

# Drilling Systems (UK) Ltd

## Visitor Information

### Welcome to Drilling Systems (UK) Ltd

Please read this information leaflet carefully, it contains all the information needed to ensure you stay safe whilst on our premises. If you require any further information or clarification please contact your host in the first instance

**Have a safe visit!**

## Exits

Emergency exits are both front and rear of building. Please check the signs so you are familiar in case of emergency.

In an emergency situation please locate and stay with your host who will ensure your safe and prompt exit from building.



Simulation



Innovation



Improvement



Performance

## House Rules

Reverse parking only in the car parks

Please sign the visitor's record and remember to sign out upon leaving.

On staircases always hold the handrail whilst on the premises.

Smoking is prohibited within the building, please ask your host where the designated smoking area is located.

At all time on site, maintain awareness of your environment and the possibility of potential hazards.

In the case of an emergency you must comply with all instructions given by your host or fire warden/ first aid team members.

Be aware of all hazards especially trailing leads and risk of loud noises.

Water, tea and coffee is available on this site, please ask your host to show you where these facilities are located within the building.

Your host will show you location of washroom facilities

It is the contractors / visitors responsibility to ensure any waste created is disposed of in the appropriate waste bin. Each kitchen has general and recycling waste bins whilst, externally to the rear of the building, larger bins are available.

It is the contractors responsibility to remove all hazardous waste that cannot be disposed of in the general or recycling bins.

Any spillages are to be resolved and reported to the Drilling Systems point of contact immediately. Spill kits are available within the Production area if required.

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## Fire Alarm

If the alarm sounds for more than 10 seconds please follow the emergency procedures set out below.

- ✦ Do NOT stop to collect personal belongings
- ✦ Make your way to your nearest emergency exit
- ✦ Proceed to the front of the building to the muster area in the front carpark and locate your host in case of separation
- ✦ Do not re-enter the building until you are told it is safe to do so by a member of the fire team

If you discover a fire, please push the button on your nearest fire call point located at all main exits to the building and follow the instructions above.

At the muster point please inform a member of the fire team of the nature of the incident discovered.

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## First aid

In the unlikely event that you require first aid attention please advise your host or if unavailable any of the staff members who will assist you.

They will ensure that a qualified person is sent to provide assistance and if appropriate the emergency services will be called for you.

### Safety Areas

Office - all areas are 'safe areas'

Workshop – Blue walk ways are 'safe areas' and are designated temporary safe areas labelled as such

Safety footwear (EN ISO 20345:2011) is required in **all** workshop **GREY** areas. Ear and Eye protection must always be used where signage or instructions demand. Please ask your host to clarify when required

**CAUTION: Be aware that trailing leads and cable tidies are in constant use**

**We thank you for your co-operation in ensuring we maintain a safe and healthy working environment for all our staff, visitors and contractors.**

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