

WELCOME

This document contains the information necessary to allow safe access to our facilities in Gorla Minore.

We ask our Visitors to read carefully the following points and to inform their guide of any problem.

1. ACCESS - COMMUNICATING YOUR PRESENCE

Della Foglia SpA conducts its activity in the following 3 locations:

- Via A. Colombo, 219 - 21055 - GORLA MINORE (VA)
- Via A. Colombo, 206 - 21055 - GORLA MINORE (VA)
- Via A. Colombo, 208 - 21055 - GORLA MINORE (VA)

Regardless of the destination, the visitor is requested to report to the reception desk in Via A. Colombo 219 for registration procedures; an identification document may be required.

Once the registration is completed, the visitors will report to the reception area of the destination facility and enter only accompanied by a Della Foglia SpA staff member or by a guide.

At the end of the visit, visitors must return their badge to the front office desk to check-out.

2. GENERAL RULES OF BEHAVIOR

- ❖ Smoking is forbidden in all working areas.
- ❖ It is forbidden to light matches, cigarette lighters, or other devices with open flames in all working areas.
- ❖ It is prohibited to bring weapons or explosive materials (except for security personnel).
- ❖ All behaviors that may cause harm to any person are prohibited.
- ❖ It is mandatory to respect warnings and signs, both vertical (signs of warning, obligation, etc.) and horizontal (lines painted on the floor); in particular, visitors must pay special attention to equipment in motion and any suspended loads.
- ❖ It is prohibited to leave the authorized area and/or access another, unless agreed and always accompanied by our personnel.
- ❖ It is prohibited to use or get close to tools or equipment which are property of Della Foglia SpA.
- ❖ Visitors must wear personal protection devices according to directions given (refer to the following paragraphs) and follow the instructions and prevention measures illustrated on the package.
- ❖ The guide may provide orally additional instructions on prohibitions, risks and appropriate behaviors to keep.

3. IN CASE OF EMERGENCY

- ❖ If the visitors notice a fire or any arising hazard, the guide or staff members must be immediately informed.
- ❖ The visitors are not supposed to take direct action on the fire, as Della Foglia SpA has its own personnel trained to do so.
- ❖ The premises must be evacuated if:
 - The fire alarm rings
 - You are directed by Della Foglia personnel
 - **Any imminent emergency condition may cause grave or immediate dangers.**
- ❖ In case of evacuation, follow your guide to the nearest emergency exit and follow the arrows to the safety meeting point.
- ❖ It is forbidden:
 - To fight the fire by yourself.
 - To re-enter a department without the authorization of the responsible for the emergency management at Della Foglia SpA, or your guide.
 - To abandon the meeting point without the authorization of the responsible for the emergency management at Della Foglia SpA or your guide.
 - To move own car, because this could create an obstacle to firefighters and/or ambulances (unless instructed otherwise).

4. IN CASE OF HEALTH EMERGENCY

- ❖ In case of a minor accident or illness (such as dizziness, small cuts, light contusions) these can be taken care of in the workplace by our Della Foglia SpA first-aid team, leaving the decision to the sick/injured person to determine whether they require external emergency services (112)
- ❖ In case of a major accident or illness, the internal procedure of Della Foglia SpA will be followed:
 - First aid for the sick/injured will be provided by our internal emergency team
 - An ambulance will be requested by calling the national emergency number (**112**)

5. LIST OF POTENTIAL DANGERS IN THE WORKPLACE AND PERSONAL PROTECTION EQUIPMENT (PPE)

The following page details the potential dangers for each department, the assessed levels of risk with additional information and the list of personal protection equipment (PPE) required for the access to the departments.

Visitors are required to wear the safety protection indicated during their whole stay in the working areas.

Della Foglia makes available to all visitors standard PPE. In case the available PPE are not suitable for the visitor, you are asked to bring yours.

Della Foglia reserves the right to refuse the access to the production area or the office at its own discretion and without explanation.

Visitors are encouraged to report to their guide any problem they have encountered during their permanence.



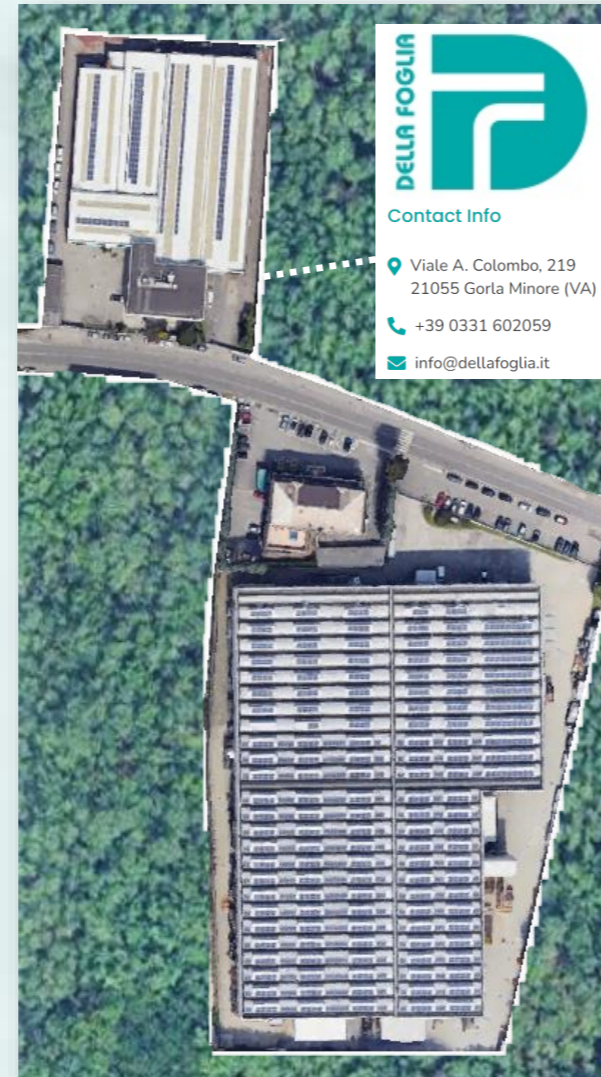
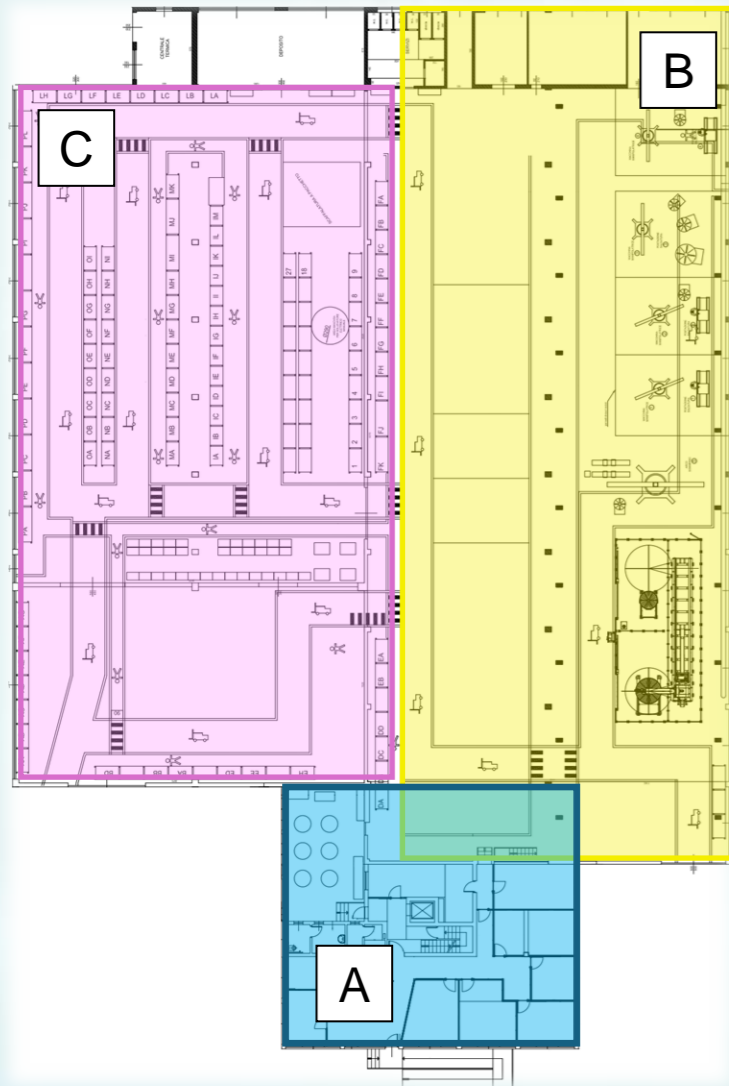
PRODUCTION DEPARTMENTS MACHININGS (CUT / CNC) - TESTINGS - ASSEMBLY - WAREHOUSING		
DANGERS	RISK LEVEL	POSSIBLE CAUSES ANALYSIS
CONTUSIONS / TRIPS / SLIPS / FALLS	LOW	These dangers are correlated both to the presence of the fixed structures which are part of the various production lines and to the presence of materials on the ground near the work position and along the passageways.
BUMPS / CONTUSIONS / FALLS OIVING LOADS / CRUSHING DUE TO THE USE OF FIXED CRANES	MEDIUM	Fixed cranes are frequently used to move heavy loads of materials. Do not at any time position yourself under these loads. When the fixed cranes are moving loads and, in all cases, where loads are oversized, it is necessary to keep safety distance. Even when a semi-machined load is raised only a short distance off the ground or there is a slight movement of the load, it can crush a foot, or worse, it may cause a contusion to lower limbs.
FORKLIFTS AND OTHER LARGE EQUIPMENT IN MOTION	MEDIUM	We underline the necessity to maintain a safe distance from forklifts and all the other large transport equipment in motion (trucks, forklifts, lift baskets, etc). Drivers may have reduced visibility and may not be aware of a person walking nearby. Pay attention to equipment moving in reverse, usually signaled by audible and/or visual warnings. Also pay attention to movement of heavy equipment in outdoor areas. Do not put yourself between this equipment and any fixed obstacles; the consequences could be irreversible crushing.
CRUSHING OF UPPER LIMBS	MEDIUM	The crushing of upper limbs is correlated to the movement of large metallic components such as overhead cranes and transport equipment.
CUTS / SCRAPINGS I PROJECTION OF SCRAP METAL	LOW	The potential risks are mainly located in areas where machining is underway. It is prohibited to be in close proximity to the machines.
EXPLOSION	LOW	Respect prohibitions of smoking and handling open flames
FIRE	MEDIUM	Respect prohibitions of smoking and handling open flames
NOISE	MEDIUM	Use ear protection
ELECTROMAGNETIC FIELDS	NEGLIGIBLE	///
SPARKS	LOW	Do not assist without proper protections to welding operations
CHEMICAL AGENTS	IRRELEVANT	Dusts or oil mists could be dispersed into the air - accidental contact with chemical liquid products is unlikely
DISCHARGE OF TEST FLUID AT LOW PRESSURE	LOW	Water sprays/splashes may occur near the test benches. It is mandatory to remain distant from the test benches and wear the protective goggles.

OFFICES		
DANGERS	RISK LEVEL	POSSIBLE CAUSES ANALYSIS
CONTUSIONS / TRIPS / SLIPS / FALLS	LOW	These dangers are related to the characteristics of the building itself and its parts, e.g. fixed structures, the layout of the offices. The objects on the floor can cause dangers such as trips. The risk of slipping is related to the potential presence of wet surfaces during cleaning operations.
FALLING OBJECTS	LOW	The danger of falling loads is associated to the storage of documents in cabinets at higher levels or to falls of objects temporarily placed on furniture.
EXPLOSION	LOW	Respect prohibitions of smoking and the use of open flames.
FIRE	LOW	Respect prohibitions of smoking and the use of open flames.
NOISE	NEGLIGIBLE	///
ELECTROMAGNETIC FIELDS	NEGLIGIBLE	///
SPARKS	NEGLIGIBLE	///
CHEMICAL AGENTS	NEGLIGIBLE	///

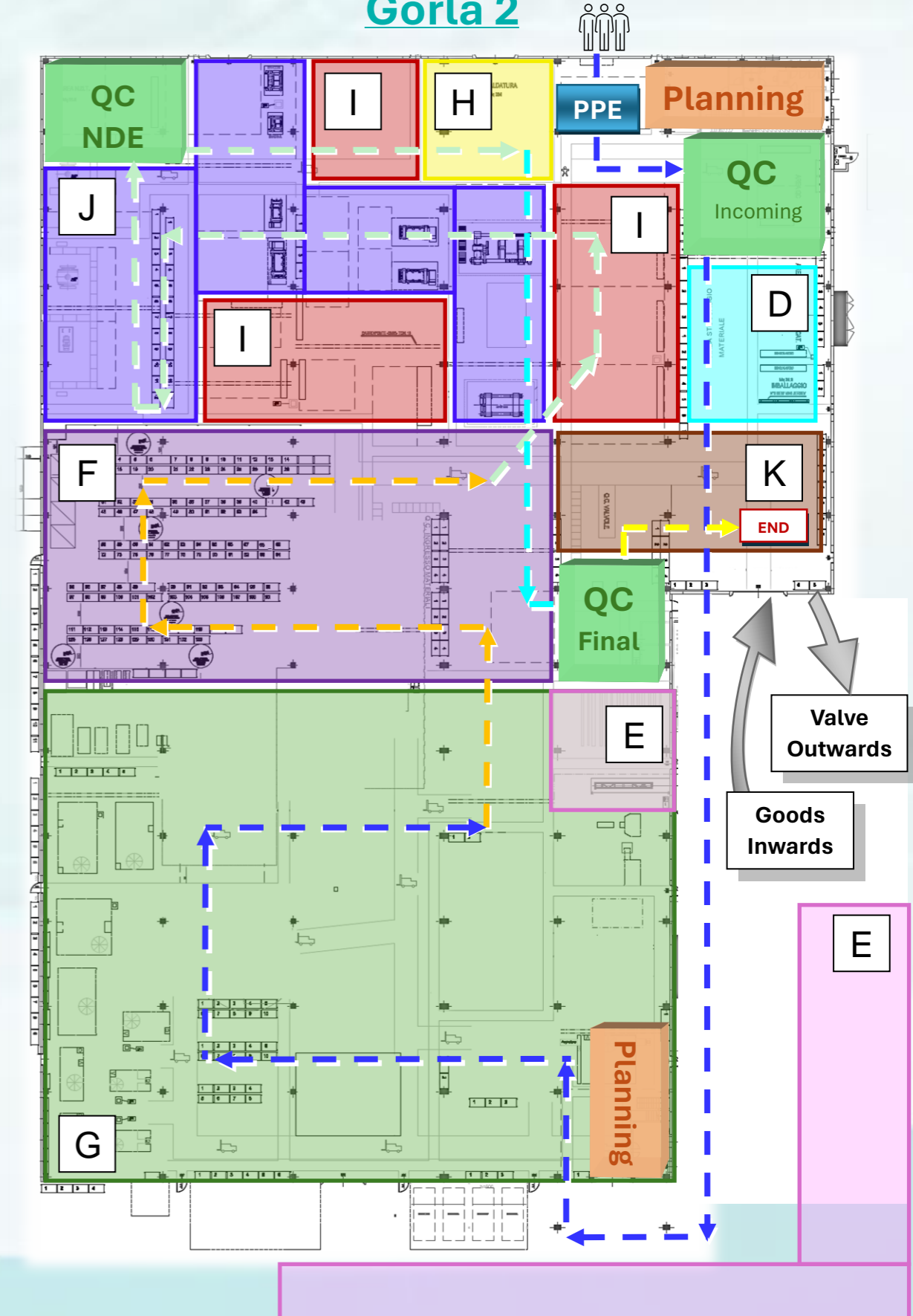
NECESSARY SAFETY PROTECTION		
PPE	RISKS	NOTE
SAFETY SHOES	MECHANICAL RISKS	
EAR PROTECTION	NOISE	Optional for the warehouse and for brief stays in the other departments
SAFETY HELMET	BUMPS / CONTUSIONS	
SAFETY GOGGLES	DISCHARGE OF TEST FLUIDS	Only for those visitors who witness pressure tests

Thank you for your cooperation,

Gorla 1



Gorla 2



Gorla 1

Gorla 2

A	DF Offices and TOP MANAGEMENT	/	Planning
B	Cladding/Overlay Dept & Weld Consumable Warehouse	/	QC In Progress + NDE
C	Facility equipment and Foundry Pattern Warehouse	D	Incoming
		E	Raw Material Warehouse
		F	Stock Material Warehouse & Kit Collecting
		G	Machining Shop
		H	Welding
		I	Assembly
		J	Testing
		K	Preparation for painting & Product Finalization

Shop tour required PPE

