

Information for visitors

In case of fire/evacuation

If possible, **locate your contact** at Syva and follow him all time. In any case:

- **Follow instructions** from the rest of the staff.
- **Get out** of the building as soon as possible using the **closest exit** and evacuation paths.
- Go to meeting point (indicated in the map) and **wait there for instructions**.
- **Keep calm and don't stop** on exits.
- **Don't waste time** looking for personal belongings.
- In case of smoke try breathing 1m from the ground and use a wet cloth if possible.

In case of accident

It is **mandatory to notify** any safety or environmental event, specially accidents or incidents (even minor) happened at our facilities.



We have available for you first aid kits, first aid personnel and, during some hours, Doctor and nurse.

If you have an emergency and cannot find your contact, call reception:

+34 987 800 800

HSE Policy

You can check our health, safety and environment policy at:
www.syva.es/hse



laboratorios **syva** s.a.u.

Trobajo factory

Before we start...

If you have an allergy to any medicine, are pregnant or hesitate you might be, inform your contact at Syva before entering.

Welcome

Welcome to Laboratorios Syva.

In our company we want a safe environment for both our visitors and workers

For this reason, we'd like you to read carefully and follow the instructions on this leaflet during your visit to our facilities.

General rules

Pick your **badge** at reception and **carry it visible** during your time here.

Inform reception when you get **in and out** of the factory. **Return your badge when you leave.**

For production areas, **dress properly** according to your host's instructions

If possible, **avoid cosmetics** (including nail polish) that could release particles/smells

There are **some restricted areas** (e.g. clean rooms) where you are **not allowed to enter**.

Don't take photos or videos without authorization

Smoking is forbidden in all areas, eating/drinking in the factory.

Your personal data (at entrance log) will not be processed nor added to any file.

Safety rules

Stay with your contact at SYVA during all the visit and **follow his instructions** strictly.



You cannot enter production areas **unless instructed by your host**.

Respect and follow safety rules indicated at every area.

Use personal protection equipment or clothes you are delivered during your visit for each area.

Pay **attention to signals** at each area.

Keep your working place **clean and tidy**.



Stay **away from** working **machinery**.

Don't touch objects, tools, parts or products of our work processes during your visit.

Extreme **caution with vehicles** in our plant, use pedestrian paths.



Locate at every moment the **closest emergency exit and evacuation route**.

Don't use emergency exits if there isn't a real emergency.

Environmental rules

Our environmental policy is targeted to reduce the effects of our activity on the environment to the minimum.

Would you like to help us? Follow this rules:

- Generate as **little waste** as possible.
- Dispose of it in the **right container** (ask your host if any doubt).
- **Don't cause spills** of chemical products.
- **Don't waste resources** like water or energy.

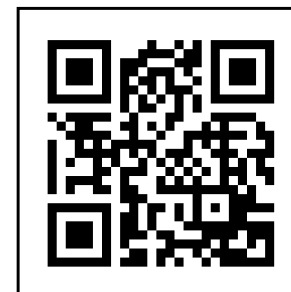


Don't discard this leaflet

Help us reducing waste:

If you have read and understood this leaflet and don't want to keep it, don't discard it. Return it to reception so that we can reuse it.

If you want, you can get a digital copy scanning this QR code with your phone:



www.syva.es/hse