

## General rules of conduct

1. Stop near the plant so as not to obstruct the transit of vehicles.
2. When reaching or leaving the plant site, please interact with the GAIA clerk who will insert your name in the appropriate register (offices/weighing area).
3. Respect the indications of the GAIA employee who indicates the place of the site to be reached or, if he/she deems it necessary, he/she requires the presence of a GAIA employee to act as a companion.
4. Respect the horizontal and vertical signs, whether on foot or on a vehicle, to avoid accidents.  
More precisely:
  - if you are on foot, move on the pedestrian crossing
  - if you are on a vehicle, respect the speed limits and the signs that require compulsory routes
  - park only in parking places
  - never stop at the crossing points
  - turn off the vehicle when parked.
5. Enter only the premises/areas affected by your business.
6. Do not go near moving lines and machinery.
7. Do not touch machinery electrical or control panels.
8. Use suitable PPE in case of maintenance, interventions on machines or their handling.
9. Do not smoke nor use open flames.
10. Do not eat or drink inside the processing areas and avoid bringing your hands to your mouth and eyes after contact with machinery or waste.
11. In case of emergency, follow the instructions of the person in charge at emergencies of GAIA. Head towards the indicated collection point or towards the exit of the plant. If you are on a vehicle, turn it off and then walk towards the collection point.

## Hazards to health and safety



## Biological hazard due to the treatment of waste - all sites



### Hazard of breathing gases produced by ripening from waste - VT, CT, SD systems



**Electrocution:** presence of power lines - all sites



**Explosion:** areas where explosive atmospheres can form - CT, VT, SD, VM sites



**Fire hazard:** presence of combustible material and/or biogas pipes and chimneys - all sites



**Slipping and tripping hazards:** residue of processing material on the ground - all sites



**Investment hazard:** presence of vehicles in motion  
- all sites



### Machinery and equipment - CT, VT, SD, VM sites



### Isolated place - VM site

### Legend

**VM:** Landfill exhausted  
**CT:** Landfill for municipal solid waste and non-hazardous waste

**VT:** Waste treatment center  
**SD:** Composting plant  
**EC:** Eco - stations  
**UF:** Registered office



Gaia

Gestione Ambientale  
Integrata dell'Astigiano S.p.A.

## Behaviors to be followed within the GAIA plants



This document informs about the hazards present. By signing the forms MD\_GS057 (visitors) and MD\_GS034 (suppliers), you declare that you have read them and that you have access to the facilities with the appropriate PPE

Form AL GS100 / Rev.0 - 05/02/2021

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## What to do in an emergency?

GAIA's internal emergency plan must be respected by the work and/or service contractors.

The provisions provided by the coordinator during the execution phase, in cases where his/her figure is envisaged, cannot be in contrast with the provisions of the emergency plan and must in any case be agreed upon during the coordination phase.

For a correct implementation of the emergency plan, anyone entering the plant must identify him/herself at the office/weighting area in order to be registered in the appropriate form (List of external personnel present in the plant).



Upon the evacuation alarm signal, consisting of the intermittent sound of the siren, the personnel must immediately stop their work, and, after having secured the equipment used, they must quickly move away by going to the meeting point located near the gate/weighting area.

Even if you are already in a safe place, you must go to the meeting point to identify yourself and inform the emergency team manager about who is actually in danger in the plant.

Inside the plant there is an internal emergency team made up of firefighters and first aid workers who are entrusted with the management of the event pending the arrival of external rescuers.



In the case of contracted works that provide for the figure of fire and first aid workers among the staff of the external company, unless otherwise agreed during the coordination meeting, their role will be limited to the narrow scope of work of the company or of the contracting company and must not overlap with that of the internal GAIA emergency team.

## Compensation measures for existing hazards



### A. Ban on smoking inside the facilities

Smoking is permitted only in areas specifically designated for this purpose. The use of free flames for maintenance operations is allowed only after the employees have been informed about the specific hazards of the area in which they must work.

**B. Before the start of the works, the contractors of the works must be made aware of the hazards** and general characteristics of the structure.

**C. Prohibition to accumulate combustible materials inside the premises, unless specifically authorized..**

**D. Prohibition of obstruction of the escape routes.**

**E. It is forbidden to lock fire resistant doors when opening.**

**F. Check, at the beginning of the working day, that the exodus of people from the place where the work is carried out is guaranteed.**

**G. At the end of the working day, make sure that the fire-fighting measures are activated** and that the work equipment and the flammable and combustible substances are safe and that there are no conditions for starting a fire.

**H. Hot work (welding or use of open flames):** in the place where they are carried out, any combustible material must be removed or protected against heat and sparks. Portable fire extinguishers should be available and workers should be informed about the existing fire alarm system. Each area where a hot work has been carried out must be inspected after the completion of the work to ensure that there are no burning materials or embers.

**I. The flammable substances used must be stored in a safe place,** kept free from sources of ignition. The use of open flames must be prohibited when using such products.

**J. When gas cylinders are not used,** they must not be stored inside the workplace, but outside and in a place agreed with GAIA staff.

**K. In rooms equipped with automatic fire detection systems, in the case of work that can trigger the alarm system, it must be reported to GAIA personnel so that the fire protection device is deactivated;** this implies greater attention, by those who work, in adopting all the measures and precautions to avoid starting a fire.

**L. At the end of the work, it is the task of the external company to check that there is no fire start in the work area** and to notify GAIA staff in order to reactivate the detection system

**M. Use only products for which the safety data sheet has previously been delivered** to the offices of the GAIA plant.

**N. Particular organizational and managerial precautions must be taken in maintenance work,** during interventions on electrical systems and for capturing potentially combustible biogas.

**O. If the keys for opening/closing the entrance gate and the access doors to the buildings have been entrusted** make sure that all accesses are closed at the exit.

**P. In isolated sites, operators must have a first aid box and check the availability of the telephone network** to request help in case of need.

**Q. Do not abandon work vehicles or tools in the plant** after the completion of your service, unless agreed with GAIA staff.

**R. Stop any action that may in some way produce sparks or cause outbreaks at least one hour before** closing the plant.

**S. In the case of scheduled surveys to the plant (school groups or groups of visitors), an employee of the Emergency Team accompanies the group along the entire visit path,** to ensure that no actions are taken that could compromise the safety of people and of the plant.

**T. The external company is responsible for the care and maintenance of the vehicles it uses.** Therefore, in the event of malfunctioning, it is the responsibility of the external company to inform GAIA personnel.

**U. Where there is a hazard of forming explosive atmospheres, ignition sources must not be generated such as:** electrostatic charges, incandescent points, open flames, hot surfaces, sparks of mechanical origin, radiation, electrical equipment.

**V. Appropriate safety signs must be adopted by the external company** for specific hazards of the work it is carrying out (to be agreed with GAIA staff).

**W. In case of maintenance, interventions on machinery or their handling, use adequate personal protective equipment.**

**X. Those who work at a machine should have been informed and trained on the specific hazards** and be able to recognize the danger signs and indications present on the machine.