

### Safety rules

#### ACCESS TO THE SITE

01	<p>1. <b>Enter the site at walking speed and check in at the gatehouse. Collect the safety device for trolleys. In case of congestion, you may be asked to wait outside the gate.</b></p> <p>2. Proceed beyond the barrier and head to the loading/unloading yard following the route shown in the attached map.</p> <p>3. Drive straight for 50 meters until the STOP sign.</p> <p>4. Park in the designated areas, exit the vehicle, and present the loading/unloading document to warehouse staff</p>	  
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02	<p>The company name of the haulage company, the number of the loading/unloading order and the details of the driver must be indicated on the loading slip. The driver must wear the necessary PPE for access to the site, as indicated on the sign at the entrance (waistcoat, safety shoes).</p> <p>Any passengers not expressly indicated on the cargo voucher are prohibited from entering the plant.</p>
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#### General rules

03	<p>Drivers may only be allowed in the loading/unloading areas.</p> <p>For safety reasons, <b>it is absolutely forbidden to enter areas for which you do not have specific authorization</b>, and you are obliged to follow the designated footpaths (see indication in the attached plan)</p> <p>It is therefore forbidden to backtrack or take</p>	04	<p>To reach the loading area, first follow the directions of the concierge staff and then those of the warehouse staff. Keep a safe distance <b>from all external areas that are subject to handling or where other internal/external activities are taking place.</b></p>
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05	<p>It is forbidden to clean/maintain the vehicle, cook, introduce alcoholic beverage, "bivouac" in the green areas</p>	06	<p>For one's own safety, it is mandatory to follow the safety signs in relation to the obligations laid and the risks present</p>
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07	<p> The <b>authorised smoking point</b> is indicated on the floor plan (see overleaf)</p> <p> E' assolutamente <b>vietato in qualsiasi altra area del sito</b></p> <p> Smoking or lighting flames</p>	08	<p> <b>Photographing</b>, filming and taking any material is <b>prohibited</b> unless authorised in advance.</p> <p>A request may be made to park and keep the vehicle stationary and switch off the engine in the event of heavy traffic or other site security reasons.</p> <p> It is compulsory to use only the sanitary facilities provided (see attached floor plan).</p> <p>It is forbidden to appear bare-backed</p>
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#### Roads

09	<p> It is compulsory to respect the indicated speed limits and observe the traffic code (10 km/h)</p> <p> Internal transport trolleys always have priority</p> <p>Using a mobile phone while driving is prohibited</p>	10	<p>Parking is permitted only and exclusively in the designated parking areas (see attached map). It is forbidden to park with the vehicle in motion.</p> <p>Parking in front of fire-fighting equipment, emergency exits, etc. is not permitted.</p>
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#### Protection Devices

11	<p>Inside the warehouses, <b>the use of:</b></p> <ul style="list-style-type: none"> <li>- safety shoes</li> <li>- safety glasses</li> <li>- gloves (for opening/closing tailgates, ribs, etc.)</li> <li>- high visibility waistcoat</li> </ul> <p>The use of seat belts is also compulsory during manoeuvres</p>	   
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#### Rules for emergency management

In case of emergency:

- not to panic

- Notify the EMS contact person in the loading warehouse office or the concierge.

**12** - go to the assembly point (forecourt in front of the porter's lodge) using the indicated escape routes and emergency exits

Any request for intervention by the fire brigade must be made through the SGA warehouse staff, specifying the location of the emergency.





## SAFETY AND ENVIRONMENTAL RULES FOR TRUCK DRIVERS

### Corsico Plant

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Rev. 03  
Pag. 2/4

#### First AID

- 13 A first aid kit is available at the plant infirmary, please contact the EMS staff if needed.  
The possible intervention of Public Rescue Vehicles must be activated through the EMS warehouse staff, specifying what happened, to whom and where.



#### RESPECT FOR THE ENVIRONMENT

- 14 It is forbidden to leave waste on the site. For food waste use the waste bins provided, for other waste use the waste bins provided in the loading/unloading areas.  
In case of accidental spillage of liquids from the engine/tanks:  
- intervene promptly at collection with absorbent material (a kit is available at the warehouse offices)  
- notify the warehouse attendant  
We also remind you of the need to  
- Rational driving from the point of view not only of safety, but also of consumption, maintenance and environmental friendliness.  
- All vehicles must comply with the regulations and legislation in force.



#### SPECIFIC RISKS AND PROCEDURES FOR LOADING AND UNLOADING

- While in the plant, **great care** must be **taken for your own safety to**
- transit of heavy goods vehicles
  - transit of trolleys
  - transit of other internal vehicles or external personnel
  - production plants in operation (in any case located in areas where access is prohibited)

##### **LOADING AND UNLOADING GOODS**

Park the vehicle in the indicated area (see details on attached plan). Present yourself to the warehouse attendant with the loading slip.  
In the event that the loading area is occupied by another vehicle, wait your turn inside your own vehicle.  
After receiving authorisation from the warehouse attendant, put on your personal protective equipment and position your vehicle for loading/unloading.  
Position the vehicle, switch off the engine, pull the handbrake, place the chocks (they are also present in the parking areas) and stabilise the trailer bed for loading (skips and containers). Carry out the operations of opening the ribs, tarpaulin, tailgates, hatches, etc. (skips and containers)  
It is the haulier's responsibility to ensure that the equipment required to properly secure the load is in good condition. maintenance before proceeding to the correct positioning of the goods. The haulier, before the start of loading operations, must provide instructions to the EMS staff regarding the correct positioning of the goods above the platform

**LOADING AND UNLOADING PROCEDURES**

It is forbidden to use equipment/vehicles belonging to SGA without specific, formalised permission. Remain in the cab (or other safe area indicated by the warehousemen) during loading/unloading operations.  
When loading/unloading is complete, with the authorisation of the warehouse personnel, go to the offices to sign the delivery note, following the route indicated on the plan. **IT IS STRICTLY FORBIDDEN TO ENTER THE PRODUCTION DEPARTMENTS.**  
At the end of the operations, the remover must tighten any load, close the trailer, leave the loading/unloading area and proceed at a walking pace to the exit of the plant.  
The driver must not rush the team and must not participate in loading/unloading operations to speed up the exit time. Do not move the vehicle or remove the handbrake until the loading/unloading personnel authorise the operation.  
It is forbidden, within the plant, to remove the tractor from the loaded trailers unless expressly authorised by SGA

##### **NON-COMPLIANCE WITH STANDARDS**

**INOSSEVRANCY** In the event of non-compliance with the aforementioned rules, SGA reserves the right to request the transport company to prohibit the non-compliant driver from entering the plant in the future and may demand, in cases of extreme seriousness, the immediate removal of the transporter.  
**Any vehicle, trailer or container that looks or is dangerous will not be unloaded**

#### **ANNEX:**

Planimetry of loading and unloading areas  
Useful telephone numbers





**Reception / Portineria**

**Tel. +39 0244851**

**Warehouse / Magazzino**

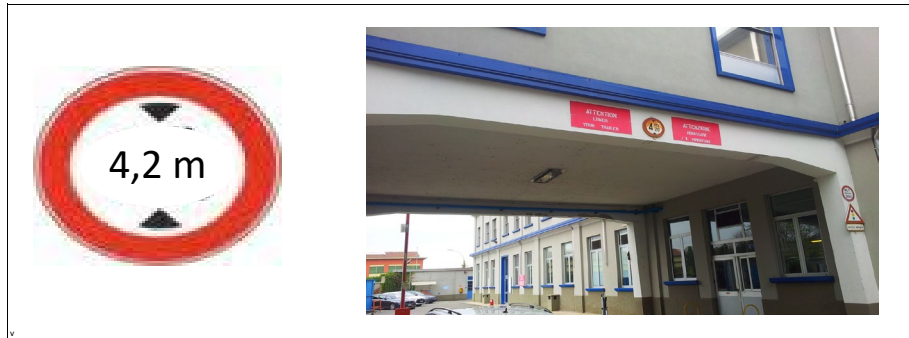
**Tel. +39 3357763891**



**ACCESS PLAN FOR TRANSPORTERS  
TRUCK DRIVERS PLANT  
Corsico Plant**

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Pag. 4/4

**Others rules**



**LOADING / UNLOADING TIMES**

**LUNEDI' - GIOVEDI': 08.00–12.30/13.30-16.00**

**VENERDI': 08.00–12.30/13.30-14.30**

**'Nothing is so important that it cannot be done safely'**