



REGULATIONS

for Suppliers and Visitors



Prepared by: Environmental and Safety Department

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Regulations for Suppliers and Visitors

General Provisions

This Regulation aims to communicate relevant information by establishing guidelines and rules of conduct regarding environmental protection. This is to emphasise the need to comply with safety instructions and signage displayed on the premises, and to provide information on the recommended personal protective equipment.

All visitors and service providers must ensure that they understand the information contained in this Regulation and comply with it at all times.

1. Main Risks and Hazards



Fall risk



Machines in motion



Risk of fire or explosion



Noise exposure



Risk of electrocution or electric shock



Risk of entrapment



Risk of exposure to chemicals



Various hazards, such as dust inhalation and heat stress

2. Applicable Standards

➤ Suppliers and Visitors:

- Unauthorised access to the premises is prohibited;
- Comply with all safety signage posted on the premises and on equipment;
- Smoking and open flames are prohibited on the premises, except in designated

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areas;

- Avoid loose hair, scarves, neckerchiefs, or hanging threads;
- All photography and filming within the premises is **STRICTLY PROHIBITED**;
- High-visibility vests must be worn during visits and/or when carrying out work;
- Operators and visitors are prohibited from being under the influence of alcohol or drugs while carrying out work or visiting the premises;
- Touching equipment without autorisation is **STRICTLY PROHIBITED**;
- Access areas, walkways, and emergency exits must not be obstructed;
- Exercise caution around forklift operations;
- Taps must not be left open. If a tap is found open, report it to a Gyptec supervisor and don't close it without their approval;
- Waste must not be mixed. Dispose of it in the designated containers;
- All workers and visitors are responsible for ensuring their own safety and health, as well as that of their colleagues, since negligent conduct may result in harm.

➤ Suppliers only:

- Keep electrical cabinets and panels closed;
- Keep the workplace clean and free from obstructions;
- Do not remove protective guards from equipment and/or machinery;
- Drive vehicles or operate machinery within the premises at a moderate speed;
- If waste management arising from the activity is the responsibility of Gyptec, ensure that waste is correctly separated into the designated containers provided throughout the facilities;
- Burning waste on the premises is **STRICTLY PROHIBITED**;
- The discharge of oils, paints, solvents, or other hazardous substances into the ground, watercourses, or wastewater and stormwater drainage systems is **STRICTLY PROHIBITED**;
- The discharge of solid waste, such as cigarette butts, gloves and paper, into drains, sewer channels, or toilets is **STRICTLY PROHIBITED**;

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- The discharge of rubble, sand, or other materials that may block or damage collectors and fittings, or impede treatment processes, into watercourses, or wastewater or stormwater drainage systems is **STRICTLY PROHIBITED**.

2.1. Emergency Procedures

- In the event of hearing a continuous and prolonged alarm signal, proceed immediately to the assembly point located in the parking area near reception;
- Stay calm and do not run;
- If you are in an area filled with smoke and/or combustion gases, move on your hands and knees to breathe air at floor level. Cover your mouth and nose with a cloth, preferably damp;
- Never go back and do not allow others to do so.



2.2. Spill Response Procedures

- If applicable, immediately close the valve or switch off the equipment that caused the spill;
- Immediately isolate the area where the spill occurred;
- If possible, control the spill using absorbent materials available on the premises (e.g. sand boxes and complete spill kits), which are identified with the appropriate signage:

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- Next, immediately inform the responsible personnel at Gyptec Ibérica.

3. Personal Protective Equipment

Personal protective equipment must be used according to the area and type of work being performed. Signage throughout the premises indicates the required Personal Protective Equipment. **For your safety, full compliance is required!**

➤ For Suppliers:



Safety footwear



Gloves



Respiratory mask



High-visibility vest



Hearing protection



Safety glasses



Safety helmet



Safety harness

➤ Visitors:



High-visibility vest



Hearing protection

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4. Collective Protective Equipment

Collective protective measures shall take precedence over individual protective measures. Where collective measures are technically unfeasible or insufficient, complementary personal protective measures shall be implemented.

Examples of collective protective measures include:

- Safety nets, guardrails, toe boards, scaffolding, and work platforms (equipment intended for working at height, where there is a risk of falls involving both people and materials);
- Machine guarding devices and safety sensors;
- Circuit/interlock shutdown systems;
- Monitoring and control of environmental conditions (e.g. dust, temperature, toxic gases, noise and lighting);
- Movable barriers, signage, physical barriers, warning tape and light signals (intended for the safety of personnel and traffic near construction or work sites).

5. Safety Signage

The classification of safety signs, including their colour – coded meanings, is outlined in the table below.

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COR	SIGNIFICADO	INDICAÇÕES
Red	Prohibition	Hazardous actions.
	Alarm	Stop, pause, emergency shutdown devices.
	Fire-fighting equipment and materials	Indication and location.
Yellow or orange	Warning	Caution, precaution, and verification.
Blue	Mandatory	Specific behaviour or action, mandatory use of Personal Protective Equipment.
Green	Rescue or First Aid	Doors, exits, routes, materials, stations, specific locations.

6. Waste Management at Gyptec Ibérica

The company's waste collection area is located inside the plaster warehouse. Waste containers and storage areas are clearly identified with labels attached to or placed next to each container. Waste must always be separated in accordance with the information provided on these labels, which includes the waste name, hazard level (hazardous or non-hazardous), origin (domestic or industrial), and other relevant information.

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6.1. Urban Waste (Domestic Origin)

	You must put	You should not put
Plastic and Metal	<ul style="list-style-type: none"> All types of plastic packaging; Clean plastic bags; Metal packaging. 	<ul style="list-style-type: none"> Batteries and accumulators; Plastic packaging that has contained fats; Rubber and leather.
Paper and Cardboard	<ul style="list-style-type: none"> Smooth, compact, and corrugated cardboard packaging; Paper packaging; Writing paper. 	<ul style="list-style-type: none"> Paper/Cardboard packaging that has contained fats; Metalized and laminated papers.
Glass	<ul style="list-style-type: none"> All types of glass packaging, including bottles, jars, large bottles, and jars. 	<ul style="list-style-type: none"> Caps and corks.

7. Emergency Contacts

European Emergency Number: 112

Figueira da Foz District Hospital: 233 402 000

Figueira da Foz Volunteer Fire Brigade: 233 402 260

Figueira da Foz Civil Protection: 233 402 805

Figueira da Foz Public Security Police: 233 407 560

Figueira da Foz Municipal Fire Department: 233 402 800

In case of an accident or incident, immediately contact Gyptec Ibérica:

233 403 050/965 669 059





GYPTEC IBÉRICA – GESSOS TÉCNICOS S.A.



Rua das Olaias, n. º3
Parque Industrial e Empresarial da Figueira da Foz
3090-380 Figueira da Foz

Tel.: 233 403 050

Tel.: 965 669 059

E-mail: geral@gyptec.eu

www.gyptec.eu

