



**SEGAULT S.A.S**  
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**[www.segault.fr](http://www.segault.fr)**

The visitors' health and safety manual is a collection of information, instructions, policies and procedures that intend to ensure your health and safety during your visit to the premises of SEGAULT company.

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**OBLIGATION/PROHIBITION**


Visitors' registration at the reception (Name of the visitor, contact at SEGAULT, name of the company, date and hour of the visit, badge number, read and understand the health and safety instructions mentioned in the health and safety manual and sign the registry manual),

Fill in and affix the badge on your uniform so it can be clearly visible at all times during your visit.

Please do not forget to return the badge and to note down the time of exit in the register before leaving.

Please put on PPE and visitor's vest.



Wear the required PPE at all times, check its conditions and adapt them with the activities you are carrying out.



Be vigilant and keep a close eye on the work environment.



It is very important to be concerned about everyone's safety and security at work.



It is forbidden to eat and drink at the workstation.

It is strictly forbidden to spread any chemicals in the company:

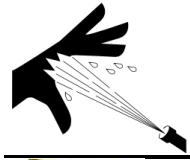
- In the sewers
- In the sinks
- The parking



It is strictly forbidden to smoke and to vape E-cigarette indoors as well as outdoors in the areas marked with NO SMOKING sign.

The possession and the consumption of alcohol or any type drugs, as well as the possession of any type of weapons, are strictly forbidden on the premises of the company.

Taking photos is strictly prohibited in our premises, unless with prior authorisation of SEGAULT's personnel.



The driving areas of the factory is subject to the provisions of the rules of the road: maximum speed of 20 Km / h.

Parking for vehicles is only allowed on designated areas. Please park in reverse.

Outside the welding area:

**A fire permit is mandatory** for all work by hot spots (cutting, grinding, bitumen, welding ...)

**The establishment of a prevention plan is mandatory** for outside companies under the following conditions:

- Annual operations (maintenance and cleaning, maintenance ....)
- Work over 400 hours (over 12 months)
- Hazardous work (height, electric, machine ....)

**It is strictly forbidden to go beyond the test safety zone.**

Obligation to get behind the sign and follow the posted safety instructions.

It is strictly forbidden to enter the air test zone during the tests.

**It is strictly forbidden for unauthorized persons to drive the overhead crane.**

*For more information call 138.*

**It is strictly forbidden for unauthorized persons to drive the forklift.**

*For more information call 138.*

**It is strictly forbidden to leave the waste (cups, water bottle, packaging ....) in the meeting rooms, in the offices.**

Obligation to put its own waste in the bins provided for this purpose.

**It is strictly forbidden to throw cigarette butts in:**

- Sewers
- the gutters
- on the parking
- on green spaces
- in the bins
- in our premises

**It is strictly forbidden to use any of the machines of the company:**

- machining machines
- material cutting machine
- portable tool machine

- Pensez à éteindre les lumières avant votre départ !



**It is mandatory to turn off the lights before you leave.**

PRIERE  
DE LAISSER CES LIEUX  
DANS L'ETAT DE PROPRETE  
OU VOUS SOUHAITEZ  
LES TROUVER EN ENTRANT



**It is mandatory to keep the premises clean.**

**Only plastic bottles**



**Only for cans**



**Only papers and cardboard packaging:**

- white or coloured sheets
- newspapers, magazines, journals
- catalogues, directories, books
- flyers, pads
- post-it, envelopes (with or without window)
- card folders and folders
- related documents (folders, brochures)
- spiral notebooks
- filing cabinets filled
- *NB. Leave your paper clips and staples.*





Only for batteries

Location: in front of the assembly workshop



Only for plastic cups



Only for OIW (tissues, packaging, cardboard cups, food papers ....)



**Only for neon tubes**

**Location:** in front of the assembly workshop



**Only for bulbs**

**Location:** in front of the assembly workshop

## 1. POLICY Quality and HSE and Nuclear Safety

Since SEGAULT is a supplier of special valves in the nuclear and other sensitive business areas, SEGAULT is always committed to setting up a management system for Quality, Health and Safety at Work, Environment and Nuclear Safety.

This policy is based on fundamental values such as integrity, reliability and honesty.

Based on following standards: ISO 9001 (Quality), OHSAS 18001 (Occupational health safety and series), ISO 45001 (Occupational health and safety), ISO 14001 (environment) and GS-R-3 (Nuclear Safety, IEA), this policy is endorsed by management team, supervisory staff and employees in order to ensure that we meet our commitments.

It ensures process control, work organization, resource management and a professional, safe and healthy work environment for all employees and visitors.

**The commitments of the Quality Policy and HSE (Health, Security and Environment) are as follows:**

Create a culture that promotes quality, safety and environment, which is based on well-defined responsibilities and a clear commitment at all levels;

Ensure that the working conditions and behaviours comply with all legal and other external and internal applicable requirements;

Develop methods and appropriate tools to identify and eliminate hazards as well as to minimize the risks related to occupational health and safety;

Prevent failures, environmental damage, bodily harm, health effects (traumas and pathologies);

If necessary, implement actions based on risk and opportunity analysis, and which would ensure safe and healthy working conditions;

Consult with and involve workers and workers' representatives;

Continually improve practices by assessing them regularly and by establishing indicators to measure process performance;

Ensure that the systems are adequate, effective and in consistency with the goals set and communicate these objectives to all personnel and all relevant interested parties (internal and external);

Ensure adequate training of workers, process managers and interested parties, which allow them to better understand their role and their involvement in the systems;

Ensure that workers are informed of the risks that might be present in their working environment with suitable equipment in order to protect themselves;

Allocate resources to the implementation of actions required for achieving the policy and instructions mentioned above;

Ensure the protection of the environment (biodiversity and ecosystem).

Encourage sustainable use of resources, mitigate and adapt these to climate change as well as organizational change.



**The specific commitments for Nuclear Safety that apply to products specifically designed for the nuclear sector are as follows:**

Create a “safety culture” which is based on well-defined responsibilities and clear commitments at all levels;

Train and raise staff awareness with a role to play on nuclear safety and to “this safety culture”;

Ensure the qualification and training of the teams;

Organize independent audits and controls;

Promote transparency and fight against counterfeiting and fraud;

Comply with regulations and internal requirements;

Develop an appropriate management to reduce the risks;

Continually improve practices;

Allocate the necessary resources to implement the instructions mentioned above.

## 2. PERSONAL PROTECTION EQUIPMENT



The wearing of safety shoes is mandatory in the workshop except for a quick passage in the marked lane.



The wearing of safety goggles or earplugs is optional and left to the choice of the visitors.

*Protectives shells, safety goggles and earplugs are obtainable at the entrance of the workshop,*

## 3. TRAFFIC RISKS

### Respect of the safety rules

The driving of the self-propelled trolleys is prohibited to the individuals who do not possess a written internal authorisation delivered following to:

- Internal training or CACES (safe driving aptitude certificate)
- Medical fitness visit

Respect traffic areas  
Hold on to the banister

Do not march under moving load.

Be careful not to impede access to fire safety equipment (fire extinguishers).

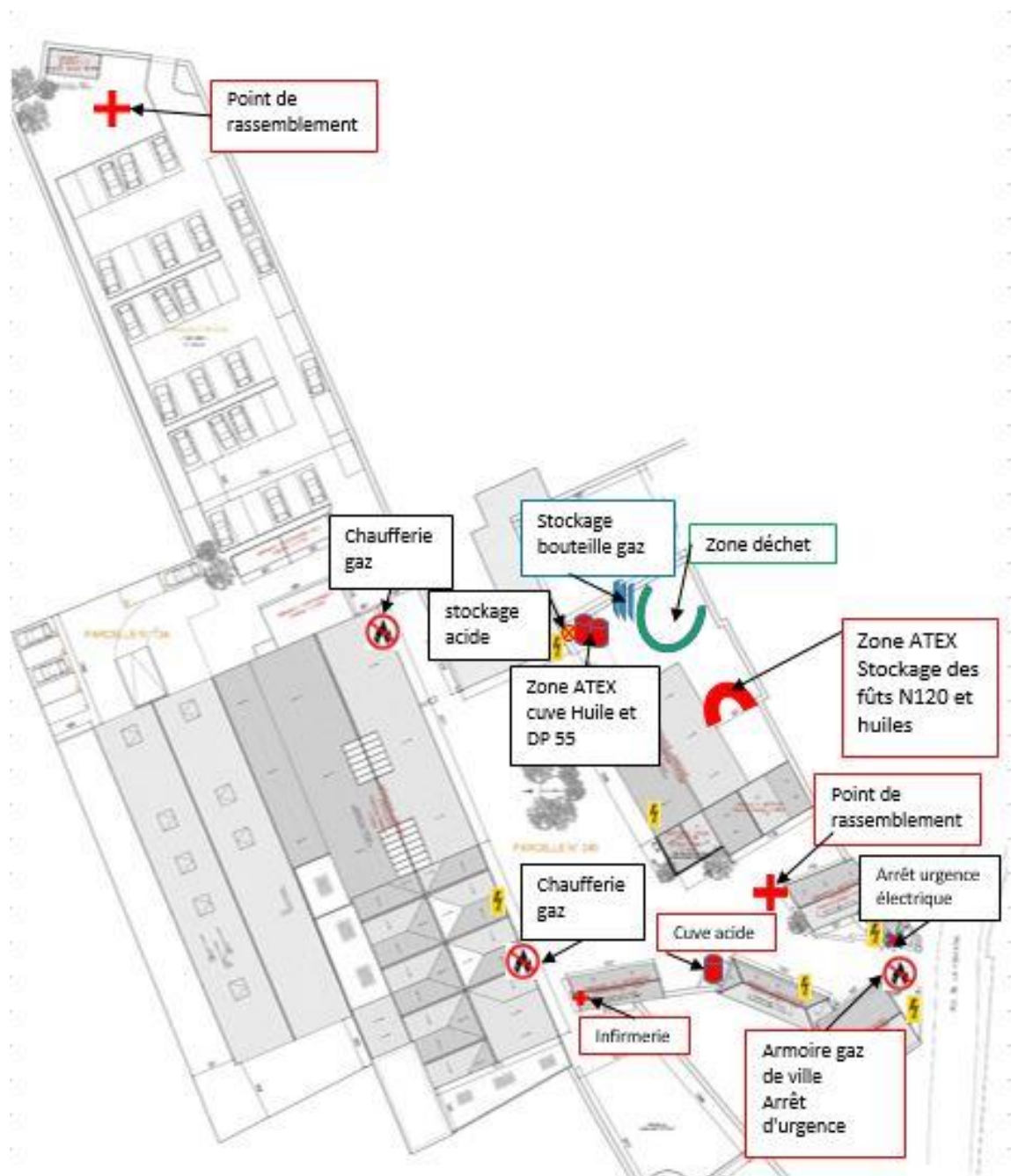
Pay attention to soil conditions (spilled products, defective soils).

### The Posters



### 3.1 CARTOGRAPHY OF THE DANGEROUS AREA

#### 3.1.1 Site

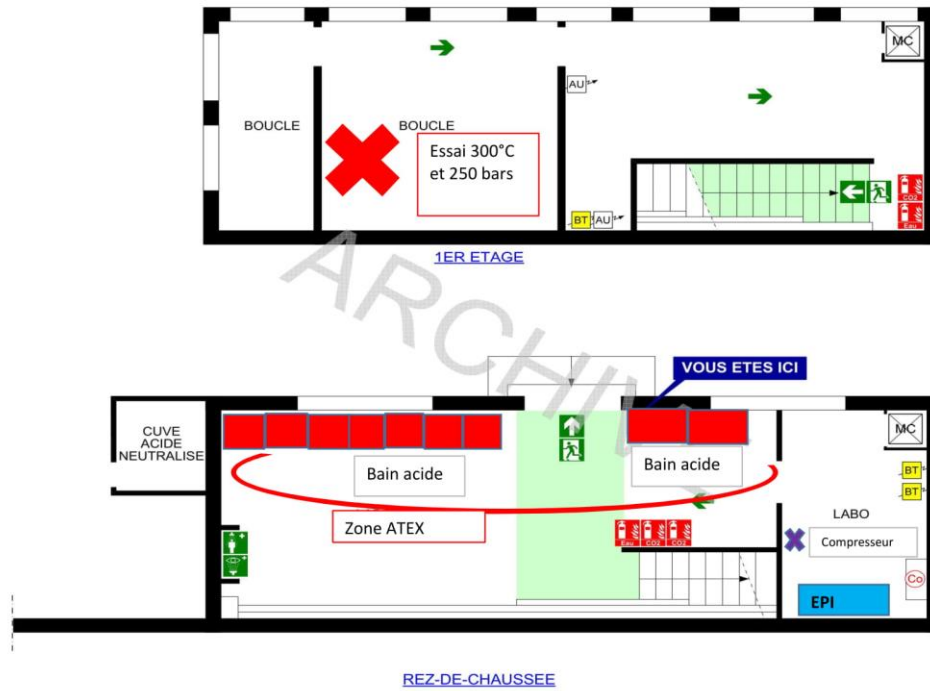


### 3.1.2 Main building



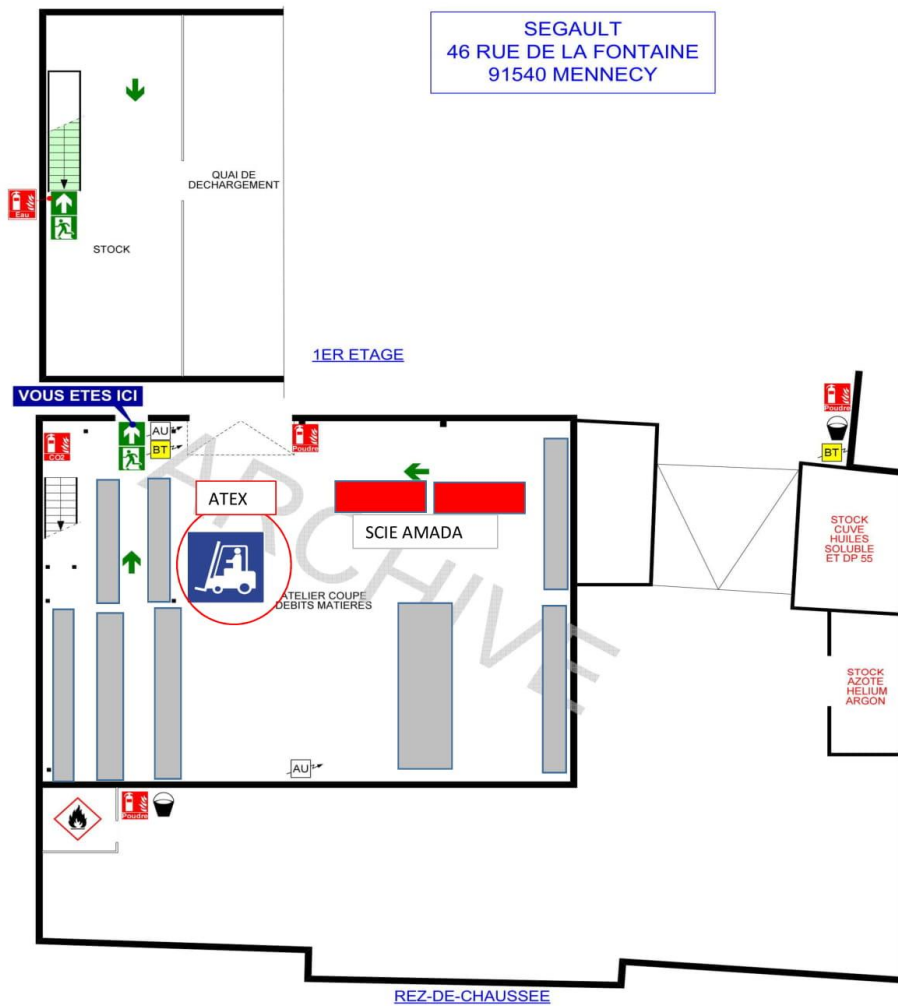
### 3.1.3 Annex building (LABORATORY)

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### 3.1.4 Annex building (MATERIAL FLOW CUTTER)



## 4. CHEMICAL RISKS

The work with chemical products poses a potential threat to the health and safety of users. If you have to intervene in a service presenting this type of risk, take into account the preventive measures as well as the PPE on the containers to limit to the chemical risk.

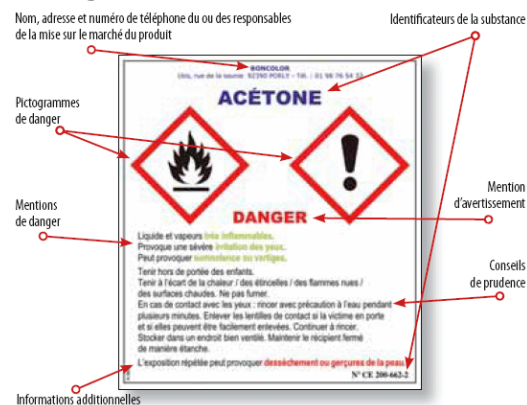
### Rules and safety instructions

Reading labels for all risks associated with the products used.

Check if the following indications are present:

- The name of the product manufacturer
- Phrases related to danger (R)
- Guidance phrases (S)
- Hazard pictograms

### Pictogramme



The new hazard pictograms



Wear the appropriate PPE

	corrosif		premiers secours
	protection obligatoire de la vue		risque d'explosion
	danger pour l'environnement		rinçage des yeux
	port de gants obligatoire		gaz sous pression
	radiations ionisantes		substance toxique

Respect the doses prescribed (beware of overdose and incompatible mixtures)

Do not eat, drink or smoke  
(risk of poisoning, fire or explosion)



Wash your hands regularly  
and depending on the  
activity and the products  
used, take a shower.



## 5. ATEX AREAS

**ATEX** (Explosive Atmosphere): are areas where gas mixtures can potentially explode.



ATEX areas: paint shop, product storage cabinet assembly, acid storage cabinet, oil tank, soluble oil storage tank, DP55 tank and N120 barrel storage area.

Never approach an ignition source or energy supply in the ATEX zone



It is also forbidden to use the mobile phone near the ATEX zone



Outside the welding area:

A fire permit is mandatory for all work by hot spots (cutting, grinding, bitumen, welding ...)

### 5.1. Zoning

Fiche

#### 01\_les armoires produits inflammables

##### Identification des zones ATEX

Installation		Degré	Substance		Ventilation		Zonage ATEX	
			Produit	Temp. Pression	Degré Disponibilité	Zone ATEX	Etendue	Rem.
01-01	Armoire Atelier et Armoire Magasin 2 - fuite de bombes aérosols	deuxième	Acivateur 3140	Amb. Atm.	Moyen Assez bon	2	Intérieur des armoires magasin et atelier et 0,5m autour des ouvrants des armoires (portes ouvertes).	
01-02	Armoire du laboratoire - emanations de vapeurs du bac de rétention	deuxième	Ethanol	Amb. Atm.	Moyen Assez bon	2	Intérieur de l'armoire laboratoire	
						Hors zone	Autour de l'armoire laboratoire	
01-03	Armoire de l'atelier peinture	deuxième	peinture Centrifugon	Amb. Atm.	Haut Assez bon	Hors zone	Intérieur de l'armoire peinture	

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**Fiche**
**03\_Les 2 Chaufferies fioul et leur cuve enterrée.**
**Identification des zones ATEX**

Installation			Substance		Ventilation		Zonage ATEX	
-	Degré	Produit	Temp.	Degré	Zone	Etendue	Rem.	
			Pression	Disponibilité	ATEX			
03.01	Emmanation de vapeurs de fioul	deuxième	Fioul	Amb. Atm.	Moyen Bon			
						2	Intérieur des cuves de fioul	

**Fiche**
**04\_l'atelier peinture**
**Identification des zones ATEX**

Installation			Substance		Ventilation		Zonage ATEX	
-	Degré	Produit	Temp.	Degré	Zone	Etendue	Rem.	
			Pression	Disponibilité	ATEX			
04-01	Pulvérisation de peinture	premier	peinture Centrifugon	Amb. Atm.	Faible Médiocre			
						1	Intérieur de la cabine et demi-sphère de rayon 1m autour des ouvrants.	
						2	Sphère de rayon 0.5m autour de l'évent extérieur	
04-02	Le poste de préparation de peinture	premier	peinture Centrifugon	Amb. Atm.	Moyen Assez bon			
						1	Sphère de rayon 1m autour de la table de préparation	

**Fiche**
**05\_La zone produits**
**Identification des zones ATEX**

Installation			Substance		Ventilation		Zonage ATEX	
-	Degré	Produit	Temp.	Degré	Zone	Etendue	Rem.	
			Pression	Disponibilité	ATEX			
05-01	Emanations lors du transvasement des produits	premier	Dégraissant N120 Sherwin	Amb. Atm.	Moyen Bon			
						0	intérieur des fûts	
						1	0,5m autour des ouvrants du fût et 1m au dessus des bacs de rétention	



**Fiche**
**06\_Poste de charge**
**Identification des zones ATEX**

Installation		Substance		Ventilation		Zonage ATEX	
-	Degré	Produit	Temp. Pression	Degré Disponibilité	Zone ATEX	Etendue	Rem.
06-01	Mise en charge de la batterie. Libération d'hydrogène au cours de la charge.	premier	Hydrogène	Amb. Atm.	Moyen Assez bon	1  Hors zone	R=0,5m autour de la batterie en charge  Reste du local compte tenu des volumes concernés.
						1	

## 6. LIST OF PROHIBITED AND REGULATED WORK FOR YOUNG PEOPLE UNDER 18

### Prohibited and regulated work for young people under 18 (Decree No. 2013-915 of October 11, 2013)

Subsection	Regulatory reference	Definition	Concerned products	Concerned service
2: work exposing to dangerous chemical agents	Art.D.4153-17.	It is prohibited to assign young people to work involving the preparation, use or exposure to hazardous chemical agents defined in Articles R.4412-3 et R4412-60,	Acids; The N120; Penetrant products; Paint solvents; Welding dust and mechanical stripping (sandblast)	Laboratory workshops penetrant Painting Welding Packaging
5: work exposing to radiation	Art.D4153-21	It is forbidden to assign young people to work exposing them to ionizing radiation	Arc welding	Welding
7: work exposing a risk of electrical source	Art.D.4153-24	It is forbidden for young people to gain unattended access to any premises or premises of an establishment or building site presenting a risk of contact with bare live parts,	All electrical equipment	Site
9: Driving mobile self-propelled work equipment and work equipment for lifting	Art.D.4153-27	It is forbidden to assign young people to operate self-propelled mobile work equipment and work equipment used for lifting	All forklifts	Workshops

## Prohibited and regulated work for young people under 18 (Decree No. 2013-915 of October 11, 2013)

Subsection	Regulatory reference	Definition	Concerned products	Concerned service
10: work requiring the use of work equipment;	Art.D4153-28	It is forbidden to assign young people to work involving use or maintenance: (1) machines mentioned in article R4313-78 regardless of the date of commissioning (machine tools and cuts); (2) machines with movable components contributing to the performance of the work that cannot be rendered inaccessible during operation;	All lathes and machining machines	Machining Cutting service
12: work with devices and equipment under pressure	Art.D 4153-33	Young people are prohibited from carrying out work involving manipulation, monitoring, control and intervention on under pressure devices and equipment.	Josephine Loop Device and equipment under pressure	Test loop Air and water test

**Note:** the purpose of this decree is to simplify the procedure for derogation from work prohibited for young people under the age of 18 in vocational training, by replacing the authorization system by the labour inspector with a declaratory scheme. The decree determines the content of this declaration and the information held at the disposal of the labour inspector. It specifies the rules of prevention to be respected in order to be able to derogate from the prohibition of certain works. In accordance with these provisions, the labour inspector will carry out his monitoring and control of the regulations to ensure the health and safety of young people under 18 years of age. It may also intervene in the context of its advisory mission, particularly in vocational schools, to provide expertise in risk prevention.

## 7. EMERGENCY MEASUREMENT PLAN

### 7.1. *In the event of an accident:*

Any injury, even minor in appearance, must be cared of by a lifeguard and a rescuer at work. You will be able to find the names of these people on the poster **SGT-HSE-940**.

For any accident it is necessary:

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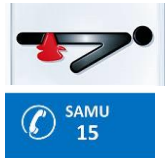


Notify a lifeguard from work or go to the infirmary

Register in the register book of first aid and emergency services **SGT-HSE-809**

Make every effort to provide prompt care to the injured person  
Notify the area manager who should immediately investigate the causes of the accident

If the accident is serious and requires the emergency intervention



Call the :

- **15** SAMU
- **18** Firefighter
- **112** Call European Emergency Service
- **114** Emergency number for people who are deaf or hard of hearing (sending sms)

## 7.2. *In case not feeling well:*



Alert a lifeguard rescuer from work and call the **15**



Monitor the victim



Rest, warm, comfort, respect his/her intimacy and watch-out without giving a drink.



**Question to ask :**

Do you have any type of pain?

Is it the first time this is happening to you?

How long have you been feeling unwell?

Did you or do you take any medications?

Have you ever been hospitalised? Do you have any allergies?

On a pain scale from **0** to **10**, could you please rate your pain? where **0** is no pain and **10** is the worst pain you may have ever experienced

## 7.3. *In case of chemical accident*



Truck accident pumping acidic tanks, soluble oils, DP 55 and fuel oil.



Spill of chemical in liquid.

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Alert the health, safety and environment coordinator **138**.

Contact the SAMU 15.

Contact the safety advisor for the transport of dangerous products Mrs. GAMBLIN at **01.30.45.21.44**

#### 7.4. In case of fire



As soon as the fire is discovered, keep calm and notify the person in charge or (guide and guard-keeper) who will alert the firefighters. Attack the firebox with a fire extinguisher suitable for the types of fire, without taking any risk.



If you are stuck in the smoke, lower yourself, the fresh air is near the ground.



Trigger the fire alarm.



Follow the guide to the meeting point (evacuation either at the meeting point near the gate 46 rue de la Fontaine or at the meeting point near the portal Rue du Ru).

**Do not go back.**

Contact the fire department at **18** or **112** from your mobile phone.



#### 7.5. Emergency Numbers

##### Emergency Service

SAMU - AMBULANCE

POLICE

FIREFIGHTERS

EUROPEAN EMERGENCY CALL

##### Emergency Numbers

 (0)15

 (0)17

 (0)18

 (0)112



SMS



(0)114

POISON CONTROL CENTER



(0) 01 40 05 048 48

SOUTH FRANCILIAN HOSPITAL CENTER



(0)01 69 13 60 00 (8004)

DOCTORS (Med Center)



(0)0825 56 91 91

SOS DOCTORS



(0)0825 88 91 91

DENTISTS



(0)01 64 57 00 00

PHYSIOTHERAPISTS



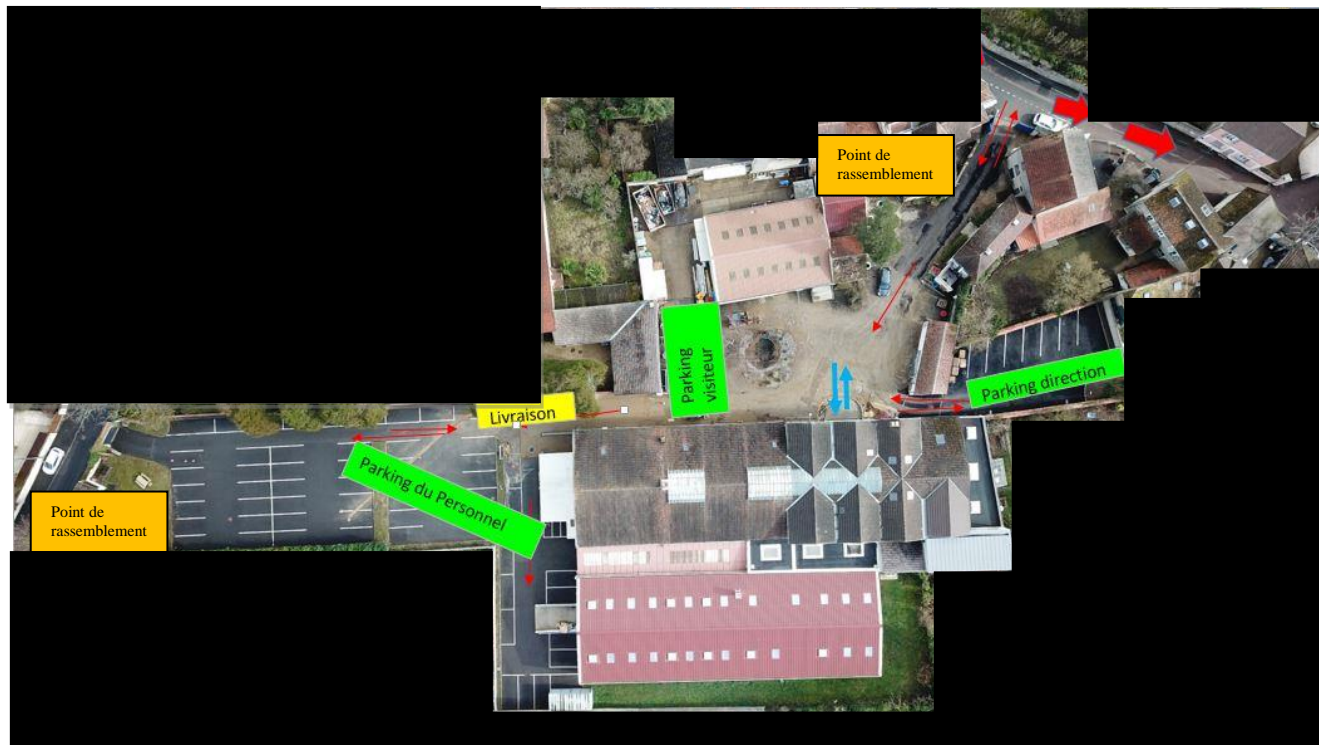
(0)01 64 57 04 50

RADIOLOGIST



(0)01 64 93 36 96

## 8. PARKING TRAFIC PLAN



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## 9. HISTORY OF REVISIONS:

Date	Rév	Changes	Author	Inspector
07/07/15	0	Initial Redaction	D.OSSELIN	C.RUY
15/07/15	1	Update of the entire document.	D.OSSELIN	C.RUY
24/08/15	2	Modification HSE Policy	D.OSSELIN	C.RUY
26/11/18	3	Update of the entire document	P.PIPISEGA	C.RUY
09/04/19	4	Adding the new LOGO	P.PIPISEGA	C.RUY
25/09/19	5	Adding the sorting of waste section	P.PIPISEGA	C.RUY
26/11/19	6	Translation to English version	M.HAMZEH	C.RUY
11/12/19	7	Modification QHSE Policy	P.PIPISEGA	C.RUY