

Visitor, Supplier, and 3rd Party Safety Site Compliance

Microtek Medical Malta Ltd strongly believes that ensuring and safeguarding the safety and welfare of all staff, visitors, 3rd parties and other relevant persons is paramount to its operations and success.

The company is deeply motivated by its purpose, protecting people and its resources. It has very strong foundations and core values, of which Safety is one of them. It is committed to make sure that while one is on site, safety is never compromised for the entire duration of the stay / visit. This is done because safety at the site is paramount, irrespective of place, job, or position.

In order to sustain its commitment to safety, the company has a set of defined procedures and regulation that one needs to adhere to and follow, in the event of visiting the site for any purposes.

These include:

- Site Entrance Safety requirements
- Site Safety Rules
- Company Policies
- Emergency Evacuation
- COVID-19 requirements

1. Site Entrance Safety Requirements

Entrance to the site is allowed upon clear identification and purpose. One must also mention any company rep(s) that might be involved in such visit.

Upon entering, one must fill in the necessary details in the Visitors Logbook and take an Identification Tag which needs to be kept and made visible on the person throughout the visit.

For one's own safety and the safety of the site's employees, all visitors, suppliers, and 3rd parties must be escorted throughout the facility. The host will ensure that the latter remain in their designated areas.

2. Site Safety Rules

The following site safety rules must be adhered to by everyone at all times during their visit to the site. It is paramount that no rule is breached for everyone's safety and welfare:



No running inside facility



Food and drink to be consumed in designated areas only



Enter only the designated areas



No smoking inside facility



No mobiles to be used in production areas



Always use handrails provided



Foot protection to be worn in warehouse areas



Face masks must be worn upon entrance to facility



Always use PPE in respective areas / operations



Do not remove machine guards unless authorized



Park your vehicle facing outwards



Perform LOTO before removing any machine guarding

3. Company Policies

It is important one knows that alcohol, drugs, or weapons are not allowed at the site. Failure to comply with this might result in any action deemed necessary by plant management and staff.

Photographs cannot be taken on the site without prior consent and a confidentiality form filled in.

Unless necessary and escorted, always use pedestrian walkways and doors inside and outside the facility as manufacturing operations are continuously taking place, so caution must be exercised in these areas.

For any work, while at the site, involving Working at Height and Hot Work, a mandatory permit must be issued prior to the start of said works. These will be signed by all Visitors, Suppliers, and 3rd Parties involved as well as the respective company reps / hosts.

Workwear

Proper attire needs to be worn in our operational areas. These include, but are not limited to, office areas, warehouse areas, production areas, workshop etc...

Should one be visiting the site and remaining in office area environment, a closed toed shoes is sufficient to be worn.

Should anyone need to access the warehouse and operational areas of the site, one needs to be wearing adequate foot protection, namely safety shoes. Clothing attire adequate for our operational areas is composed of long / short sleeve shirts (depending on season or as one feels comfortable wearing) and full-length pants. A high visibility vest is also required to be worn all times during the visit for proper and correct identification.

Should the nature of the work require one to wear additional Personal Protective Equipment (PPE), it is imperative that this is worn as necessary, following the company's site safety rules and requirements.

Failure to comply with these regulations might result in dismissal from the site or direct refusal upon entering the facility.



4. Emergency Evacuation

All visitors should alert their host should they need assistance during an evacuation. In the event of an emergency, warning alarms will sound, and the host will escort all visitors safely outside the building to the designated meeting area outside the facility.

Lifts are not to be used in emergency situations.

There are trained emergency responders at the site who will assist all employees and visitors alike in emergency situations. If necessary, they will contact Emergency Medical Support or Local Authorities, depending on the situation.

Announcements will be made when then its deemed safe to return inside the building.

5. COVID-19 requirements

As outlined in the site safety rules, a mask is required upon entrance to the facility. This is to be kept covering the face during all the visit, unless one is eating or drinking. Furthermore, one is required to perform a temperature check and declare being fit for work in order to proceed with visiting the site.

Due to the ongoing pandemic, it is paramount that should anyone feel COVID-19 related symptoms while visiting the site, the accompanying host is immediately alerted so that proper care can be taken, and the respective visitors are escorted outside the facility. The relevant local health authorities will then be contacted as deemed necessary.

It is essential that social distancing is kept throughout the visit to the site, unless its necessary to conduct the visit without a safe distance between one person and another.

While on site, one is encouraged to wash hands frequently with soap and water, using the bathroom facilities available. If not within reach, there is ample distribution of wall mounted alcohol hand gel bottles in various areas of the site for one to use as much as necessary, to limit viral transmission as much as possible,