

Your safety
at REFA



REFA - safety for the environment and people

INSTRUCTIONS TO EXTERNAL TRADESMEN AT I/S REFA

REFA

Warnings, dos and don'ts

I/S REFA has HSE certification, so the points below are very important to us in the order stated when you are carrying out work at REFA's incineration plant:

- **Personal safety**
- **Maximum possible consideration for the external environment**
- **Maintaining reliability of supply (heat and power production)**
- **High quality of the work undertaken**
- **Efficiency/productivity**

Information signs



DEFIBRILLATOR

REFA has a defibrillator located between the control room and the operating office on the 1st storey.



BE INFORMED!

Before you start work, you must familiarise yourself with the overview plans regarding first-aid and safety equipment as well as the location of emergency exits.



SECURING/UNLOCKING

REFA's personnel must take care of securing/unlocking.



ASSEMBLY POINT

When the alarm sounds - proceed to the nearest escape route (marked with green signs) and then to the assembly point. Never go through the building.

**ASSEMBLY POINT:
BY THE FLAG POLE NEAR THE WEIGHBRIDGES!**

Warning signs



PRESSURE CYLINDERS

Pressure cylinders must be secured, and in case of fire, they must be removed from the area if possible.



ATEX

Remember to obtain special permission and thorough briefings when working at the coal silo from the REFA employee in charge of the area.



CORROSION HAZARD

Corrosion hazard and risk of toxic nitric vapours in case of fire: Remember to obtain special permission and thorough briefings when working at the ammonia plant/tank from the REFA-employee in charge of the area.

IMPORTANT!

All types of work must be undertaken in accordance with applicable legislation, executive orders and Danish Working Environment Authority instructions/guidelines.

Failure to comply with applicable regulations and legislation when on the premises of REFA may result in dismissal.

Prohibition signs



NAKED FLAME

Consultation with REFA is always required before any welding or soldering work or use of naked flames. (Always remember to check where the nearest fire extinguisher is.)



WASTE PROHIBITED

You must personally dispose of all waste. Do not discard anything in REFA's waste systems unless by prior agreement with plant staff.



NO SMOKING

REFA staff will point out designated smoking areas on arrival at the plant.



NO ALCOHOL ALLOWED

Alcohol must not be consumed on REFA premises. You must arrive sober/not under the influence to undertake any work at REFA. Consumption of euphoric medicines/substances is regarded in the same way as alcohol.

Obligation signs



DUST MASK REQUIRED

Signs are displayed in areas where masks are required to be worn for work (crane deck and big bag area).



EYE PROTECTION REQUIRED

Signs are displayed in areas where eye protection must be worn and where eye protection is required by law.



HEARING PROTECTION REQUIRED

Hearing protection must be worn wherever the Mandatory Hearing Protection signs are displayed. Hearing protection must be worn when any noisy works are being carried out.



SAFETY HELMET REQUIRED

Safety helmets are required at REFA.



SAFETY FOOTWEAR

Safety clogs must have heel caps or heel straps; otherwise enclosed safety footwear is required.



SHOWERS/WCS

Access to showers/WCs may be agreed with REFA's personnel when you arrive.

Practical information

ON ARRIVAL AND AT THE END OF THE WORKING DAY

On your first day, please report to the person who ordered the work. That person will brief you about WCs, changing facilities and parking. Parking is only permitted in the designated bays. Each day on your arrival, you must place your visitor's badge or guest badge (provided by the control room) at the notice board in the control room, and remove it again when you leave the plant.

REMEMBER: GLASS BOTTLES ARE NOT ALLOWED IN THE PLANT - AND PLASTIC BOTTLES MUST NOT BE LEFT AT THE PLANT.

HOT WORK

Works involving the use of angle grinders, welding works, metal cutting, electrical works and any operation that could spark an ignition, is to be carried out under a Hot Works Permit. A form must be completed and signed before any works can be carried out. It is a REFA requirement that you have a valid Hot Works Permit at the workplace while the works are being carried out.

WORKWEAR

Workwear should be equal to the task to be performed. There must be no "fix" things on the work clothes that could get caught when the task is performed. PPE (Personal Protective Equipment) must be worn and must be specific to the task being carried out.

WORKING HOURS

Normal working hours at the plant are as follows:

Monday-Thursday from 07.00 - 15.30
Friday from 07.00 - 12.00

INCIDENTS/ACCIDENTS

Always immediately contact the plant staff in the event of an incident or major spill (e.g. oil spill). You are also required to notify **any and all** "near-accidents" to a REFA employee, who will report this on the safety card. "Near-accidents" include both environmental and health and safety incidents that could have resulted in:

- contamination
- an accident
- or personal injury or damage to the plant

CONTACT NUMBER **+45 54 84 14 47**

THE EVACUATION ALARM IS THE ONLY ALARM AT REFA AND IT MUST ALWAYS BE RESPECTED.



REFA's personnel are always on hand if you have any further questions.

REFA