL, HEALTH & SAFETY POLICY STATEMENT



The Plant Manager and Senior Management Team of Auria Solutions UK Ltd Coleshill and Hams Hall facilities, recognise their responsibilities to ensure all reasonably practicable steps are taken for the Environmental, Health, Safety, Wellbeing and Ill-Health prevention of our employees, contractors, the general public and any other persons who may be affected by our activities, undertakings and operations in line with our legal obligations, with a commitment towards continual improvement of our Environmental, EHS (EHS) management systems and EHS performance.

### The Company shall:

- Ensure adequate resources are made available for EHS matters,
- Provide framework objectives for effective planning, organisation, control, monitoring and review of the company's preventative and protective measures,
- Provide and maintain safe places of work, equipment and systems of work to minimise risk,
- Promote environmental, EHS awareness by the provision of information, instruction, and adequate training,
- Ensure all employees and contractors are competent to undertake their tasks,
- Provide suitable and sufficient supervision to ensure our policies are effective and adhered to,
- Provide access to competent professional expertise in safety, occupational health and hygiene, environment and fire prevention and emergency provisions,
- Ensure communication, consultation and participation with employees, contractors, visitors and any other persons affected by our operations,
- Put in place procedures, guidelines and safe systems of work that, ensure compliance with current legislation, OHSAS 18001, ISO 45001, ISO 14001:2015 and Auria corporate directives and this policy,
- Periodically audit and review this policy and its Environmental, Health, Safety and Welfare provisions.

### Employees are to:

- Co-operate with the company at all times,
- Show care and take care of themselves and others who may be affected by their acts or omissions,
- Not intentionally or recklessly interfere or misuse anything provided for safety and health,
- Use any work equipment or safety device as they have been trained,
- Report all environmental, EHS concerns or shortcomings to an appropriate responsible person in line with the company reporting structure.

All members of the management structure including supervisory staff shall be responsible for the implementation of this Policy.

Plant Manager: Nevil Marston  
Date: August 2019

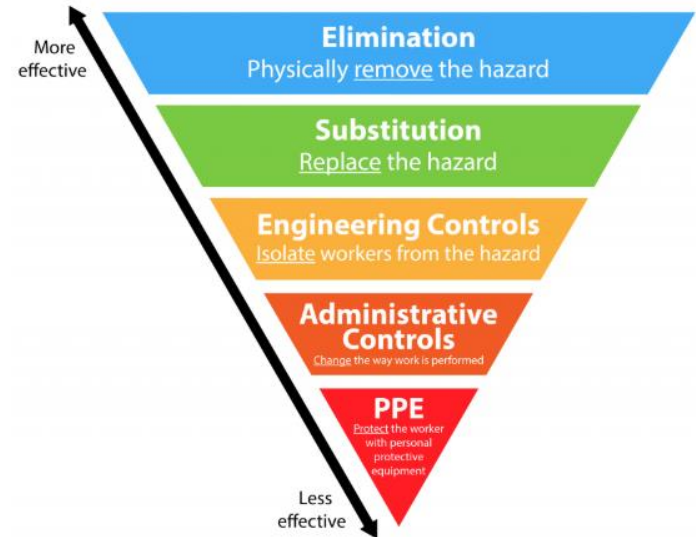




Good behaviours are site specific rules and safe systems of work to ensure we are fulfilling our duty to ensure so far as is reasonably practicable health and safety and welfare of our employee, visitor and contractors.

Some of them are the following :

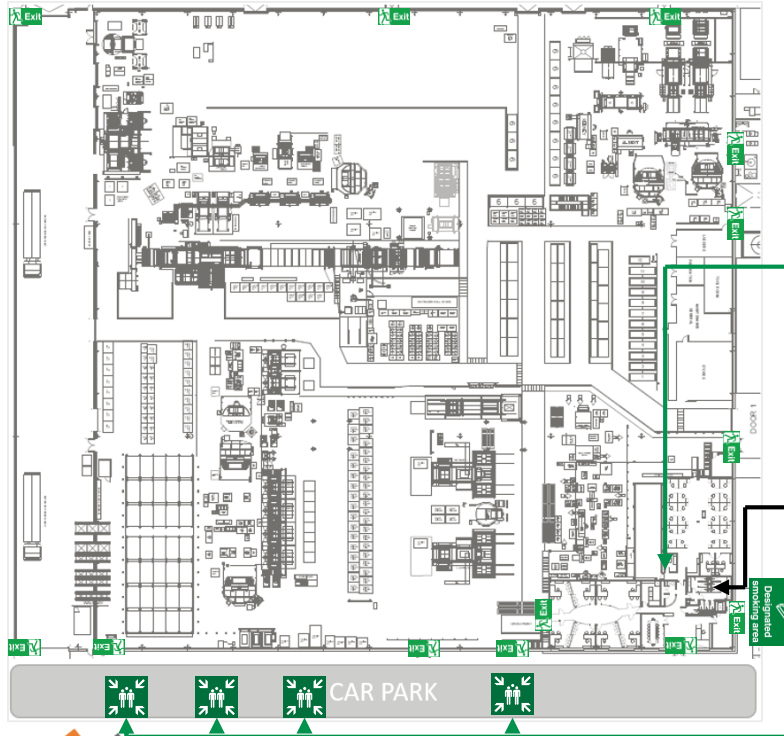
1. Machinery Lock Out (Lock Out Tag Out)
2. Personal Protective Equipment (PPE)
3. Machine Safety Devices
4. Restricted Access to Electrical Cabins
5. Hearing conservation (PPE)
6. Respect pedestrian lanes and doors
7. Fire and emergency
8. Evacuations, Fire, Gas, Flood, Chemical spills.
9. Respect the speed limits for forklifts, cars and other vehicles
10. Control of Substances Hazardous to Health (C.O.S.H.H)
11. Waste Disposal



# Coleshill & Hams Hall Site Maps



## COLESHILL



First Aid Room

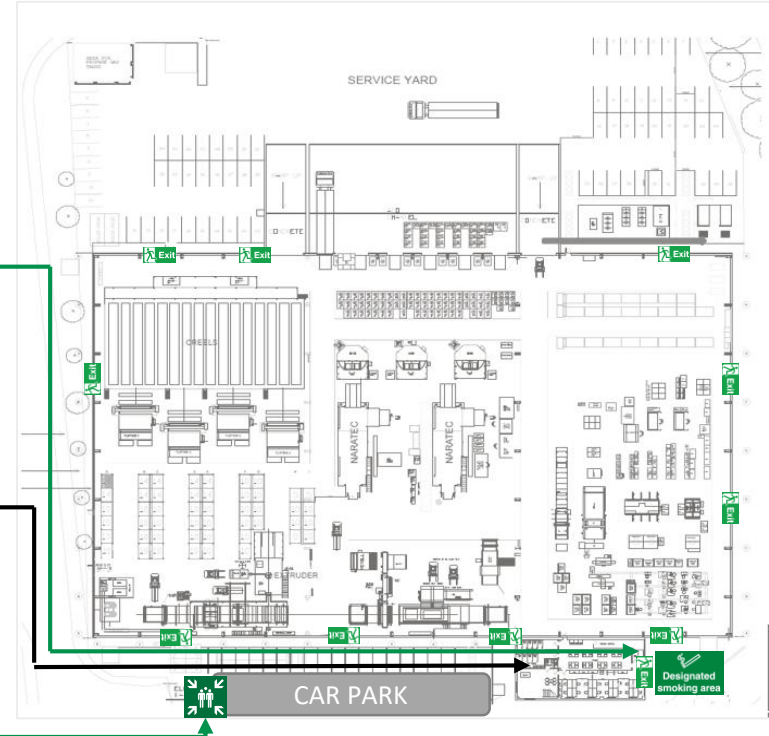


Toilets



Evacuation assembly point

## HAMS HALL



# Fire Safety

(The Regulatory Reform (Fire Safety) Order 2005)



1. Keep emergency exits and routes clear at all times
2. Keep fire doors closed when not in use
3. Always obey smoking policy (only permitted in designated areas). This includes the use of vapes and e-cigarettes
4. Never interfere with the fabric of the facilities unless authorized by management
5. Always store flammable substances correctly and as directed
6. Always report all faulty machines and wiring immediately.
7. Always keep your work space tidy (5S)
8. Never store combustible materials next to ignitions sources
9. Always Control Ignition sources



# Emergency Evacuation

(The Regulatory Reform (Fire Safety) Order 2005)



## IN THE EVENT OF AN EMERGENCY, A SIREN WILL SOUND AND YOU MUST:

1. Leave the building by the nearest emergency exit
2. Close all doors behind you
3. Never stop to collect personal belongings
4. Never attempt to tackle a fire unless trained to do so (use correct fire extinguisher type)
5. Proceed to you designated assembly point located in the car park for a roll call
6. Never re-enter the building until instructed to do so



If you discover a fire, press manual call point to activate alarm\*



Exit signs indicate the nearest way out of the facility and to the assembly point

\*Inappropriate activation/use will result in disciplinary action and will be classified as gross misconduct



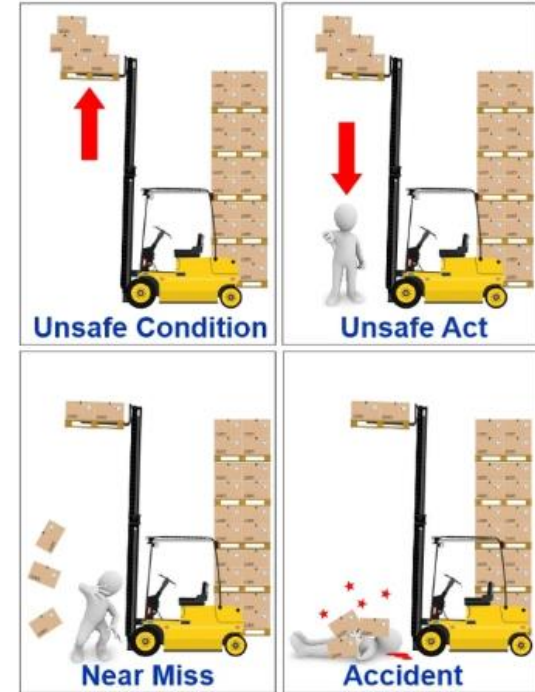


# Accident & Incident Reporting

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)  
(The Health and Safety (First-Aid) Regulations 1981)



- All accidents and work related illnesses **must** be reported to a First Aider immediately and entered into the First Aid Room 'Accident Book'
- If you are ill at home and can not come to work, call the Absence Manager number.
- All Accidents and Incidents (i.e. near misses) must be fully investigated using local procedures within 4 hours
- Always report near misses (safety & environmental), unsafe conditions or unsafe acts to you supervisor





# Occupational Health & Wellbeing

(Health & Safety at Work Act 1974)

(The Management of Health and Safety at Work Regulations 1999)



Auria's vision is for employees to be healthy, achieve quality education and training, but in a safe and supportive working and learning environment.

Occupational Health and Wellbeing is an important part in the workplace. It is not only determined by whether you are free from illness or injury, it also considers the impact and interaction of a range of factors, including your physical, emotional, social, intellectual, financial and occupational state.

Please speak to your Departmental Manager or HR directly if:

- require additional information
- require confidential support and/or advice
- if you have or develop any short, medium or long term medical condition
- become a new/expectant mother
- are currently on any medication (prescribed or self purchased)

Always ensure you attend provided Occupational health appointments and follow any advice given to you by them following an injury or work related ill health.

**REMEMBER, PREVENTION IS ALWAYS BETTER THAN CURE!!!**



## NOTICE

WASHING YOUR HANDS  
PROPERLY REMOVES DIRT,  
VIRUSES & BACTERIA TO  
STOP THEM SPREADING TO  
OTHER PEOPLE OR  
OBJECTS



ALWAYS WASH YOUR HANDS...

1. After using the toilet
2. Before eating
3. After coughing or sneezing



# Hand Washing & Protection Techniques

Duration: 20 seconds for each technique



## USING DEGREASERS & SOAP AND WATER



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



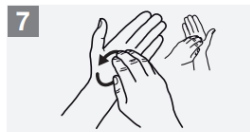
Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



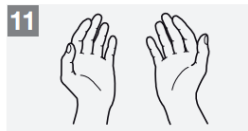
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;

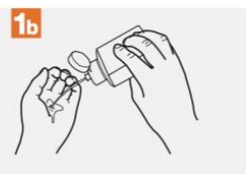


Your hands are now safe.

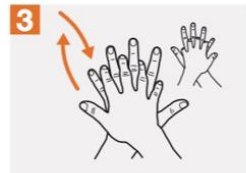
## USE OF HAND SANITIZER & BARRIER CREAMS



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



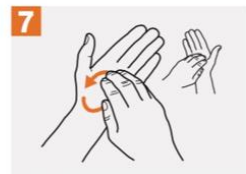
Palm to palm with fingers interlaced;



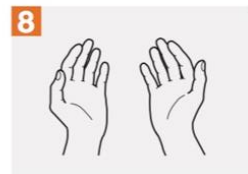
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.



Only trained, competent and authorized personnel may use, handle and store hazardous substances. You must also:

- Always wear the recommended PPE for the task
- Always wash your hands before you use the toilet, eat or drink
- Never eat or drink when working with hazardous substances
- Never smoke when working with or near hazardous substances
- Never allow others to be sprayed, splashed or contaminated
- Never allow hazardous substances to enter any drain
- Always ensure containers are appropriately labelled and secured
- Report all spillages/loss of containment immediately
- Ensure storage cupboards/containers are locked when not in use
- Never decant chemicals into unmarked containers



CLP Regulations 2015 symbols and meaning



# FLT, Pump Trucks & PIV's

(Lifting Operations and Lifting Equipment Regulations (LOLER) 1998)  
(The Management of Health and Safety at Work Regulations 1999)



Forklift Trucks (FLT's), Powered Industrial Vehicles (PIV's) & Pump Trucks are used at both facilities. They can pinch, crush, entangle, break bones and kill. You must always:

- Only enter FLT active areas if absolutely necessary
- Use designated pedestrian walkways at all times
- Wear Hi viz vests & safety shoes in FLT operating areas
- Listen for horn (sound), blue lights & flashing beacons (visual)
- Make your presence known to drivers before entering area (gain eye contact with driver before proceeding)
- Look in both directions before using crossing routes
- Always maintain a distance of 2ft from any FLT or PIV
- Operators must abide by Auria operating procedures and be licensed to operate PRIOR to using any vehicle



Counterbalance & REACH FLT (Above)



Pump Truck (Bottom Left), Tugger Truck (Bottom Right)



# Electrical Safety

(Electricity at Work Regulations 1989)  
(The Electrical Equipment (Safety) Regulations 2016)



Electricity is a familiar and necessary part of everyday life, but electricity can kill or severely injure people and cause damage to property.

- Always report all worn or damaged wires/leads immediately
- Never open/access any fuse boxes.
- Never leave water or liquids next to electrical equipment
- Never attempt your own maintenance/installation
- Remember, water and electricity do not mix!!!
- Always used three pin plugs
- Live electrical work is strictly prohibited
- Only trained, competent persons may electrical related work
- Portable appliances are routinely tested according to Auria and legal requirements



# Hazardous Energy / Lock Out Tag Out

(Management of Health & Safety at Work Regulations 1999)  
(Provision and Use of Work Equipment Regulations (PUWER) 1998)



## HAZARDOUS ENERGY:

Any source of energy (*see right*) that "can be hazardous to workers", such as from a discharge of stored energy. Failure to control the unexpected release of energy can lead to machine-related injuries or fatalities.

## AUTHORIZED EMPLOYEE:

- Specially trained who may utilize LOTO procedures to perform their job/duties.
- All authorized employees must perform LOTO prior to beginning planned work

## AFFECTED EMPLOYEES:

- Trained personnel who use equipment subject to LOTO or work in an area where LOTO is being performed
- Do not perform LOTO or work under LOTO protection
- Never remove an authorized employee's LOTO device
- Never restart equipment under LOTO that has been taken out of service

	ELECTRICAL 480 VAC		PNEUMATIC
	WATER		NATURAL GAS
	CHEMICAL Or COOLANT		HYDRAULIC
	STEAM		MECHANICAL

Examples of hazardous energy (not an exhaustive list)

**ONLY PERSONNEL WHO ARE TRAINED  
TO AURIA STANDARDS & AUTHORIZED  
MAY PERFORM LOTO AT AURIA  
COLESHILL & HAMS HALL**





# Manual Handling

(Manual Handling Regulations 1992)



Employees and contractors should avoid hazardous manual handling, where possible. For example, consider using a mechanical aid (i.e. pallet truck, FLT) or asking for assistance from a colleague.

Where manual handling is unavoidable, you **must** follow the information to the right to avoid injury when lifting:

## HOW TO AVOID A MANUAL HANDLING INJURY WHEN LIFTING:





# Personal Protective Equipment (PPE)

(The Personal Protective Equipment at Work Regulations 1992)



PPE & Respiratory Protection Equipment (RPE) will be provided for employees (incl. temporary staff) and must be worn as specified by a risk assessment for that activity/task. You must ensure your PPE / RPE is:

- kept clean
- damage free
- stored appropriately
- Immediately reported to your supervisor if defective
- and removed from service

IT IS ILEGAL TO DELIBERATELY AND KNOWINGLY ALTER OR DAMAGE PPE AND WLL BE CLASSSED AS GROSS MISCONDUCT

## Personal Protective Equipment at Work Regulations 1992



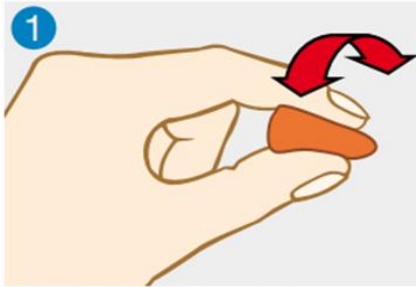
**Personal protective equipment (PPE)  
is provided for your health and safety  
and must be used.**

**Defective equipment must be  
immediately reported to your  
safety representative.**



# Hearing Protection – Correct Application

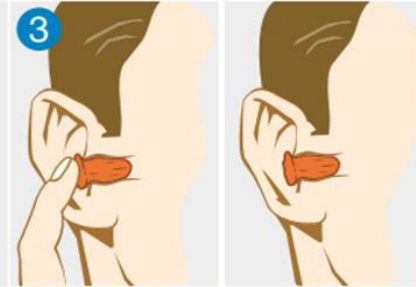
(The Personal Protective Equipment at Work Regulations 1992)



With clean hands, roll the entire earplug into narrowest possible crease-free cylinder.



Reach over your head with a free hand, pull your ear up and back, and insert the earplug well inside your ear canal.



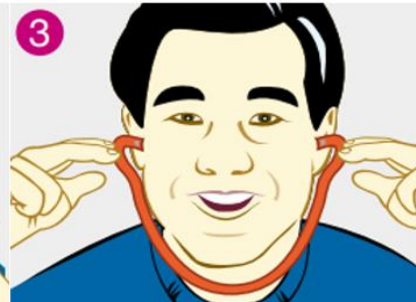
Hold for 30 – 40 seconds, until the earplug fully expands in your ear canal. If properly fitted, the end of the earplugs should not be visible to someone looking at you from the front.



Position band under your chin as shown above. Use your hands to press the ear pods well into the ear canal using an inward motion.



Protection levels are improved by pulling your ear up and back when fitting as shown.



In a noisy environment, lightly press the band inward with your fingertips as shown. You should not notice a significant difference in noise level.



# Respiratory Protection – Correct Application

(The Personal Protective Equipment at Work Regulations 1992)



## SURGICAL / CLOTH MASK

### Fitting a surgical mask



- Position mask over mouth and nose



- Fasten ties or tapes above and below ears at back of head

### Removing and disposing of mask



- With clean hands, untie or break ties at back of head



- Remove mask by only handling at the ties, then discard in appropriate waste



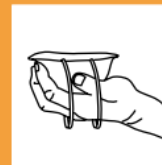
- Wash hands

## DISPOSABLE MASK

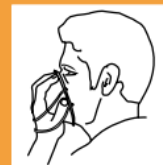
# WARNING!

JUST PUTTING IT ON IS NOT ENOUGH

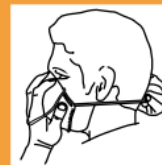
## FIT IT RIGHT!



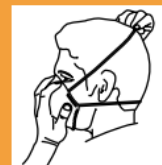
Place mask in palm of hands with straps hanging free



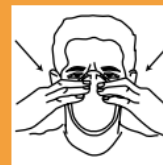
Hold mask in position on face



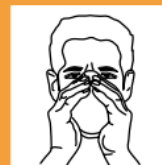
Pull lower strap over head and place below ears on neck



Place other strap on crown of head above ears



Adjust noseband and ensure mask is tight on face



Make final adjustments and test fit of mask

# Hand Protection – Correct Removal



## DO'S & DON'T'S TO REMEMBER

- **DON'T** touch environmental surfaces with contaminated gloves – e.g. door handles, keyboards, computer mouse
- **DON'T** touch your face or adjust PPE with contaminated gloves
- **DON'T** remove one glove, and then pull the other glove off by the fingertips
- **DON'T** reuse disposable gloves once they have been removed
- **DO** safely remove excess liquid beforehand
- **DO** change gloves when heavily soiled or if torn
- **DO** dispose of used gloves appropriately in the correct waste stream
- **DO** regularly cleanse/wash hands before, during and after work and breaks.

# Working at Height

(Working at Height Regulations 2005)



Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces.

‘Work’ includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. For instance, an employee on a stepladder would be working at height.

A place is ‘at height’ if a person could be injured falling from it, even if it is at or below ground level.

- Only trained, competent persons may conduct work at height
- All WAH activities require a permit to work
- Use of Mobile Elevated Working Platforms and Scaffolds requires suitable certification (i.e. IPAF, PASMA)
- Pre-use inspection checklists must be completed prior to MEWP and stepladder/ladder use





# Slips, Trips and Falls

(The Workplace (Health, Safety and Welfare) Regulations 1992)



## Slips, Trips & Falls

- Report all trip hazard immediately.
- Keep all walkways free of obstructions.
- In meeting rooms and offices, do not trail leads across the floor.

## Stairways

- All stairways have handrails. Keep one hand on the rail; look where you are going
- Do not run

## Spillages

- Report all spillages to your manager immediately.
- For large spillages, the spill team will handle containment, cleaning and disposal



**ALWAYS REMAIN VIGILANT AND  
REPORT NEAR MISSES / UNSAFE  
CONDITIONS IMMEDIATELY**



# Hand & Power Tools

(Provision and Use of Work Equipment Regulations (PUWER) 1998)



**All employees and contractors must abide by the following safety precautions (not an exhaustive list).**

- Never carry a tool by the cord or hose
- Never pull the cord or the hose to disconnect it from the receptacle (this could damage electrical wire and become a shock hazard)
- Disconnect tools when not in use, before servicing and when changing
- Secure work so that both hands are free to operate the tool
- All tools (hand and power) that are damaged must be removed from service
- Tools must be kept clean so that any damage can be visibly seen
- All supplied guards (Auria and manufacturer) must be kept in place and used
- Use hand and power tools for their intended purpose
- Wear the proper PPE for the job and tool that you are using
- Inspect hand and power tools for damage and wear prior to use
- Be aware of your surroundings when grinding or cutting (i.e. people in the area, combustible materials, generation of sparks)







**REPORT ALL DEFECTIVE  
EQUIPMENT IMMEDIATELY,  
LABEL 'DO NOT USE' AND  
QUARANTINE**



# Safety Signage

(The Health and Safety (Safety Signs and Signals) Regulations 1996)



Example	Colour	Meaning	Instruction
	RED	Prohibition sign Danger alarm	Dangerous behaviour; stop; shutdown; emergency cut-out devices; evacuate
	YELLOW / AMBER	Warning sign	Be careful; take precautions; examine
	BLUE	Mandatory sign	Specific behaviour or action, (e.g. wear protective equipment)
	GREEN	Emergency escape First-aid sign  No danger	Doors; exits; escape routes; equipment and facilities  Return to normal







Auria follows the principles of 5s (right) in all areas and at both facilities. All activities undertaken must maintain a tidy, clean, orderly and safe working environment

**All employees and contractors must:**

- Keep work areas clean
- Keep emergency exits, walkways and stairs clear
- Keep floors in clean, dry and in good condition
- Report damaged/broke/missing lighting immediately to your supervisor
- Stack and store items safely
- Store all work materials in clearly labelled containers and in designated storage locations
- Store flammable, corrosive, toxic and other hazardous materials in approved, clearly labelled containers and in designated areas
- Tidy and restrict cables to prevent them from becoming a hazard



# Environmental Consideration



- Auria UK is certified to ISO 14001:2015 (Environmental Management)
- All employees and contractors must consider the following principles and use the waste streams provided:
  - Reduce
  - Re-Use
  - Recycle
- All contractors must take generated waste from their activities away with them or have written confirmation to use Auria facilities waste streams
- Turn off all electrical devices, machinery and lighting when not in use
- Report all air leaks to maintenance for repair
- Report all spillages / loss of containment to your supervisor immediately
- Do not adjust plant or machinery settings unless authorized by management
- Ensure water dispensers/ taps are fully turned off after use
- DO NOT pour hazardous liquids down drains or sinks



  
**Please turn  
off the  
lights when  
you leave**



# Site Rules, Awareness & Reminder



All contractors may only operate if approved & under a permit to work



Do not touch or interfere with equipment unless trained and authorized.



Food & drink must be consumed in the canteen areas and waste disposed of in the correct bin



No smoking or vaping except in the designated smoking areas



Report all accidents, incidents & near misses immediately to your supervisor



Mobile phones are prohibited in the manufacturing areas unless authorized by the Plant Manager



CCTV & Security surveillance in operation



Alcohol & drugs are strictly prohibited at both facilities





## **YOUR SAFETY IS IMPORTANT!!!**

We are doing everything we can to ensure your safety and wellbeing but this can only be done with your assistance and co-operation!

FAILURE TO COMPLY AND / OR REPEATED VIOLATIONS OF AURIA ENVIRONMENTAL, HEALTH & SAFETY POLICIES, PROCEDURES & RULES IS CLASSED AS GROSS MISCONDUCT AND CAN RESULT IN DISMISSAL FROM THE PREMESIS.



## THANK YOU FOR YOUR ATTENTION!!!

Please click [HERE](#) complete the quiz associated with this training.

(NOTE: You may need to hold CTRL+Left Click to access)

The test will generate a digital training record that will be retained in the EHS and/or HR Management System.

By completing the quiz you are confirming you have fully read and understood the training and advice given to you and agree to abide by all site environmental, health & safety rules and procedures.

