

GENERAL SAFETY RULES FOR VISITORS

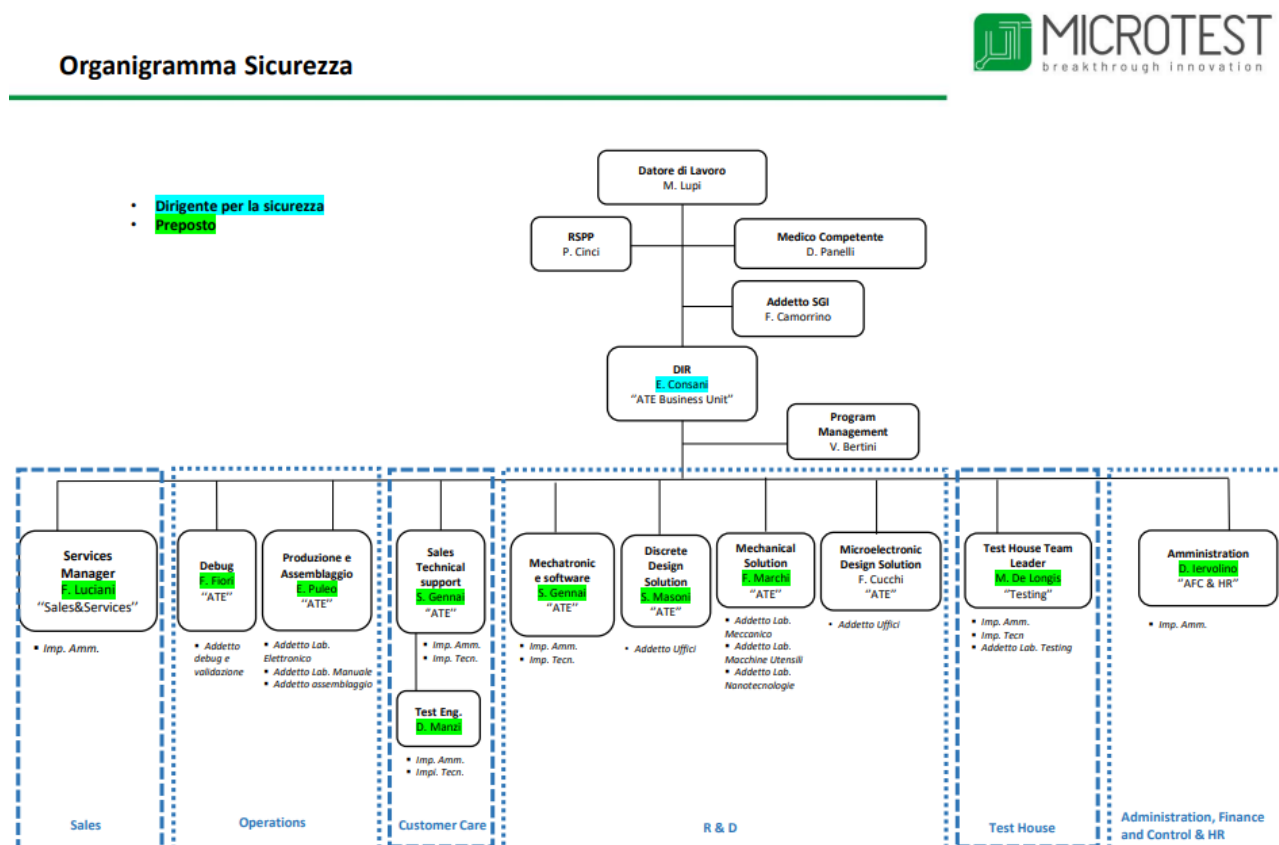
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General Safety Information inside of Microtest spa


The aim of this document is to provide information to visitors of MICROTEST Spa on possible risks inside the company site. The document contains general information on present risks, a short summary of the actions to take in case of emergency, by providing the plans and general information on PPE to be used during your stay.

Find below the following safety organization chart:



On the basis of the work activities and the risk evaluation by the company, it can be divided on 7 areas (v. documents (v. FILE. DOCUMENT OF RISK EVALUATION FOR HOMOGENEOUS AREAS), such as:

1. Mechanical laboratory
2. Electronic laboratory
3. Testing laboratory
4. Validation laboratory
5. Design and administrative offices
6. Assembly
7. Nanotechnology laboratory

 MICROTEST breakthrough innovation	Information for visitors	REV. 01 17.07.2024 pag. 4/11
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8. Risk assessment

This is a summary of the main risk assessments present in the workplaces.

Mechanical hazards – Fall and slipping <i>"It consists in all the falls made on the floor due to collision with materials, mechanical means, equipment along path of walkways, slipping due to little grip in some floor areas".</i>
Mechanical hazards – Bumps on protruding elements <i>"It consists in all the possible bumps due to materials or protruding elements in the workplaces"</i>
Mechanical hazards –Bumps/ Constricted Limbs <i>"It consists of all possible events where a violent cause can strike a person, by causing also constricted limbs. As example, the crush of a hand due to a machinery or material".</i>
Mechanical hazards – Abrasion, cut, laceration, Amputation of anatomical part <i>"It is similar to bumps and limb crush risk, with a different final lesion".</i>
Electrocution risk <i>"It is an electrical risk caused by an indirect contact that can cause superficial injury, but also burns and death"</i>
Risk related to parts at temperature <i>"In some areas it is possible to find materials and equipment in process that can be at high temperature".</i>
Noise Risk Assessment <i>"Risk of possible physical damage due to activities and/or particularly noisy environments"</i>
Chemical risk <i>"In some workplace it is possible to use some chemical products and mixtures and the risk of exposure to such chemicals can happen through inhalation or by contact".</i>

For any area listed previously, in the following chart work hazards and risks are described and specified

1. Mechanical Laboratory Mechanical risk – Fall on the floor/slipping Mechanical risk – Bump on protruding elements Mechanical risk – Bump/constricted limbs Electocution risk Chemical risk Noise Risk
2. Electronic laboratory Mechanical risk – Fall on the floor/slipping Mechanical risk – Bump on protruding elements Mechanical risk – Bump/constricted limbs Electocution risk
3. Laboratorio testing Mechanical risk – Fall on the floor/slipping Mechanical risk – Bump on protruding elements Mechanical risk – Bump/constricted limbs Risk due to parts at temperature Electocution risk
4. Validation laboratory Mechanical risk – Fall on the floor/slipping Mechanical risk – Bump on protruding elements Mechanical risk – Bump/constricted limbs Electocution risk
5. Design and administrative offices Mechanical risk – Fall on the floor/slipping Mechanical risk – Bump on protruding elements Electocution risk
6. Assembly Mechanical risk – Fall on the floor/slipping Mechanical risk – Bump on protruding elements Mechanical risk – Bump/constricted limbs Mechanical risk – Abrasion, laceration, Amputation of anatomical part Electocution risk
7. Nanotechnology laboratory Mechanical risk – Fall on the floor/slipping Mechanical risk – Bump on protruding elements Mechanical risk – Bump/constricted limbs Electocution risk Chemical risk

General safety rules

During your stay in MICROTEST visitors will be accompanied by a Microtest referent to whom they can address for any request or need, and the following instructions must be respected.

Below a list of some general safety rules to be observed:

- Comply with the signs present in the company;
- Do not smoke;
- Do not eat or drink in the production departments;
- It is forbidden to use means and equipment for other use than intended purpose;
- Obligation to respect the instructions provided by Microtest referent;
- It is forbidden to move loads that are in unstable balance;
- It is forbidden to enter the technical premises;
- It is forbidden to intervene in machinery and without any specific authorization by the department officer.
- It's forbidden to access to construction site areas.

Safety rules to be observed in case of emergency

Communication of the emergency and of the injuries

Any person who becomes aware of a risk situation or possible risk situation, and when a injury situation is occurring, must call immediately Microtest internal staff and must be at disposal for any further action.

Alarm

In the workplaces there are present loudsound and visual alarms; when the alarm system is activated, visitors, following Microtest referent, must leave the workplaces and go to the collect point.

Emergency exits

Corridors, escape routes, emergency exits and the paths reserved to fire vehicles must be held always free, and th emergency equipment must be ready and in working condition. The materials used do not have to be stocked or deposited, even if temporarily, in the escape routes or emergency exits.

Evacuation procedures

If an emergency requires the evacuation of the workplace, also during the periodical exercises, visitors must leave the workplace and go to the nearest collect point and can come back only after a specific authorization.

Materials, instruments and equipment

Visitors must obtain a prior permission by a Microtest referent to storage or use any materials or equipment inside the company areas. It is forbidden to stay in exit routes or hallways. The storage inside the buildings is allowed along exit routes only if it is possible to ensure the materials in a way that they don't pose a potential hazard, in any condition.

Below, the escape plans where fire fighting equipment is located and first aid, beside the escaping routes.

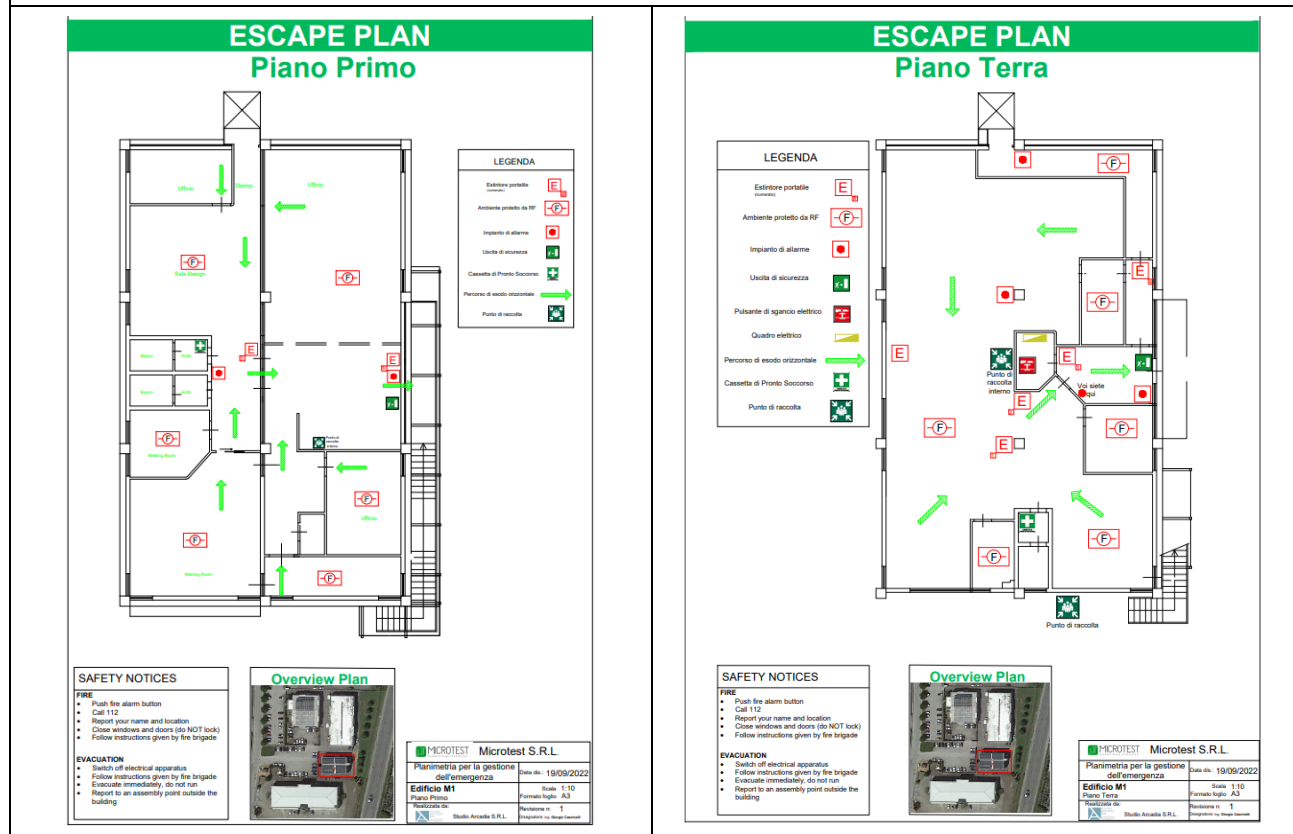
Evacuation during construction activities

Follow the emergency routes identified with the appropriate signage. It is absolutely forbidden to cross the emergency doors marked with the sign:

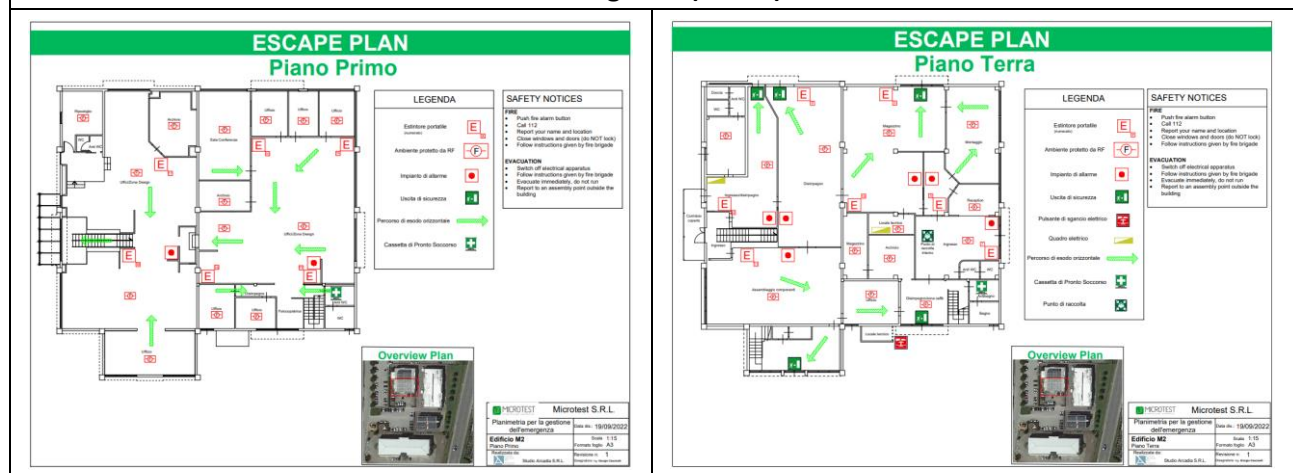


Emergency plans

Building MT3 (ex M1)

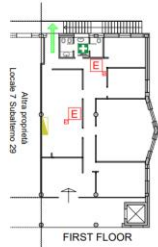


Building MT1 (ex M2)



Building MT4 (ex M3)

ESCAPE PLAN
Piano Primo



SAFETY NOTICES

- FIRE**
- Push the alarm button
 - Call 112
 - Report your name and location
 - Close windows and doors (do NOT lock)
 - Follow instructions given by the brigade
- EVACUATION**
- Switch off electrical apparatus
 - Follow instructions given by the brigade
 - Evacuate immediately, do not run
 - Report to an assembly point outside the building

MICROTEST Microtest S.R.L.
Parametri per la gestione dell'emergenza
Edificio M3
Piano Primo - Office
Data: 23/12/2023
Scale: 1:50
Format: A3
Revision: 1
Revision: 1 (no revision)

ESCAPE PLAN
Piano Terra

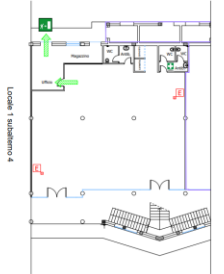


SAFETY NOTICES

- FIRE**
- Push the alarm button
 - Call 112
 - Report your name and location
 - Close windows and doors (do NOT lock)
 - Follow instructions given by the brigade
- EVACUATION**
- Switch off electrical apparatus
 - Follow instructions given by the brigade
 - Evacuate immediately, do not run
 - Report to an assembly point outside the building

MICROTEST Microtest S.R.L.
Parametri per la gestione dell'emergenza
Edificio M3
Piano Terra - Lab. montaggio
Data: 30/08/2021
Scale: 1:50
Format: A3
Revision: 1
Revision: 1 (no revision)

ESCAPE PLAN
Piano Terra

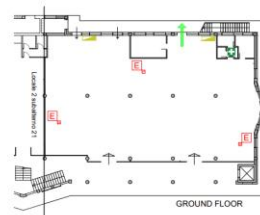


SAFETY NOTICES

- FIRE**
- Push the alarm button
 - Call 112
 - Report your name and location
 - Close windows and doors (do NOT lock)
 - Follow instructions given by the brigade
- EVACUATION**
- Switch off electrical apparatus
 - Follow instructions given by the brigade
 - Evacuate immediately, do not run
 - Report to an assembly point outside the building

MICROTEST Microtest S.R.L.
Parametri per la gestione dell'emergenza
Edificio M3
Piano Terra - Lab. testing
Data: 17/02/2023
Scale: 1:50
Format: A3
Revision: 1
Revision: 1 (no revision)

ESCAPE PLAN
Piano Terra



SAFETY NOTICES

- FIRE**
- Push the alarm button
 - Call 112
 - Report your name and location
 - Close windows and doors (do NOT lock)
 - Follow instructions given by the brigade
- EVACUATION**
- Switch off electrical apparatus
 - Follow instructions given by the brigade
 - Evacuate immediately, do not run
 - Report to an assembly point outside the building

MICROTEST Microtest S.R.L.
Parametri per la gestione dell'emergenza
Edificio M3
Piano Terra - Office estensione
Data: 23/12/2023
Scale: 1:50
Format: A3
Revision: 1
Revision: 1 (no revision)

PPE given to the visitors

Depending on the department and the working place where visitors access is authorized, specific PPE will be given, as underlined below.

Cotton shirt	
Glasses with side shields	
Overshoes	
Protective overshoe	

Receipt for delivery and illustration

Date _____ at _____

The undersigned Mr./Mrs. _____ of the
company _____, receives this brochure which has been illustrated to me.

Signature
