

# Induction Training for Contractors

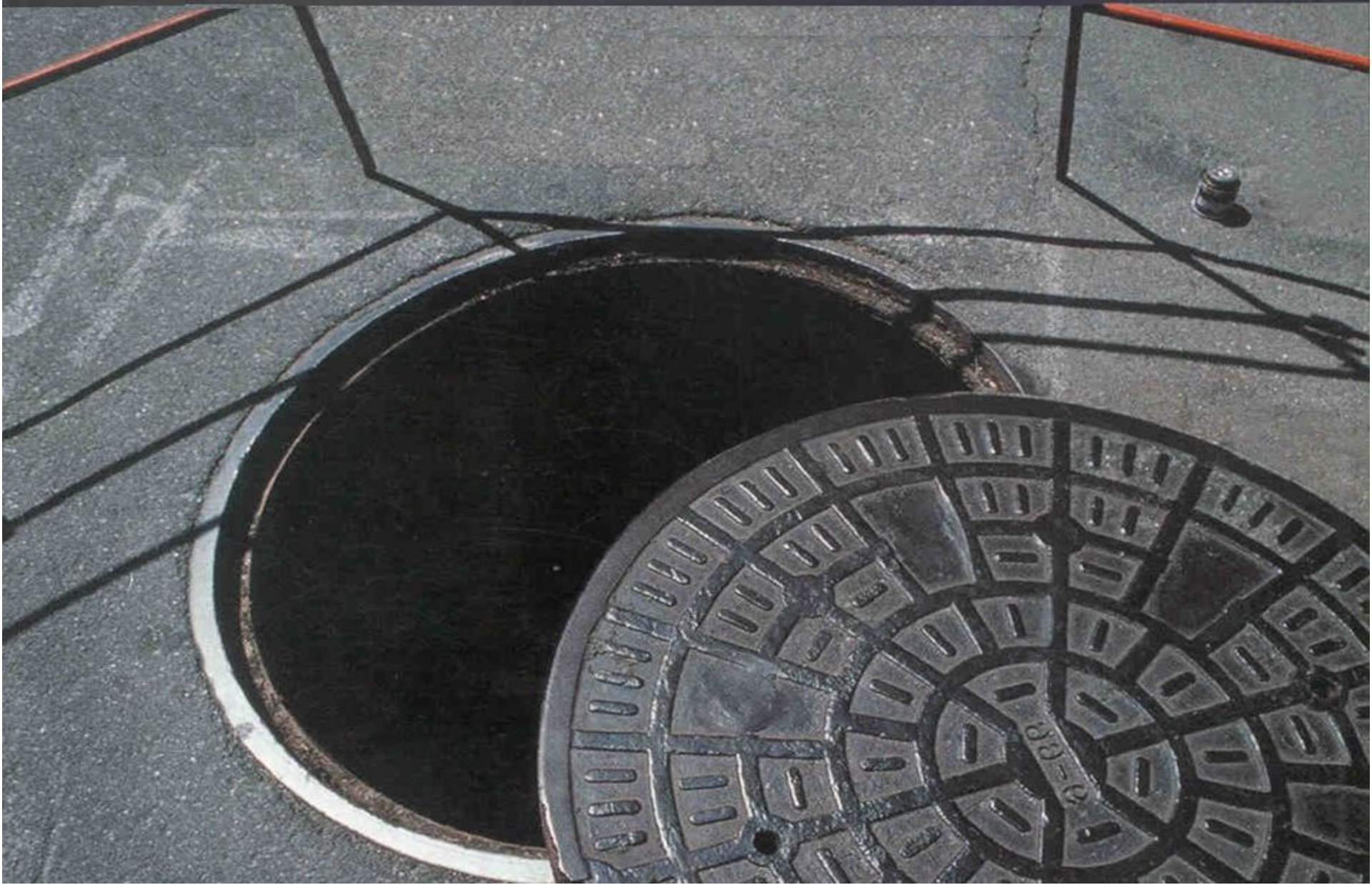
Dirol Cadbury LLC



# Induction Training Contractors

## Health, Safety, Environment and Hygiene REQUIREMENTS for contractors

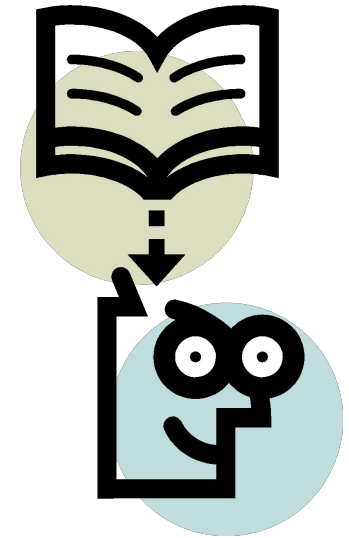
**THERE IS NO HALFWAY TO SAFETY**



# Induction Training Contractors

The purpose of the induction training is to remind people about:

- the importance of labour safety at Dirol Cadbury LLC
- basic rules and employee responsibilities,
- basic labour safety principles,
- basic fire safety knowledge,
- actions in case of emergencies,
- actions in case of personal injuries and procedures of first aid provision.



**The Induction Training shall**

- ✓ Raise the level of knowledge on labour safety, fire safety, actions in emergencies
- ✓ Create a safer working environment
- ✓ Reduce rate of injuries
- ✓ Prevent accidents related to human factor.

# Induction Training Contractors

Dirol Cadbury is very serious and responsible about labour safety at production areas and departments and cares about safety of all the people present at the plant territory.

We accept responsibility for providing safe for health and life working conditions to our employees, contractors and visitors.

We accept responsibility for fulfilling the labour safety requirements of Dirol Cadbury and the Russian laws.

Health of our employees, contractors and visitors shall always stay our main priority.

There is no more important goal for us than safety of each individual.

We are sure that all accidents can be prevented and purposefully follow Dirol Cadbury Safety Policy **"Zero rate of production accidents"**.

# Induction Training Contractors

- **Dirol Cadbury is a well-known at the Russian market manufacturer of chewing gum proud of quality and safety of our products. We demand from our employees, contractors and visitors to inviolately fulfil hygiene, health and safety, environmental and fire safety rules.**



# SAFETY



- Please register at the Gatehouse by presenting an ID. Attach the guest badge to your garments so that it will be visible; at the end of your visit leave the badge at the Gatehouse. Please register at the Gatehouse any personal equipment you bring with you (laptops, tools).
- If you enter the factory territory in a vehicle please open the trunk for inspection on the Gatehouse officer's request.
- You are allowed to move around the factory territory only accompanied by the Company authorized person.
- It is prohibited to take pictures, video and interview the Company employees without a special permit of the senior management.
- It is prohibited to bring alcohol and drugs to the factory and to come to the factory under the influence of alcohol or drugs. It is prohibited to bring to the factory explosive substances, hazardous tools and materials.
- It is strictly prohibited to take Company owned items and products outside the factory territory without a permit of the senior management. Unauthorized use of proprietary information of the Company is prohibited.



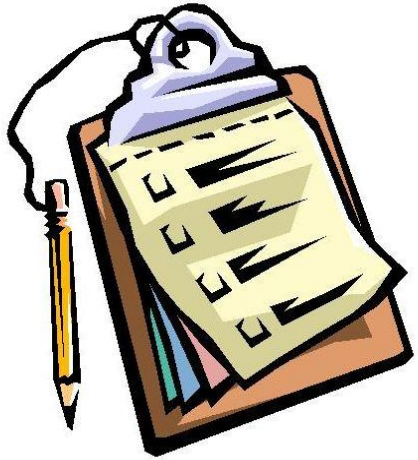
# Plant territory





# Hygiene and safety of production

**Before entering the manufacturing zone:**



1) *Please fill in the health statement form at the Reception.*

*When considering going to the production areas please take into account presence of dust and strong smell of flavours at some areas.*



2) *Take off jewellery and watches. Please leave all your personal items at the administrative building; if you need to take anything with you please pack your things into a clean plastic bag at the entrance to the production areas.*

# Hygiene and safety of production

- 3) *Put on a protective cap, it shall cover your hair completely.*
- 4) *If you have facial hair please put on a beard cover.*
- 5) *Put on a protective coat, fasten all the buttons.*
- 6) Put on shoe covers
- 7) Before entering the production area wash your hands thoroughly and wipe them. Hands should also be washed after using the toilet, dirty work, cleaning, eating,

# Induction Training Contractors

## Contractor DRESS CODE. Examples.



Uniform of a contractor working at the plant territory



# Hygiene and safety of production



**At the production areas it is prohibited :**

- *to touch the product*
- *to chew gum*
- *to eat*
- *to approach equipment closer than 1 m*
- *to bring into the production areas items made of glass and fragile plastic.*
- *to use mobile phones*





# Environment protection



## Save electricity!

When leaving the room switch off the lights and equipment you do not need any more and close the doors to heated or cooled areas.



## Observe the principle of waste segregation!

Before throwing away anything check the label on the waste bin.



## Save water!

Don't leave the taps open!

# BASIC ENVIRONMENT PROTECTION RULES

## WASTES

### *Types of wastes*

- Class I - Extremely hazardous wastes (mercury containing wastes);
- Class II - Highly hazardous wastes (lead);
- Class III - Moderately hazardous wastes (industrial oils);
- Class IV - Low hazard wastes (street garbage, filters);
- Class V - Practically non-hazardous wastes (paper, cardboard, wood).

# BASIC ENVIRONMENT PROTECTION RULES

- Domestic wastes shall be collected into **special bins**
- **Incineration of** construction waste is prohibited
- Never throw construction wastes down from top floors. Use special trays
- **Cans with paint, solvents, oil products** may be stored in specially equipped places only
- **Never spill** paints, solvents, oil products **on the soil**

# WASTE COLLECTION AT THE FACTORY

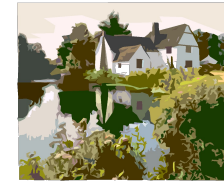




# WASTE COLLECTION AT THE FACTORY



# Contractor Labour Safety. Special Conditions.



## Environment Protection

- Contractors (subcontractors) **must notify Dirol Cadbury LLC management on waste generation** as a result of the contractor's activities at Dirol Cadbury LLC territory (amount, hazard class)
- Contractors (subcontractors) **must notify Dirol Cadbury LLC management on the disposal procedure for wastes generated** as a result of the contractor's activities at Dirol Cadbury LLC territory
- Contractors (subcontractors) **must provide documents confirming legality of disposal of wastes** generated as a result of the contractor's activities at Dirol Cadbury LLC territory (a contract for disposal)

# CONTRACTOR'S WASTES (EXCEPT PERMANENT CONTRACTORS)

## Wastes

```
graph TD; Wastes[Wastes] --> A[Are generated at the factory and their collection point is known]; Wastes --> B[Not generated at the factory or their collection point is unknown]; A --> C[Put wastes to other factory waste and inform the job supervisor]; B --> D[Collect wastes and take with you];
```

Are generated at the factory and their collection point is known

Put wastes to other factory waste and inform the job supervisor

Not generated at the factory or their collection point is unknown

Collect wastes and take with you

# Contractor Labour Safety. Special Conditions.



## Hazardous materials (chemicals etc.)

- Contractors (subcontractors) **must notify Dirol Cadbury LLC management on using hazardous materials (chemicals etc.)** at Dirol Cadbury LLC territory
- All hazardous materials (chemicals etc.) **must have MSDS, a conformance certificate, and a sanitary certificate**
- All cans/containers used for hazardous materials (chemicals) **shall be of specified type and shall be duly labelled in accordance with the Russian laws**
- Contractors (subcontractors) **must provide a risk assessment of potential negative impact on the environment as a result of using hazardous materials (chemicals etc.)** at the factory territory (release of hazardous materials and/or pollutants)
- Contractors (subcontractors) **must provide a fire risk assessment for hazardous materials (chemicals etc.)** used at Dirol Cadbury LLC territory
- Contractors/Subcontractors **must coordinate with Dirol Cadbury LLC management places for storing hazardous materials, possibility of their storage near other chemicals, procedure of temporary storage and disposal of hazardous materials (chemicals etc.)** and consequences of finished goods contamination with the material
- Contractors (subcontractors) **must have PPE required** for this material
- Release of hazardous materials (chemicals etc.) to sewage, soil, etc. is prohibited.



# Dirol Cadbury LLC Health and Safety Policy

At Dirol Cadbury LLC we are very serious and responsible about safety at production areas and departments and treat safety as an integral part of business value and our labour safety goal achievement:

**"Ensuring safety of all the company employees, contractors and visitors at the factory territory".**

Basic labour safety principle:

**SAFETY**

is a responsibility

**OF EVERYONE**

and it starts with

**YOU**



# Contractor Labour Safety. Special Conditions.

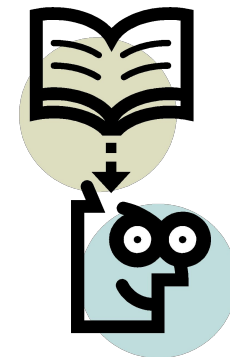
- ALL EMPLOYEES OF CONTRACTOR (SUBCONTRACTOR) COMPANIES **MUST FULFILL THE REQUIREMENTS OF THE CURRENT RUSSIAN HSE AND FIRE SAFETY LEGISLATION AT THE TERRITORY OF DIROL CADBURY LLC**
- ALL EMPLOYEES OF CONTRACTOR (SUBCONTRACTOR) COMPANIES **MUST FULFILL THE REQUIREMENTS OF MONDELEZ RUSSIA AT THE TERRITORY OF DIROL CADBURY LLC**

# Contractor Labour Safety. Special Conditions.

- **CONTRACTOR (SUBCONTRACTOR) IS FULLY RESPONSIBLE FOR ACQUAINTING EACH CONTRACTOR (SUBSINTRACTOR) COMPANY EMPLOYEE WITH BASIC OHSE REQUIREMENTS TO SUBCONTRACTORS WORKING AT THE TERRITORY OF DIROL CADBURY LLC**
- **CONTRACTOR (SUBCONTRACTOR) IS FULLY RESPONSIBLE FOR EACH CONTRACTOR (SUBSINTRACTOR) COMPANY EMPLOYEE'S FULFILLING BASIC OHSE REQUIREMENTS TO SUBCONTRACTORS WORKING AT THE TERRITORY OF DIROL CADBURY LLC**

# Contractor Labour Safety. Special Conditions.

- ALL EMPLOYEES OF CONTRACTOR (SUBCONTRACTOR) COMPANIES **SHALL TAKE ANNUAL HSE TRAINING AND SHALL PASS AN INDUCTION TRAINING ON HSE AND FIRE SAFETY BEFORE STARTING WORK AT DIROL CADBURY LLC**



- SUPERVISORS (REPRESENTATIVES) OF CONTRACTOR (SUBCONTRACTOR) COMPANIES **MUST PRESENT A PACKAGE OF MANDATORY PERMITS BEFORE STARTING ANY WORKS AT DIROL CADBURY LLC**

# Contractor Labour Safety. Special Conditions.

Any work is related with production risks, hazardous and/or harmful factors.

While performing any activities IT IS IMPORTANT TO:

- IDENTIFY RISKS
- ELIMINATE RISKS OR MITIGATE AS MUCH AS POSSIBLE





# Health and safety



International

- All the requirements of **warning and prescriptive signs** shall be obeyed.
- PPE must be worn at the production areas (**ear plugs, respirator**)
- **Never touch running machinery** unless you are authorized to.
- **Don't try to open cabinets marked with signs of danger**

# Health and safety



*At the areas where forklift trucks and other vehicles are present:*

- *Be careful. Use pedestrian ways marked with yellow lines.*
- *Don't use gates if there is a door for pedestrians*
- ***Always give way to forklift trucks***

*When going up and down the stairs:*

- ***Hold the rails***
- *Don't read or speak on the phone, watch your step*
- *Don't abstract yourself and others.*



# Contractor Safety

Representatives of contractors may not walk around the factory territory without an accompanying company representative or without a special permit.

## Basic requirements:

- Strictly follow the instructions received from the company representative.
- Never visit any production areas and territories on your own initiative. Beware of working equipment.
- Strictly follow the requirements of safety signs.
- Follow the floor markings, use only prescribed pedestrian routes and doorways.
- Be watchful, look for vehicles and give way to them.
- Bypass any standing vehicles only from the front.
- To prevent injuries:
  - never step or jump across open wells, hatches; use prescribes passages and roads;
  - never stand or pass under suspended load, avoid passing under people working at height;
  - do not enter areas guarded with tape.

# VEHICLES

Be watchful and careful at the production areas and outside: there are vehicles operating (heavy trucks, cars, forklift trucks, loaders, etc.).



# VEHICLES

To avoid the **HAZARD** of collapse and the **HAZARD** of falling load during vehicles operation:



- ALWAYS USE PEDESTRIAN WALKWAYS ONLY
- ALWAYS MAKE SURE THAT THE VEHICLE DRIVER SEES YOU, ESPECIALLY WHILE CROSSING A ROAD FOR VEHICLES
- REMEMBER THAT THE 4 M AREA AROUND AN OPERATING VEHICLE IS A HAZARDOUS ZONE

# Contractor Labour Safety. Special Conditions.

- While working at the construction areas and performing other hazardous works (work at height, load handling, etc.) contractor employees must wear hard hats.





# General rules of electrical injuries prevention



- **Do not touch** general lighting fittings, electrical wires, live parts of electrical appliances and devices;
- **Do not step** on portable electrical wires lying on the floor.
- **Do not take off** safety guards and panels from the live parts of the equipment;
- **Do not open** doors of electrical cabinets (boxes), do not put any items inside them;
- **Do not perform unauthorized repairs** of electrical equipment. This work must be performed by an electrician;
- In case there is a blackout and when you leave your working place (even for a short time) **switch off the equipment** ;
- **If you find failures** of electrical wiring insulation, uncovered live parts of electrical equipment or faulty earthing of equipment **immediately** inform the coordinator

# General safety requirements

A working place is an area where production operations are performed.

Each working place has its own requirements (for production and administrative employees)

However the general requirements shall always be:

1. Availability of the required barriers, guards and safety devices, insulation of hazardous areas from staff;
2. Proper lighting;
3. Ventilation;
4. Adequate temperature in the room;
5. Elimination of obstacles in performing operations.

# General safety requirements

- In all cases mechanical, electrical, temperature and chemical impact as well as impact of noise and vibration on employees shall be prevented.
- PPE shall ensure safety but not burden the employee. They shall be efficient enough.
- The working place must be kept clean during the whole business day. There shall be no unnecessary items hindering operations.
- Floors at working areas and along access ways shall be smooth, dry, not slippery and clean.
- For firm placement of cargoes, processed materials and parts, tools and accessories the working place shall be equipped with steady racks, shelves, cabinets.

# Employee duties before beginning of work

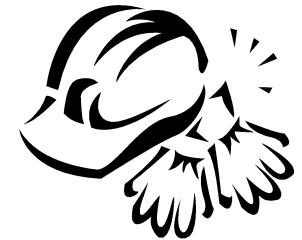
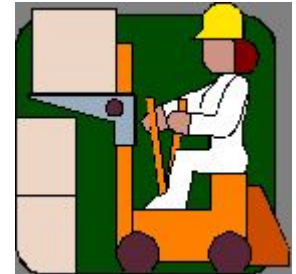
- Get a task from the immediate supervisors and take induction training at the working place in accordance with the job duties
- Get PPE, check their condition.
- Ensure that the working place and access ways meet safety requirements.
- Select tools and materials required for the job.

## THE FOLLOWING IS PROHIBITED:

- Working on faulty equipment.
- Use faulty PPE.

# Employee duties during work

- Use **safe methods** and ways of work.
- **Do not leave your working place** unattended with working equipment.
- Use **PPE**, if it is required at your working place.
- **Clean your working place** only when the equipment is completely switched off.



# Employee duties after finishing work

- Put the working place in order
- Hand the working place over to the immediate supervisor notifying about any problems during work



# Contractor Labour Safety. Special Conditions.



## Hand and electrical tools

- It is prohibited to use faulty hand and electrical tools
- It is prohibited to use electrical cables consisting of several pieces; to restore damaged electrical cables; to connect two extension cords consequently
- No uninsulated live parts of power strips, electrical equipment and tools shall be present
- It is prohibited to connect power strips, electrical equipment and tools close to water
- Places for connecting power strips, electrical equipment and tools shall be organized in accordance with the Operational Code for Electrical Installations and approved by Dirol Cadbury LLC. When working with manual and electrical tools contractors shall use appropriate certified PPE (protective goggles, gloves, etc.)
- Knives with open or disposable blades are prohibited

# Safety signs

Safety signs have been designed for quick informing people on safety, fire safety and environment.

## BLUE SIGNS ARE PRESCRIBING

they will show you area requirements including wearing PPE



## GREEN SIGNS

are indicatory (informational)



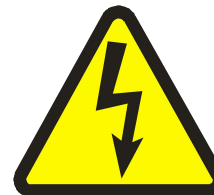
## RED SIGNS ARE PROHIBITING

they prohibit any activities in an area or a room



## YELLOW SIGNS ARE WARNING

they show what hazards exist in the area



# PERSONAL PROTECTIVE EQUIPMENT

- Ear protection
- Hand protection
- Safety shoes
- Eye protection
- Respiratory protection



The main cause of accidents is

the wish  
to do the job  
"faster" and  
with the least  
efforts



# Main hazardous production factors

- Faulty equipment, tools, poor equipment design;
- Poor maintenance of vehicles, loaders and electrical equipment;
- Mess at working places and in aisles;
- Insufficient automation and mechanization of hazardous jobs and manual handling jobs;
- Failure to use/incorrect use of PPE;
- Poor maintenance of buildings and structures

## The main causes of accidents:



- Falling from height
- Unauthorized equipment repairs
- Failure to use PPE
- Violating safety rules
- Using non-standard or faulty tools

# If an accident has happened

- Ensure immediate provision of **first aid to the injured person**. Call for doctor if required.
- **Tell the supervisor.**
- You should know **location of first aid kits** and rescue equipment at the working area (ask the supervisor).
- **Keep the accident place** intact
- Write a **report explaining the circumstances of the accident** and hand it over to the supervisor





# Providing first aid



1. Before approaching an injured person make sure you are safe (**no chemical vapour, torn live wires, etc.**). Eliminate the hazardous factor.



2. **Examine the injured person, try to understand his condition.** If bones are broken it can be usually seen from the unnatural posture of the person, twisted limbs, etc.



# Providing first aid



**01** Rescue Service phone (from company phones dial 9-01)

**03** Ambulance (from company phones dial 9-03)

Call **112** from mobile phone

3. If it is necessary call an ambulance. Or deliver the injured person to a clinic
4. If no phone is available ask other people for help





# Providing first aid



5. If you are not trained as a first aider, do not touch the injured person, do not try to move him. Ask trained first aiders to help.

(Note: employees trained as first aiders wear green caps).



6. If the injured person is conscious cheer him up, tell that help is coming.

# Follow the rules of safe work

- Be watchful and careful,
- Do not get distracted yourself and distract others
- Your uniform must be in good condition
- Use PPE;
- Don't use faulty tools/  
equipment
- Follow the requirements of safety and fire safety instructions and procedures
- Inform the supervisor on any violations detected in the working process

# FIRE SAFETY



## Contractor's fire safety responsibilities

Contractors must

- obey fire safety requirements;
- maintain fire prevention regime;
- know and follow safety rules when using gas, welding equipment, performing any hot work and works with flammable liquids, other fire hazardous materials and equipment;
- in case of fire take all possible measures to rescue people and extinguish fire;
- know the evacuation procedures

# Fire Safety



*Smoking is strictly prohibited* at the territory and in the premises of the factory. Smoking area is located at the Gatehouse.

*If you hear a continuous fire alarm sound: follow to the nearest emergency exit and then to the collection point at the Gatehouse.*

*Usage of lifts during evacuation is strictly prohibited!*

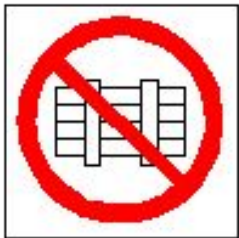




# Fire Safety



- *Do not obstruct emergency exits and escape routes*
- *DO NOT obstruct approaches to fire boxes and primary fire fighting facilities*



# Contractor Labour Safety. Special Conditions.

## Hot Works (electrical welding, gas welding, soldering, other works requiring use of open flame or heating parts to ignition temperature, as well as any metal cutting operations producing sparks)

- Any fire works must be performed only under a permit to work approved by **Dirol Cadbury LLC**
- Any welding shall be performed only by **skilled persons** having a welder's certificate and a fire safety certificate. Welders must use certified personal protective equipment (a welder's mask, an overhaul, gloves, safety shoes, etc.)
- At the location where fire works are performed there shall be a fire extinguisher
- All flammable liquids must be located **at least 10 m** from the area (or must be adequately protected from the ignition source)
- All combustible materials must be located **at least 5 m** from the area (or must be adequately protected from the ignition source)
- Wearing of high-visibility jackets is prohibited when performing any fire jobs



# EMERGENCIES



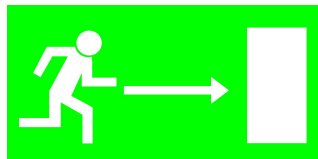
# Emergencies that may take place at the plant

- Leakage from ammonia cooling units, ammonia release;
- Gas pipeline leakage, gas release;
- Explosion of a pressure vessel of a pipeline, medium release (steam, hot/cold water);
- Ignition, fire

# ACTIONS IN EMERGENCIES

- *In case of an emergency including fire you will hear a continuous sound for evacuation*

**As a contractor, if you hear a continuous sound meaning evacuation you must follow the nearest escape route with a green light, afterwards everyone must show himself at the gatehouse and register at the collection point: notify orally your supervisor/emergency coordinator**



# ACTIONS IN EMERGENCIES

## Leakage from the ammonia system

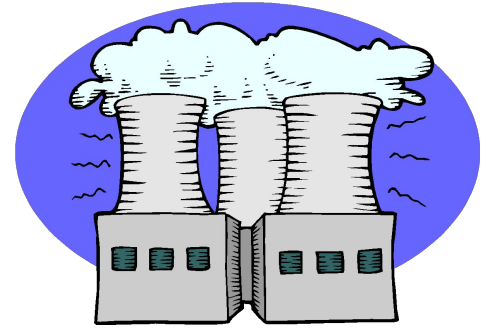
- Stay calm!!!
- Follow the loudspeaking system instructions:

1) put on PPE;

Gas mask



Rescue hood  
Phoenix



2) leave the factory territory as directed.

# ACTIONS IN EMERGENCIES (Fire)

- On hearing the evacuation alarm:



- stop you work;



- switch off all electrical equipment and tools;

- close all window and doors (leave the key in the door);



- switch off the lights;



TURN IT OFF

- then immediately leave the building using the nearest emergency exist and follow on to the gatehouse (the collection point is heavy trucks parking area) and register there.



- if applicable, while following the escape route inform people in adjacent offices, rooms and generally at the territory about the evacuation.



## Attention!!!

- - after leaving the hazardous area do not dare coming back for any forgotten items: firstly, the hazard has considerably increased and, secondly, nobody will look for you there and try to rescue you as everyone saw that you had gone out into the street!!!
- - you must register with the authorized persons in order to prevent unnecessary risk in case of searching for you (check at the gate house).



# SAFETY CONCEPT

There is nothing more precious than a person's life

No job is more important than human safety.

Be responsible while doing any activities – it will help you to avoid injuries.



# QUESTIONS

