

# OCCUPATIONAL SAFETY AND FIRE SAFETY INSTRUCTIONS FOR VISITORS OF THE MAIN OFFICE OF AGRI-INDUSTRIAL HOLDING "ASTARTA-KYIV"

Dear Visitor, welcome to our Company's headquarters! Your safety is primary responsibility. Please take a moment to read these brief guidelines to ensure a comfortable and secure visit.

## IMPORTANT: REMEMBER THAT ADHERING TO THESE BASIC GUIDELINES ENSURES YOUR WELL-BEING AND THE WELL-BEING OF OTHERS



**Registration:** Please sign in at the reception desk. Keep your visitor pass with you at all times during your visit..



**Access:** Please remain within designated visitor areas only. Avoid entering staff-only areas unless accompanied by a Company employee.



**Caution:** Please be mindful as you move around, especially on slippery surfaces or stairs (for instance, after cleaning).



**In Case of Emergency:** If an alarm sounds, stay calm and carefully follow the directions given by employees. Head towards the closest evacuation route, which will be clearly signposted



**Fire Safety:** Please familiarize yourself with the evacuation plans located on each floor. In case of fire or smoke, immediately notify our staff and follow the evacuation plan and their instructions. Do not use open flames or smoke anywhere inside the office premises



**Electrical Hazards:** Avoid touching electrical sockets, wires, and devices unless you have permission from our staff.



**First Aid:** Should you require medical assistance, please contact the reception desk or any member of our staff.



**Hazard Reporting:** If you notice any potentially dangerous situations (faulty equipment, exposed wires, spills, etc.), please inform any member of our staff immediately

**We deeply appreciate your commitment to fostering a safe and healthy workspace for everyone!**

For any questions concerning safety at work, please don't hesitate to reach out using the contact details below

### Health and Safety Specialists:

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**Reception:** +38(044)585-94-94

