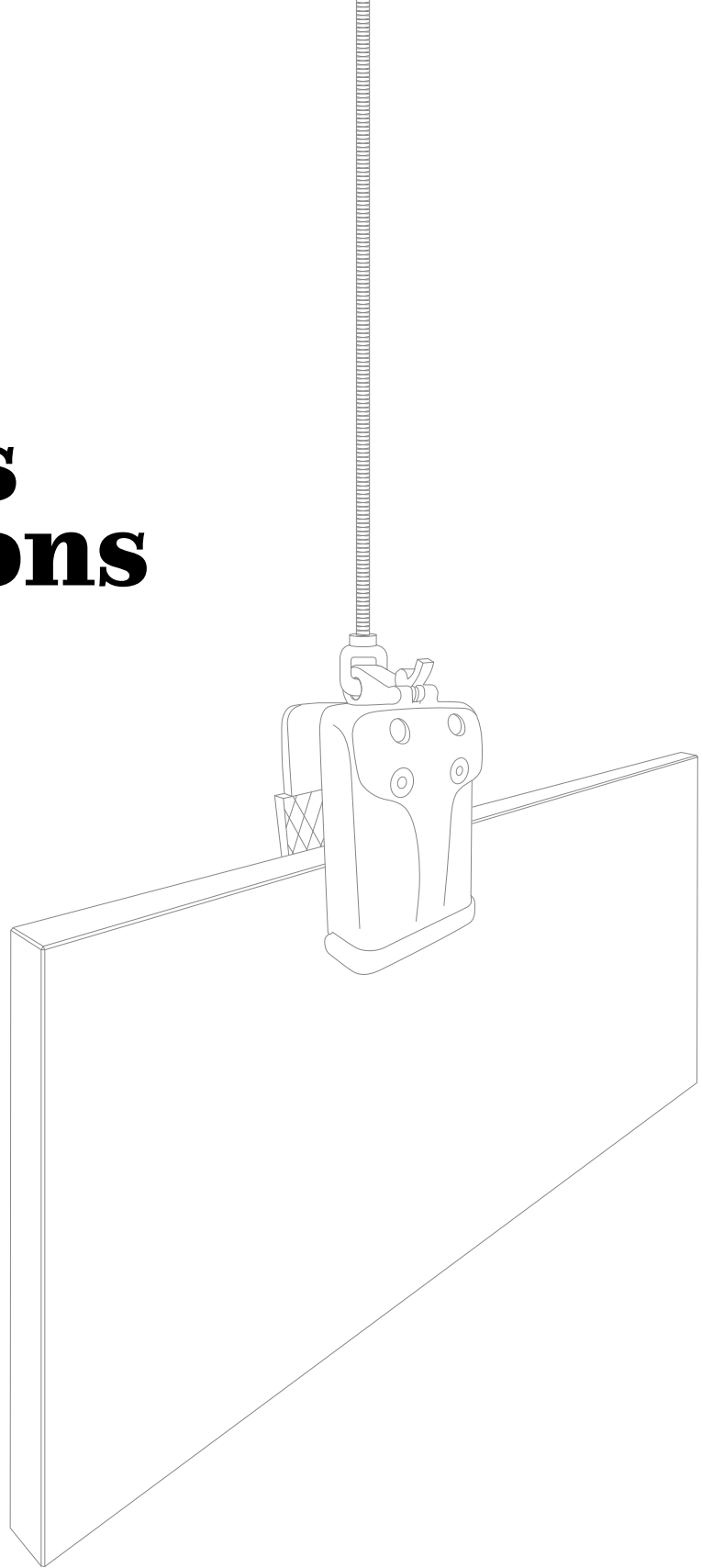


# Safety Manual Logistics Operations





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# GLOBAL HEALTH & SAFETY POLICY

## COSENTINO

### AT COSENTINO, PEOPLE ARE THE MOST IMPORTANT THING.

We are fully committed to carrying out our activities in a safe and healthy manner. We are also fully committed to ensuring the well-being of all people, both in our facilities and in our spheres of influence.

We want to be the standard in the field of risk prevention and occupational health wherever COSENTINO operates.

To achieve this goal, the management adopts and promotes the following basic principles, which govern their activities:



- 1 Give the highest priority to the health and safety of our employees and partners in all decision-making activities.
- 2 Ensure that our current and future processes comply with applicable laws and other requirements.
- 3 Allocate the resources necessary and sufficient to ensure a safe and healthy work environment.
- 4 Boost our culture of prevention through leadership, employee participation, training and the promotion of health and safety-friendly behaviors.
- 5 Improve our management system daily, to ensure an effective and efficient integration of the health and safety criteria in our value chain and along the entire structure of our Organization.
- 6 Involve our suppliers, customers and visitors in our firm commitment to safety.
- 7 Publish this policy throughout our Organization and provide it to interested parties.

  
Francisco Martínez-Cosentino Justo  
Cosentino Group President

**COSENTINO®**

# 1 Purpose

Article 19 c and d of ILO C155 determines the obligation of companies to implement provisions guaranteeing that:

- **the workers' representatives in the company receive adequate information on the measures taken by the company to guarantee health and safety;**
- **workers and their representatives in the company receive appropriate training in occupational safety and hygiene;**

In this regard, the countries party to the Convention have implemented their own regulations to ensure that the above provisions are enforced.

As explained in its global health and safety policy, Cosentino's mission is to go beyond mere legal compliance, and to become a benchmark in the sector in relation to health and safety.

The purpose of this manual is to establish, implement and develop measures for the prevention, protection and control of occupational risks in logistics tasks involving stockpiling, loading of trucks (boxes, platforms or containers) with slabs (Silestone, natural stone and Dekton) elaborated, or other marketing elements, and to set up the necessary channels to guarantee their enforcement.

The procedures described below are considered minimum regulations and they must be enforced without prejudice to other additional measures or specific procedures that could be implemented locally under the supervision of the Health and Safety Department of Cosentino.

## **2**      **Scope**

This manual applies to all Cosentino Group employees and work centres worldwide in executing work related to distribution, stockpiling and logistics processes in its production centres and own distribution centres in Spain, as well as in foreign subsidiaries and for external clients.

It must also be enforced in companies (clients) entrusted with loading trucks for the transport of materials manufactured or elaborated by the Cosentino Group.



# 3 Technical criteria of reference

- **C155 details** the basic principles and methodology required to improve Occupational Safety management.
- **The 2002 Protocol** complements and consolidates the requirement to obtain information for the purpose of assessing the progress made.
- **C187 consolidates** the requirement to promote a safe, healthy working atmosphere. It also specifies the cyclical nature of national political processes, and the manner in which these policies are useful in establishing and maintaining a preventive culture in health and safety, through national programmes.
- **Directive 89/391** - Framework directive on health and safety at work.
- **Directive 2006/42/EC** of the European Parliament and Council of 17 May 2006 on Machinery.
- **Council Directive 89/654/EEC** of 30 November 1989 on the minimum safety and health requirements for at the workplace.
- **Council Directive 92/58/EEC** of 24 June 1992 on the minimum requirements for the provision of safety and/or health signs at work.
- **Directive 90/269/EEC** of 29 May 1990 establishes the minimum safety and health requirements for the manual handling of loads where there is a risk particularly of back injuries to workers.
- **Council Directive 89/686/EEC** of 21 December 1989 on the approximation of the laws of the Member States relating to personal protective equipment.
- **Directive 2009/104/EC** of the European Parliament and Council of 16 September 2009 concerning the minimum health and safety requirements for the use of work equipment by workers at work.
- **Corporate health and safety** policy of Cosentino.
- **PR-640-12** Loading/unloading trucks.
- **RC-640-00** The 5 cardinal rules of Cosentino.
- **ITS-640-02** Safe driving of forklifts.
- **ITS-640-05.** Handling and storage of slabs.
- **ITOP-640-05.1.** Telescopic clamp.
- **ITS-640-06** Use of personal protective equipment.
- **ITS-640-11** Handling of loads.
- **ITS-640-21** Use of and storage on pallet shelves.
- **Procedure for loading and unloading containers.**

# 4 Specific human and material resources



## 4. a Human resources.

- Shipments operator: loading operator and/or loading assistants.
- Shipments foreman/warehouse supervisor.
- Truck driver
- Warehouse manager\*

\* This list of human resources includes the Warehouse Manager, as it is considered that, as the person with executive power in the warehouse, he must have a knowledge of the requirements established in this procedure.

The staff entrusted with the indicated functions must have special training in carrying out such functions. According to the company's training plan:

## 4. b Material resources

- Forklifts
- Telescopic fork extension for loads
- Crane and push button control (remote)
- Load slinging devices: clamps, slings, chains, hooks, ...
- Safety racks with anti-tip bars (each rack is formed by two identical parts in the shape of a  $\delta$  placed parallel to each other).
- Load securing devices: chains, tensioners, belts, ...
- Manual tools: hammer, cutter, metal bar for lever, reinforced metal spatula, ...
- Other tools: wooden dividers, wooden stakes and metal hooks, ...
- Anti-tip bar system to prevent overturning when stacking slabs on racks at ground height


# 5 Personal protective equipment (PPE)

Personal protective equipment will be used in situations where a risk is present that cannot be eliminated or mitigated by collective protective equipment.

All the equipment will be certified and bear the CE marking or the equivalent local certification, if used outside the EU.

It will always be handed out with an instructions manual or sheet with information on its use.

All the employees will sign the respective PPE delivery register.

 <b>PLAN DE PREVENCIÓN DE RIESGOS LABORALES</b>						
F-640-11		Revisión: 1			Fecha 19-09-2014	
CONTROL DE ENTREGA PERIODICA DE EQUIPOS DE PROTECCION INDIVIDUAL						
<p><i>El encargado hará firmar al trabajador el presente documento cada vez que se haga entrega de la ropa de trabajo, calzado, arnés, casco, etc. (EPI's que no son de libre disposición). Asimismo, el encargado entregará un juego de EPI's de libre disposición (mascarillas, tapones, guantes, etc.) y hará firmar al trabajador este mismo documento como reconocimiento de entrega periódica de EPI's de consumo frecuente y que son de libre disposición. El encargado pasará copia del registro al administrativo para custodia.</i></p>						
Trabajador:				Puesto de Trabajo:		
Centro de Trabajo:				Sección:		
<p>Según lo establecido en el art. 17 de la Ley de Prevención de Riesgos Laborales, la empresa entrega al trabajador arriba mencionado los siguientes equipos de trabajo y/o equipos de protección individual, para su uso individual en las actividades que desempeña en su puesto de trabajo:</p>						
TIPO DE EQUIPO	Fecha	Firma empleado	Fecha	Firma empleado	Fecha	Firma empleado
Calzado Seguridad						
Casco						
Ropa alta visibilidad						
Protección auditiva						
Pantalón						
Mascarilla polvo						
Recambio filtros para polvo						
Recambio filtros para gases						
Máscara para gases						
Guantes						
Protección ocular						
Arnés						
Candado de seguridad						
Tarjeta de bloqueo						
Otro (precisar)						
<p>Para su correcto uso y mantenimiento, el trabajador ha recibido la información y formación necesarias y, por su parte, y en cumplimiento de lo establecido en el art. 29 de la mencionada Ley y en los R.D. 773/1997 sobre Equipos de Protección Individual y 1215/1997 sobre Utilización de los Equipos de Trabajo, se compromete a utilizarlos y mantenerlos adecuadamente. Asimismo, se le ha informado de que, el incumplimiento por su parte del uso de los Equipos de Protección Individual en aquellas zonas donde se indica, podrá ser motivo de sanción o de otras actuaciones por parte de la empresa.</p>						
<p><b>Fdo:</b> El Encargado de la sección o el Mando Directo.</p>						

**EN 397:1995  
safety helmet**

Helmet for general use in industry, to protect from falling objects and the ensuing wounds to the head and skull fractures.

A chin strap is added to improve fixation in the event of a potential fall to a different level.

Manufactured in accordance with standards EN397, EN 50365



**Eye protection**

Eye protection against flying particles that may be generated.

EN 166 Æ EN 170. Resistant to impact by high speed, low energy particles.



**High visibility clothing**

High visibility clothing. Bright colours and reflective bands will be used.

UNE. EN 340 UNE EN 471



**Safety footwear**

Safety footwear for logistics operations will have reinforced toecaps (200 j resistance) and anti-perforation soles. Protection level S1P.

UNE-EN ISO 20345:2005



**Mechanical protection gloves**

General purpose gloves for warehouse operations

UNE EN 388:2004. Cat II



**Cut resistant gloves**

Gloves providing protection in handling and working with Dekton, to prevent cuts caused by contact with sharp or pointed areas. A minimum protection level of 4 on a scale of 5.



**Respiratory protection**

Respiratory protection will be used in atmospheres with a risk of exposure to dust, production and cutting areas or during visits to marble supplier workshops. Protection against particles less than 3 microns. FFP3 mask.

Its use is recommended during cleaning operations











**Hearing protection**

Earplugs or earmuffs with protection levels between 14 dbA and 27 dbA, depending on the existing noise level.



## Personal protective equipment, depending on the job

	Hi Vis body warmer	Helmet to protect against falling objects	Safety footwear	Protective glasses Protection against projection	Hearing protection	Safety gloves to protect from mechanical risks	Cut resistant gloves	Respiratory protection
								
Warehouse manager	ALWAYS	LOADING/ UNLOADING	ALWAYS	DEKTON	Noise level higher than 80 dbA or peak values higher than 140 dbA*	Silestone, natural stone and work involving manual handling of loads	DEKTON	CUTTING/ PRODUCTION
Driver	ALWAYS	LOADING/ UNLOADING	ALWAYS	DEKTON	Noise level higher than 80 dbA or peak values higher than 140 dbA*	Silestone, natural stone and work involving manual handling of loads	DEKTON	CUTTING/ PRODUCTION
Warehouse/ shipments operator	ALWAYS	LOADING/ UNLOADING	ALWAYS	DEKTON	Noise level higher than 80 dbA or peak values higher than 140 dbA*	Silestone, natural stone and work involving manual handling of loads	DEKTON	CUTTING/ PRODUCTION
Other staff	ALWAYS	AREAS WITH A RISK OF FALLING OBJECTS	N/A	N/A	Noise level higher than 80 dbA or peak values higher than 140 dbA*	N/A	N/A	CUTTING/ PRODUCTION
Visitors	ALWAYS	AREAS WITH A RISK OF FALLING OBJECTS	N/A	N/A	N/A	N/A	N/A	CUTTING/ PRODUCTION

### Other

Protective clothing for working outdoors

Sunscreens for working outdoors

# 6 Training and information in health and safety required for logistics operations.

## 6. a Human Resources.

- Warehouse Operator: Loading Operative And/or Loading Assistants
- Warehouse Supervisor
- Lorry Driver
- Warehouse Manager\*

\* This account of human resources includes the manager of the warehouse since, as the person responsible and with executive power in the warehouse s/he must know the requirements established in this procedure.

The staff assigned to the functions that are indicated must have the specific training required to be able to carry out these functions.

### According to the company's training plan:

Job / training activity	New Employee Welcome and Training Course Initial course in ORP	Qualification / Training Bridge crane/ hoisting gear operators	Qualification / Training Jib crane operators	Qualification / Training Forklift operators	Formación Operativa Logística.	Safety Champion	Training on how to act in emergencies and fire fighting	Training First aid
Shipments/ warehouse operator	0	0	0	0	0	R	R*	R*
Shipments foreman/ warehouse supervisor	0	0	0	0	0	0	R*	R*
Cosentino driver	0	0	0	R	0	R	R*	R*
Warehouse manager	0	R	R	R	0	R	R*	R*

0 Mandatory training

R Recommended

R\* Recommended Mandatory to have a minimum number of trained persons

# 7 Basic safety regulations during loading and unloading operations.

## 7. a risks related to the activity

- Being struck by moving objects.
- Being struck by motionless objects.
- Being struck by falling objects.
- Injury caused by flying particles.
- Falls to different levels.
- Collision of bridge cranes.
- Being knocked down (by a forklift or another vehicle).
- Entrapment by and between objects.
- Being crushed.
- Cuts, pricks, etc

## 7. b materialisation of the risk.

### Immediate causes: Unsafe actions

- Standing in an area where there is a risk of handled materials falling.
- Standing within the radius of action of a forklift/bridge crane while it is in movement.
- Incorrect securing of racks or loads inside trucks.
- Not controlling the load during the entire transport process.
- Lifting the materials to remove the sling while standing in front of them.
- Not cleaning the work area.
- Not signposting the work area

### Basic causes: personal factors

- The worker had experience in the job and had attended training courses on risks involved in his job, but the accident occurred despite all this. This could have been due to an excess of confidence on the part of the worker.
- The worker was reading the loading instructions and did not calculate the forklift loading times correctly.
- The load was not checked by either the foremen or the driver.
- The driver did not check the load during transport.
- Lack of attention during the operation, due to an excess of confidence (last operation of the day).
- The operation did not consider the wooden dividers separating the slab packs.
- The operation did not watch where he was walking.

### Material factors

- Old racks with no bar system to prevent overturning.
- Area where the crane/forklift is working. Possible simultaneous use of two cranes.
- New tensioners (efficiency not checked).
- Load incorrectly secured.
- Several lifting accessories hung from the crane hook.
- Wooden dividers placed between the slabs to separate the loads.
- Untidy work areas.

## General provisions

- Only staff authorised by the company can operate cranes or forklifts.
- In the event of an anomaly or faulty operation of any piece of work equipment, the worker will report it immediately to his supervisor and, if necessary, put up a sign to indicate the failure and prohibit the use of the crane or forklift.
- Workers must not accompany the load near rigid or fixed elements, as otherwise they could be crushed.
- Hoisting and lowering of loads will be done slowly, without the load swaying, which could be very dangerous, when operating the bridge crane or the forklift.
- It is forbidden to carry or lift persons, whether loaded or not.
- It is forbidden to move loads by dragging them.
- When operating a bridge crane or a forklift, move the load to a height that is sufficient to prevent it from colliding with obstacles. Do not leave loads in places of passage.
- In the event of a failure in the work equipment, deposit the load on the ground and unhook it. If this is not possible, put up beacons to prevent other workers from walking below or near it.
- When using the anti-tip bars, before starting to separate the slabs, make sure the bars are correct adjusted (inserted as far as they will go, with not clearance). Otherwise, the reliability of the anti-tip system is not guaranteed, and the load could overturn.
- The work area must be kept clean, and all wooden dividers, pieces of detached material, tools not in use, etc. must be removed from it.
- Pay special attention to coordination between bridge cranes when the use of various cranes at once is inevitable.
- When loading with forklifts, the work area must be properly marked and signposted, to prevent other people from entering this area.
- Pallets and small boxes that are also loaded on trailers (flooring, samples, marketing products, etc.) must not be secured to the truck frame for transport. In the case of elaborated parts (which are larger in size) such as worktops, counters, etc., they must be secured to the frame with belt tensioners.
- In the event of doubt, ask the warehouse foreman.

## Corrective actions:

- Continue the specific training programme in operating elevation equipment and transport of materials.
- Implementation of mechanical systems to increase safety measures in the transport and storage of materials. Replacement of old racks.
- Visual control of the work area when moving work equipment.
- Routine control of accessories used during work operations.
- Routine control of loading processes and of completed loads.
- Clean or tidy the work area during work operations (not afterwards).

## Other actions

- Define areas used for stockpiling and for the passage of workers by marking the ground.
- Install wireless push button panels on all cranes in which this is technically possible.
- Keep work areas clean and tidy.
- Install signs indicating main risks and basic safety guidelines in shipment areas.
- Mark off loading areas, to prevent access by unauthorised persons.
- Possible construction of loading bays in the loading warehouses.
- Use of non-slip elements beneath racks on trailers in which this is necessary.



# Example of signs in shipment areas:

### COSENTINO MELBOURNE



**AUTHORISED PERSONNEL ONLY**



**DANGER! MOVING VEHICLES**



**DANGER! SUSPENDED LOADS**



**DANGER! FALLING SLABS**



**FORBIDDEN TO STAY BELOW SUSPENDED LOADS**

---



**HIGH VISIBILITY VEST**



**MANDATORY HELMET USE**




**SAFETY FOOTWEAR**




**SAFETY STRUCTURE MUST BE SET ON**

**COSENTINO**

### EXPEDITION




**DANGER! SUSPENDED LOADS**




**DANGER! TABLES TRANSFER**


---



**HIGH VISIBILITY VEST**




**MANDATORY GLOVES**




**SAFETY FOOTWEAR**

---



**MANDATORY RESPIRATORY PROTECTION**



**MANDATORY HELMET USE**

**COSENTINO**

## GENERAL RULES FOR UPLOADING / LOADING TRUCKS

- ⚠ Always be alert and within the visibility of the driver/vehicle moving into the warehouse.
- ⚠ Never stand in an area where you cannot be seen clearly!
- ⚠ Only authorized personal within the area of unloading/loading.
- ⚠ Safety bars on A-frames to be used at all times.
- ⚠ Do not walk or stand under suspended loads at any time.
- ⚠ Do not walk or stand in the travelling path of slabs once they are lifted and are being moved.
- ⚠ Do not handle or attempt to open the slab bundle inside the vehicle. Opening of the slab bundle is to be done once the slabs are clear of the vehicle and safety positioned



**MANDATORY HELMET USE**



**HIGH VISIBILITY VEST**



**SAFETY GLOVES**



**SAFETY FOOTWEAR**

N° TABLAS/ACCESORIO					N° TABLAS Vs ESLINGAS DE ACERO (2 eslingas)
	GROSOR TABLA	PESO POR TABLA (APROX.)	TABLAS POR PAQUETE	HILOS DEL PAQUETE	
Silestone I, II, III Tabla Estándar 140x306 Cm	1,2cm	105kg	18	1,89Tn	14mm diámetro Capacidad de 1,8 Tn. cada eslinga A 10cm de los bordes Capacidad Total 3,05 Tn.
	2cm	210kg	14	2,94Tn	
	3cm	310kg	8	2,48Tn	
Silestone III Tabla Jumbo 159x325 Cm	1,2cm	160kg	14	2,88Tn	16mm diámetro Capacidad de 2,4 Tn. cada eslinga A 10cm de los bordes Capacidad Total 4,07 Tn.
	2cm	270kg	14	3,78Tn	
	3cm	400kg	8	3,20Tn	

NÚMERO DE TABLAS VS TIPO PINZA		
GROSOR TABLA	Cariman 60 New Inarmac/Remar *Grosor sujeción mín-máx 1,5-6 cm	PS Industrias López
1,2 cm	2 tablas	1 tabla
2 cm		
3 cm		

N° TABLAS Vs ESLINGAS NYLON 3 Tn x 5m ELEVACION PARALELO EN CESTO U A unos 10cm de los bordes su capacidad es de 5 Tn.				
	GROSOR TABLA	PESO POR TABLA (APROX.)	TABLAS POR PAQUETE	KILOS DEL PAQUETE
Silestone Scander 140x306 Cm	1,2 cm	105kg	14	1,47 Tn
	2 cm	210kg	14	2,94 Tn
	3 cm	310kg	8	3,1 Tn
Silestone Jumbo 159x325 Cm	1,2 cm	160kg	14	2,24Ton
	2 cm	270kg	14	3,78Ton
	3 cm	400kg	8	3,20Ton
Dekton 320x144 Cm	0,8 cm	100 kg	6	0,6 Tn
	1,2 cm	167 kg	6	1 Tn
	2 cm	250 kg	10	2,5 Tn
	3 cm	375 kg	6	2,25Tn

# 8 Other risks

## Manual handling of loads.

When one's physical capacity is exceeded during load handling operations, or if these tasks are repetitive, back injuries may occur. This occurs in operations such as unslinging loads, separating slabs, accommodating loads, repositioning racks, etc.

### What can we do to avoid this type of overexertion?

#### 1. Work assessment.

When preparing to lift an object that is, in principle, considered heavy, it is necessary to consider a series of aspects such as weight, repetitiveness, need for assistance, existing of sharp edges, nails, etc., grasping difficulties and the distance to be covered

#### 2. Use the correct maintenance technique.

To lift and carry a load:

1. Approach the load.
2. Make sure your feet are firmly supported and keep them separated.
3. Keep your back straight. Bend your knees, not your back.
4. Use your strongest and best prepared muscles (arms and legs).
5. Keep the load as close as possible to your body. Balance the load when lifting it.

#### To separate slabs:

1. Approach from the side (not from the front).
2. Make sure your feet are firmly supported.
3. Keep your back straight.
4. Use the appropriate separation tool (a spatula or suction cup, depending on the case).
5. Use the strength in your arms, and do not force your back.

## Positions and movements that are dangerous for your back.

- Never turn your waist when you have a load in your hands.
- Never perform operations such as lifting and carrying loads and pushing forklifts or containers brusquely, without arching your back.
- Exercise control when lifting heavy loads, especially when lifting them above shoulder height. Use mechanical means or ask other people to help you.
- First check the route along which the load must be carried, to make sure there are no obstacles, differences in level, slippery products, etc. that could cause you to lose your balance when you are carrying the load.

## Working With tools.

- When working with heavy tools, maintain a balanced position and makes frequent pauses to regain your strength..

## Guide to a healthy back.

- Always try to avoid hunching your shoulders.
- Always bend your knees when stooping to lift an object, even if it is not heavy. Hold objects as close as possible to your body. Do not turn your waist.
- Do not adopt a relaxed posture when you are sitting or driving.
- Keep in good physical shape. Exercise regularly. Walking and swimming are good exercises.

# 9 General aspects regarding storage

## 9.a. Compliance with cardinal rules

Always follow the 5 Cardinal Rules of Occupational Risk Prevention.

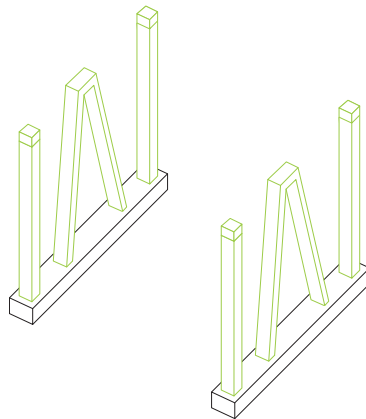
Despite the progress made in occupational health and safety, there is still a general disrespect for safety guidelines, which can sometimes lead to very serious incidents. Some of these guidelines are basic, such as using safety bars or personal protective equipment, and the need to comply with these obligations has been emphasised in many informative campaigns, training sessions and written communications.

In order to make gradual but irreversible progress in this respect, management has decided to emphasise a series of 5 rules which are critical to health and safety and must be enforced hierarchically by all managers. Our Cardinal Rules are explained in further detail in section 9.

## 9.b. Tidiness and cleanliness

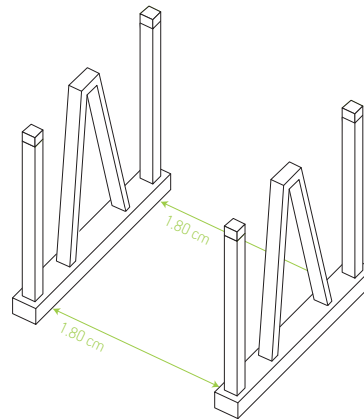
Keep the warehouse tidy and clean at all times.

## 9.c. Preparation of racks



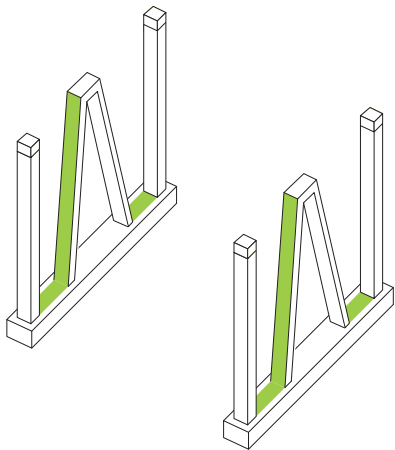
### 1. State and maintenance

The racks must be in good condition.



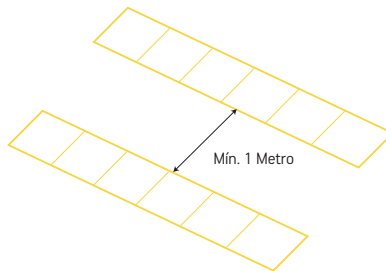
### 2. Separation distance

When installing them, they must be correctly aligned. The separation between both must be 1.80 m.



### 3. Polyethylene trays

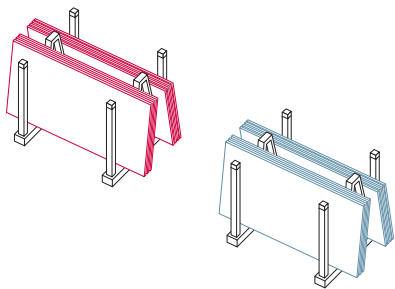
Protect the base of the rack with polyethylene trays before supporting the slabs, to prevent them from becoming chipped.



### 4. Signs

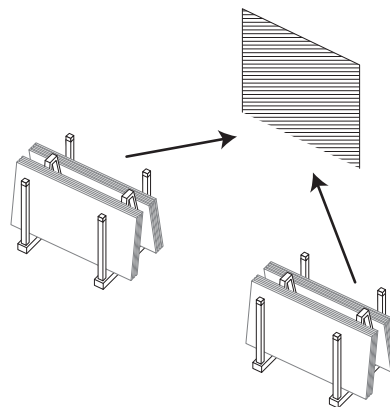
Mark off the area where the racks are placed, and leave a free area of at least one metre in passageways.

## 9.d. Warehouse organisation



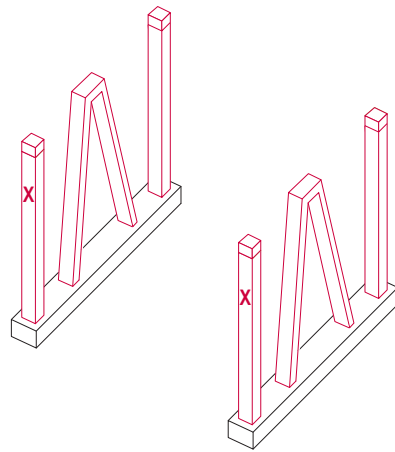
### 1. Classification

Place Silestone, Dekton and Natural Stone in separate areas. Group slabs together based on their colour and thickness.



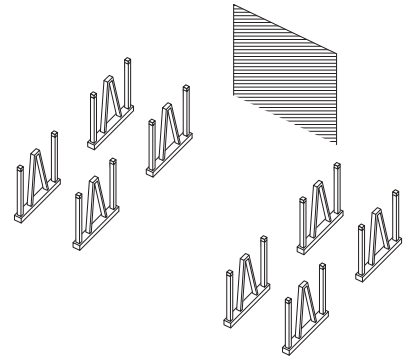
### 2. Organisation

Place materials with the highest rotation (A and B materials and elaborated products area) near the entrance and materials with a lower rotation (C and D materials) farther away.



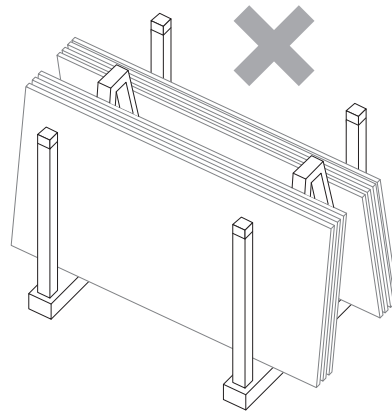
### 3. Marking

It is advisable to put a visible mark on each rack with the colours/materials it contains.



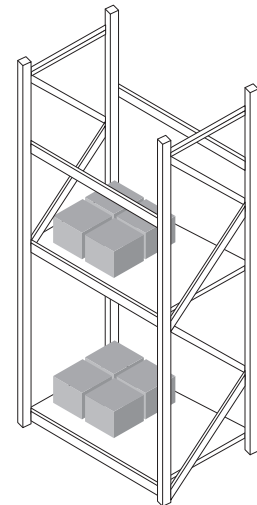
### 4. Planning

Leave at least 3 pairs of empty racks near the door (at the sides of the area where the trucks are): 2 racks for unloading and 1 for preparing loads.



### 5. Faulty slabs

Faulty slabs and scraps must be placed on a rack that is hidden from sight.

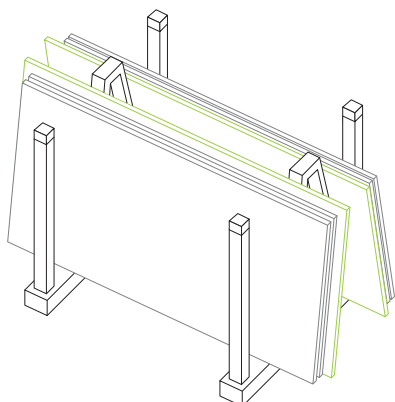


### 6. Prevention

PPCC and marketing tools must be properly organised and identified on the shelves. They must never be left on the ground, and certainly not in passageways.

Place the heaviest ones at ground level and the lighter ones on the top levels. All pallets in which there is a risk of falling objects will be shrink-wrapped.

## 9.e. Slab storage process



### 1. Reinforcement with jumbo slabs

It is important to provide a firm support base for 0.8cm and 1.2cm slabs. To do this, we recommend placing one or two non-compliant 3cm. jumbo Silestone slabs on the rack first.



### 3. Recommendations

It is advisable to install agglomerate planks between each slab package (3 planks for 2 and 3cm, 5 planks for 1.2cm and 0.8cm), placing them in the centre and at the ends, to ensure firm support and prevent the materials from twisting.

\*Note: ask the Plant for these agglomerate planks

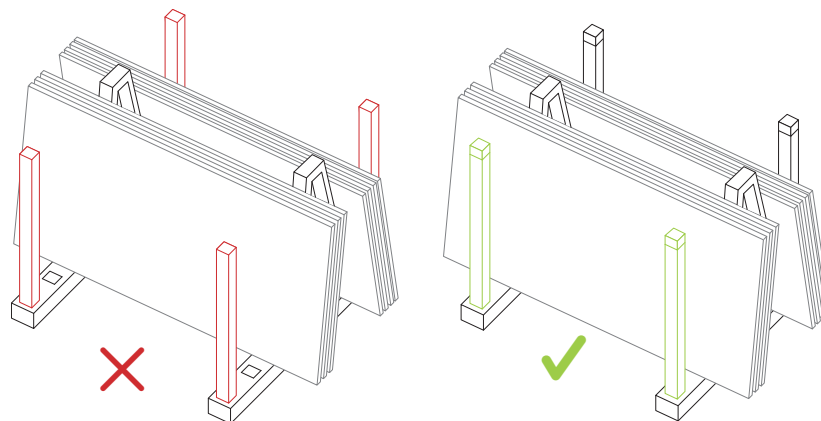
### 2. Slabs facing each other

The slabs must always be facing each other.

	Silestone	Dekton
3 cm	10 tx/paquete	
2 cm	14 tx/paquete	10 tx/paquete
1 cm	14 tx/paquete	10 tx/paquete
0,8 cm		10 tx/paquete

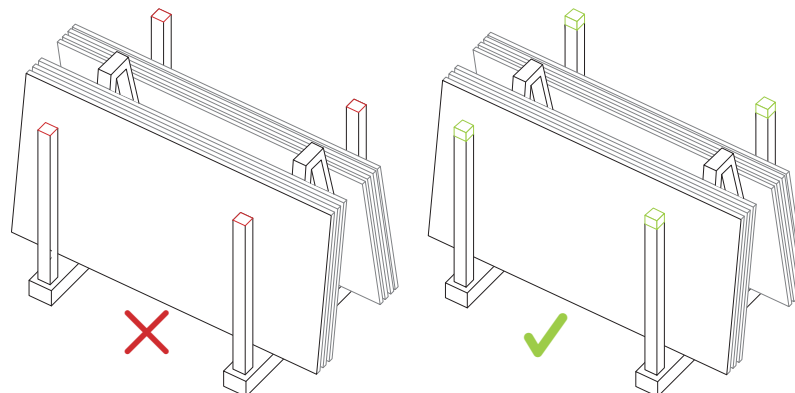
### 4. Slab packs

## 9.f. Tools and work equipment

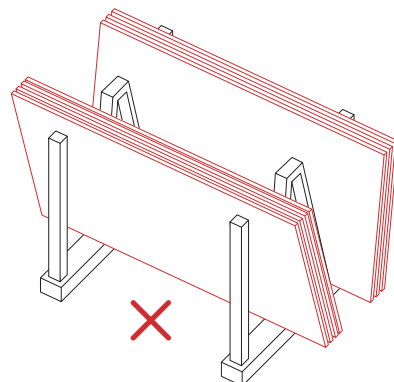


### Safety bars

They must always be installed on all racks and as close as possible to the slab packs.



They must be protected by safety plugs.



As a general rule, slabs must never be supported on the safety bar in the opposite direction to the inclination of the rack. If this is necessary due to loading needs, no more than 2 slabs may rest on the bars and they must be returned to the correct position after loading.

# 10 Cardinal rules of Cosentino

## The 5 Cardinal rules of Cosentino.

The Cardinal Rules of Cosentino are meant to save lives. If strictly applied, these rules will help reduce serious or potentially serious accidents to our workers. They are based on a study of incidents occurring in recent years and focused on the conducts that each worker must comply with.

1. The intervention procedures for work teams should be followed at all times.
2. Regulation on the use of Personal Protective Equipment (PPE) should comply with standards at all times.
3. The procedures on handling and storage of slabs must be followed at all times.
4. The procedures on the handling of the forklift trucks must be followed at all times.
5. All injuries and incidents must be reported..

## Obligations

The chain of command is responsible for communicating safety standards, complying with them and enforcing them at all times.

Each worker (company and external) is required to comply with all safety standards and, when it is a Cardinal Rule, increase the alert status and the precautions to be taken.

## Disciplinary process

The disciplinary process starts with providing the worker with training and coaching. After completing this phase, if the worker has already been warned of a breach, punishment for the next breach of a Cardinal Rule will be imposed on the worker failing to comply and on that worker's supervisor for



tolerating the breach in their area of responsibility (see the disciplinary process diagram below). We thus consider the punishment is part of the disciplinary process, and that it is helpful for any person who fails to comply with the safety guidelines.

The breach of a Cardinal Rule, or tolerance of that breach by the supervisor will be considered SERIOUS or a VERY SERIOUS OFFENCE and the company will be entitled to take disciplinary action against the worker and, as applicable, their supervisor, in accordance with the present procedure:

- First sanction: written warning of the event + self-evaluation by the worker committing the breach. In the self-evaluation process, the worker committing the breach will explain to their supervisor whether they have understood the usefulness and how it can help them set a good example for themselves and for their colleagues.
- Second sanction: The worker committing the breach will be suspended without pay for 5 days.
- Third sanction: Dismissal

The repetition of a serious offence, or not wanting to attend training sessions is also considered a serious offence and it will be sanctioned using the same procedure.



The disciplinary process is an essential and intrinsic responsibility of the chain of command that cannot be delegated. In addition, the supervisor is the person who knows the most about the situation and can take the appropriate actions at the proper level. The supervisor will put the sanction into effect, as applicable, using the form provided by HR and ask the sanctioned worker to sign it or if this is not possible, ask 2 witnesses to sign it.

### **Clarifications regarding the Cardinal Rules.**

RRule 1: The intervention procedures for work teams should be followed at all times.

- Putting up the Danger sign before each intervention on equipment.
- Reinstalling the protections and safety devices before starting up the equipment after an intervention.
- It is strictly forbidden to remove or make bridge connections to any interlocking or safety device.

Rule 2: Regulation on the use of Personal Protective Equipment (PPE) should comply with standards at all times.

- All workers must wear masks in the plants, except for areas with no risk of exposure to chemical pollutants (duct, organic vapours, etc.) that are specially conditioned.
- Permanent use of high visibility clothing in plants and roads inside the complex.
- It is mandatory to use safety harnesses for work at a height of more than 1.8 metres.

Rule 3: The procedures on handling and storage of slabs must be followed at all times.

- It is mandatory to have special training (qualification) to operate a crane, and worker may operate a crane without this training.
- Check the hoisting elements using a daily check-list; in the event of an anomaly, the crane must not be used.

- Slabs must be stored with the slope facing the inside of the rack.

- In all slab storage operations, the 2 safety bars must be permanently in place and as close as possible to the slab package.

- Before removing slabs or positioning them, the 2 safety bars must be placed on the rack (in the warehouse or in the truck) and it must be as close as possible to the package, if the operating conditions so allow.

- Before handling the slabs, check for possible fissures or faults, particularly marble or granite slabs, as they could easily break. Remove all faulty slabs with the utmost care.

- The slabs can rest on the 2 safety bars (with a maximum of 5 slabs in the "standard" size and 3 in the "jumbo" size, or granite slabs) only during the time required for the operation (for a very short time).

- During handling operations, no-one must stand beneath a suspended load or in the danger zone.

- No slabs will be loaded/unloading during visits to the warehouse by clients. If it should be necessary to move slabs, visitors will remain at a distance of more than 15 metres from the load.

- Always respect the permitted maximum loads.

- When handling slabs with forklifts fitted with telescopic forks and crocodile clamps, operators will always face the clamp and never have their backs to it.

- Always check the slings and do not use them if their level of wear is unacceptable.

- It is forbidden to climb onto the rack structure.

Rule 4: The procedures on the handling of the forklift trucks must be followed at all times.

- It is mandatory to have special training (qualification), and without this training, workers are not permitted to operate the trucks.

- Check the safety elements using a daily check-list; in the event of an anomaly, the forklift truck must not be used. • Safety belts must be worn.

- Do not load the forklift in excess of what is stipulated by the constructor.
- Maximum of 5 km/h in indoor areas.
- Maintain the safety distance with respect to workers in the vicinity (driver's responsibility).
- It is absolutely forbidden to transport people on the forklift.
- When entering and exiting the warehouse or doors inside the facility, drivers must give way before reaching the border area. They must pass through the central area and be positioned perpendicular to the entrance/exit, turning, if necessary.

Rule 5: All injuries and incidents must be reported.

- All injuries and incidents must be reported and investigated in a proactive manner by the chain of command, to ensure that preventive actions/programmes can be put into operation immediately, to prevent them from being repeated.

# 11 Lifting and handling of slabs.

## Permission and or authorisation

- Operators of hoisting equipment (bridge cranes, truck cranes, pulley tackle, suction cups, etc.) must have special theoretical and practical training.
- Warehouse operators must be properly trained and experienced. When a person is alone in the warehouse handling slabs, that person must obey respect these guidelines:
- Operators will have an alert system ("man down system").
- The system will warn persons who are in the vicinity in the workplace.
- Jumbo or granite slabs must not be moved without assistance from another person.
- In non-habitual operations, the Work Managers must issue a technical operational instruction that takes into account the measures required to control the risk.

## General provisions

- Helmets must be worn by operators handling hoisting equipment and anyone within the radius of action of such equipment (assistance, truck driver, operator handling the telescopic fork during loading/unloading, operators inside containers, etc.).
  - Slabs must always be stored with the slope facing the inside of the rack, and with both safety bars on each side of the rack, fitted with permanent covers and as close as possible to the slab packs.
  - The ground must be firm and flat (including the warehouse and the area where the truck is parked for loading/unloading).
  - The foreman will create aisles in the slab storage area to guarantee safe passage of the staff, with a minimum width of 1m.
- The floor signs must be respected.
  - Before carrying out any operation, the operator will evaluate the work conditions and consult their supervisors immediately if they have any doubts.
  - Always respect the maximum permitted loads and established loads (slings, clamps, suction cups, etc.).
  - Make a visual inspection to verify the correct state of the slab. Check that the load is balanced and in good condition, with no breakages, veins, faulty inclusions or other defects that could cause the material to break, and that when suspended, no internal slipping can occur. In the event of doubt, ask the foreman for assistance and handle the load with care.
  - Make a visual inspection of the state of the racks and safety bars.
  - Draw up a check-list of the proper state of the hoisting equipment and the hoisting elements (slings, sling protectors, clamps, clamps, hooks, pulleys, chains, suction cups, etc.).
  - Clear the area, and only allow authorised staff to remain there.
  - Mark off the area of passage with tape or chains, to delimit the work area and the radius of action of the forklifts and the sides of the trucks, as applicable.
  - The safety bars must be positioned before manipulating the slabs (whether in warehouses, trucks or containers) and always placed as close as possible to the slab package when removed from the rack, or to the slab package when placed on the rack.
  - The slabs can rest on the safety bars (with a maximum of 5 slabs in the "standard" size and 3 in the "jumbo" size, or granite slabs) only for the short time required for the operation and with an operator making sure that no-one is in the area where the slabs could fall.
  - Ensure that the slings or clamps (and hoisting elements

in general) do not become hooked to the package of material before operating the bridge crane.

- In operations that involve moving loads, never stand below a suspended load or within the danger zone (area where the slabs could fall/overturn). The forklift operator or driver is responsible for enforcing this regulation. The operator must also have perfect visibility at all times of the point where the slabs could fall, in the case of an accident. In trucks with canvas sheets or open top containers, to guarantee this visibility, the load will enter through the door (not the side), and the operator will ensure that no-one is in the danger zone.
- The driver will remain in a safe place during loading/unloading, and he is advised to stay on the pavement outside the warehouse.
- After the hoisting equipment operations have been completed, the load will be placed in an area where it is not possible for people to pass below it or it will be left on the ground.
- In loading/unloading and slinging/unslinging operations, the operator will always stand aside, out of the danger zone, in case the load overturns or falls.
- Racks will be loaded on both sides, to distribute the weight evenly on both sides. Never load/unload only a part of the rack. During rack loading/unloading operations, the packs will be positioned/removed simultaneously on both sides, to compensate the load and the stability.
- The planks will not exceed the slab height.
- To open the slabs, use an ergonomic lever, and avoid over-exerting your body. Do not leave the tool on the

slabs to prevent workers from falling and/or being hit or cut. Open the slab with the lever edge facing away from and not toward the worker.

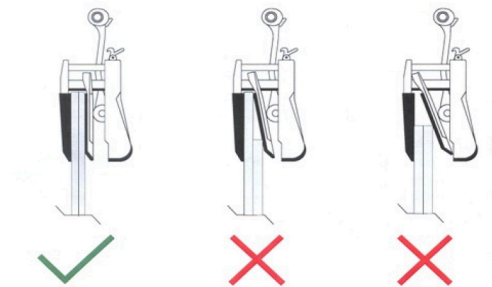
- To move the transfer cart forward, a person must stand next to the emergency stop to make sure no-one approaches during the operation.
- When vehicles enter or leave the warehouse, a person must act as a "guide" and coordinate the movements to prevent other persons from being hit.
- All loading/unloading vehicles will be parked with the handbrake on and chocks placed on the wheels.
- Hoisting hooks will not be connected to more than one accessory without using the rocker.

### **Additional and/or special measures in handling Dekton:**

- Warning: the material may be sharp, particularly broken pieces.
- Carefully check the state of the slabs before handling them. If you detect a fissure, do not touch it and call the foreman. Handle them with special care when using cranes or forklifts.
- The slabs must be handled and prepared wearing cut-resistant half-sleeve gloves and protective glasses.
- Discarded material must be handled with care.
- Do not knock the discarded material to reduce its size, as a broken piece could generate flying particles.

### **Additional and/or special measures when using clamps:**

- If the material is fragile (resin-coated marble, for instance), do not use lifting clamps.
- Use wooden (or plastic) chocks to open slabs and do not rest them the safety bars.
- Slabs dressed on one side will be grasped with their dressed sides facing each other. Grasping operations with clamps will cover the whole surface.
- When handling slabs with forklifts fitted with telescopic forks and crocodile clamps, the truck must only move after it received the signal from the worker hooking the slabs, who must always be facing it to control the movement and remain outside the danger area where slabs could fall and hit him.
- Before starting the lifting operation, the user must check that the load is balanced and in good condition, with no breakages, veins, hairline cracks, faulty inclusions or other defects that could cause the material to break, and that when suspended, no internal slipping can occur.
- The PS clamp (red) must be used to press a single piece or load (one slab).
- The Iremar/Insemac clamp can lift two pieces only if they are joined on a fixed unit. The clamp can pick up 2 slabs with a maximum of 3 cm. (See illustration below).



### **Additional and/or special measures when using suction cups:**

- Use the largest possible gripping surface.
- The valves must all be open when the cup is placed on the slab.
- Close the valves only when necessary, in order to use the largest possible gripping surface.
- Lift the slab only when the manometer indicates the vacuum.
- Perform a small test, without lifting it brusquely.
- When the cup is in place, all the valves must be open.
- Do not leave suction cups resting on the rubbers, as they could become deformed and lose their elasticity.

### **Additional and/or special measures when using slings:**

- The type of load to be lifted must be known, considering the manner of use and nature of the load.
- Do not overload the slings (See Load Table).
- Take care to guarantee personal safety during the lifting operation. People in the danger zone must be warned that the operation is to take place, and if necessary, the zone must be evacuated immediately. (Hands and other body parts must be kept outside the sling, to prevent injury)

(ISO 12480-1 standard for planning and directing lifting operations, and implementing safe work systems).

- They must never be knotted or twisted.
- A test lift must be performed. The load must be lifted slightly, checking that it is safe and in the appropriate position.
- The load must be lowered in a controlled manner, in the same way as when it was lifted. Make sure that the sling is not caught when the load is lowered. The load must not be supported by the sling, as this could cause damage, and the sling must not be dragged beneath the load when the load is deposited on it.
- Nylon slings may only be used with the upper and lower clamps and protectors.
- The slings must be inspected visually at least once a year by a competent person. Records of these inspections will be kept. Damaged slings must be discarded from service, and never repaired by staff

## **Loading/unloading of containers:**

This operation will be carried out as described in the container loading/unloading video (available in the folder Lucas\_nt/Planificación\_ Preventiva accessible to the chain of command)

- In operations involving the tensioning of both chains in open top containers, the operator will perform this operation on the ground, and if necessary, use a rope to pass the chain to the other side of the truck. He will use a ladder with a safety rail to tension the chains. It is forbidden to climb onto the slab packs.

## **Loading/ unloading of trucks:**

- The racks will be secured to the truck and safety bars will be used.
- To climb into/out of the truck use the approved

stepladders, which must be in good condition.

- When loading trucks and containers, until the package is placed on the rack, operators will stand on the other side of the rack (opposite side to the one being loaded).
- If possible, do not handle the slabs inside the truck, and in all cases, safety bars must be available. Always balance the loads when loading/unloading to prevent the truck from tilting and the slabs from overturning.
- In loading, use planks to separate the slabs, to perform the unloading in complete safety.
- All truck loads must be tensioned with 2 chains, even for journeys with short distances. In addition, the rack must be secured or fastened with slings to the vehicle frame. Non-slip material will be placed between the rack and the frame.

## **Loading/unloading of containers:**

- The racks will be secured to the truck and safety bars will be used.
- To climb into/out of the truck use the approved stepladders, which must be in good condition.
- When loading trucks and containers, until the package is placed on the rack, operators will stand on the other side of the rack (opposite side to the one being loaded).
- If possible, do not handle the slabs inside the truck, and in all cases, safety bars must be available. Always balance the loads when loading/unloading to prevent the truck from tilting and the slabs from overturning.
- In loading, use planks to separate the slabs, to perform the unloading in complete safety.
- All truck loads must be tensioned with 2 chains, even for journeys with short distances. In addition, the rack must be secured or fastened with slings to the vehicle frame. Non-slip material will be placed between the rack and the frame.

## Maintenance:

- The maintenance programme will include the racks and hoisting equipment (bridge crane, truck crane, pulleys, suction cups, etc.) with their additional elements (slings, clamps – for slabs of paper, crocodile forks, hooks, beams, etc.) and, work areas (corridors, signs, etc.), etc. The programme will consider the following aspects, among others:
- Daily visual inspections by users.
- Monthly documented inspections by the maintenance managers.
- Inspections of all the hoisting equipment and their additional elements by specialised external firms. The frequency will depend on what is set out in the legislation and the supplier's manual and on the frequency of use and experience in maintenance.
- State of welding on racks.
- Painting of pedestrian and forklift passage areas.
- Painting of storage areas.



# 12 Loading and unloading of trucks

## General considerations

1. Depending on the series to which they belong, or the type of material from which they are made, Silestone, Dekton or natural stone slabs will be more or less fragile. In such cases, three pieces will be mounted for the racks and/or the vertical support parts of the rack will be lined with wood or polystyrene.

Non-slip strips will be inserted between the truck surface and the rack.

2. **VERY IMPORTANT:** When distributing the load on each rack, it must be considered that the front shafts must always bear less weight than the ones at the back. Thus, for example, if the load weighs 24,000 kg, 10,000 kg will be placed on the front rack and 14,000 kg on the rear one (approximate weights).

3. If the slabs are not correctly secured with the tensioners or the racks are not assembled properly, the load could shift during the journey and cause the truck to overturn.

4. If other products must be loaded between the rack (marketing, flooring material, etc.), this will be done after loading the slabs, through the side doors of the trailer.

### Based on these assumptions, the guideline is as follows:

5. The loads will be organised and the pallets prepared well in advance, to avoid bridge crane traffic in the work area during the loading process and speed up the operations.

6. The driver will reverse the truck into the loading area with the doors closed so that it is properly centred, leaving pedestrian passageways to the right and left and permitting the correct operation of the work equipment (forklifts or bridge cranes).

7. The truck must remain completely horizontal in the loading area and the doors to be opened will be secured and chocks will be placed on the back wheels of the trailer before starting to load it, to guarantee it remains completely motionless.

8. The trailer will be prepared for loading. In this respect, there are four types of trailers: with low beds (open top), with high beds (closed, rigid or with canvas sheets), platforms and containers. Each one has a different loading procedure.

### 12.a. Low beds (open)

These trailers have a length of about 5.2m (two axles) or 12.6m (three or four axles). The deck may be made from aluminium. In this case, use racks with a wooden base (to prevent the load from sliding during transport) and load them with the bridge crane.

Their construction may be specially requested.

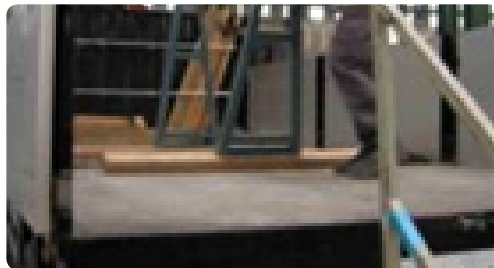
Once the truck is in place and immobilised, the rear doors will be opened and the stepladder/platform will be put in place so that the trailer can easily be accessed.





## Positioning the racks:

In the case of small beds (containing just one rack), it must be centred as much as possible inside the trailer and as close as possible to the rear axle. The ends will be about 1.5m from each other and when possible, three pieces will be inserted to prevent the slabs (natural stone, Dekton or Silestone) from breaking or being damaged if the load shifts during transport. The racks may have wooden planks (fixed to them with adhesive tape, for instance) on the metal parts to prevent the slabs from coming into direct contact with them.



In the case of larger beds (12.6m), the first rack will be placed on the first differential, above the fifth wheel, and approximately 1.7m from the internal wall of the trailer. The second rack will be placed on the three rear axles. They will both be placed in the central part of the trailer and aligned with each other. To that end, the operator can use a tape measure and/or the trailer frame.

**IN ALL CASES, EACH PART OF THE RACK WILL HAVE WOODEN CHOCKS FOR SUPPORTING THE SLABS ON ITS BASE.**

Two chains with tensioners or slings will be placed at each end of the rack to secure the load, as shown in the photo.



The truck will be loaded with the bridge crane, always starting with the rack nearest the cabin and ending with the rack at the rear (to facilitate access to the trailer at all times).

Before placing the first package on each rack, it will be necessary to check that the rack components are properly aligned. To do this, the package will be placed parallel to the rack and deposited on it –still in the sling–, checking that its entire contact surface is correctly supported (base and sides). Otherwise the load will be gently lifted again and the parts of the rack that were not correctly positioned will be repositioned.

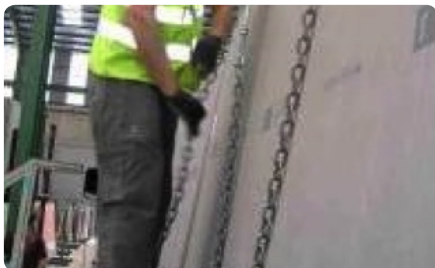


**IMPORTANT! It is essential to control the load at all times, and not stand in a place where the load might fall, and prevent others from doing so. Always remain at a safe distance.**

After depositing each slab package, wooden dividers will be inserted with a dual purpose, to facilitate the removal of the slings (\*) and to facilitate their unloading afterwards.

(\*) The slings will be removed through the sides, and the operator must NEVER stand in front of the package. If it is not possible to remove them completely due to their being caught between slabs, the operator will stand to one side of the rack (outside the area where the slabs could fall) and gently lift the crane to release the slings..

After loading the racks, the load will be secured using chains or ratchet straps. The chains will be passed over the slabs on the rack crosswise, preventing them from becoming knotted or twisted. The tensioners will be hooked by hand as tightly as possible, placing wooden stakes below each hook to tighten them without damaging the slabs. When tightening, a rigid metal rod will be used to tighten them more strongly.



**IMPORTANT!** Check the tensioners before use: they must not be rusted, the threads will be well defined, the hooks will be the appropriate ones and they will not have any deformations that could impair their efficacy. Before using a new tensioner for the first time, grease it. Otherwise it will almost certainly slacken, however strongly it was tightened.

**BEFORE TIGHTENING THE LOAD ON THE RACK**

bear in mind that the chain must not touch the top of any slab (if chains are used). If this occurs, accommodate the first slab (on which it is resting): this slab will ALWAYS be higher than the others and if it not lowered slightly, this could give rise to poor tensioning of the chains and the load could shift during transport, causing serious problems. Normally this task is carried out by the driver and must be done using a lever.



We know that the first slabs will not be a problem when, after being tensioned, the chain is above them, without touching them.  
**Final result:**



**12.b. High beds (closed - rigid or with canvas)**

These trailers have a length of about 13.6m (three or four axles). They are characterised by their decks, formed by wooden planks made from Finnish phenolic veneer plywood. With these trailers, racks with wooden bases or racks made completely of metal can be used and they will be loaded with a bridge crane.

In these trucks, it is not necessary to secure the rack to the trailer decks but it is advisable to insert non-slip material in exposed areas of the frame that are in contact with the racks, such as cardboard or foam rubber strips, as shown in the photo on the right.



To load these trailers, the procedure is the one described above:

Once the truck is in place and immobilised, the rear doors will be opened (securing them to the truck frame to prevent them from closing) and the stepladder will be put in place so that the trailer can easily be accessed. After positioning the racks as indicated for the low bed trucks of a larger size (in other words, the first rack on the first differential and the next on the rear axles), they will be loaded, with the only exception being that the slab packs must be inserted through the rear part of the trailer (otherwise, it would be dangerous, as the load would be very tall and the consequences in the event of an accident would be much worse).

The operator must ensure that the driver has removed the top crosspiece of the trailing structure and moved the entire canvas forward before starting to load.



The beam must be secured to prevent accidents (make sure the canvas sheet at the top has already been moved).



The racks are seen, centred on the axles. Placing the load in the trailer.

When the racks are loaded, the load will be secured using the chains. The chains will be passed over the slabs on the rack, taking into account the same safety criteria commented on earlier (crosswise, preventing them from becoming knotted and twisted and tensioning the chains by hand as tightly as possible with the wooden stakes– and then tightened using a rigid metal rod (to tighten them even more strongly).

## 12.c. Platforms

These trailers have a length that varies from approximately 2.9m to 12.6m. Their width is around 2.5m.

Normally, smaller platforms have front and back walls to facilitate their storage on ships. Those with longer lengths are completely open.

In the same way as with high beds, their decks are made from Finnish phenolic veneer plywood. They will be loaded using the bridge crane.



They are loaded as described above, and it is not necessary to fix the rack to the trailer deck, but it is advisable to insert non-slip material in exposed areas of the frame that come into contact with the racks. The same considerations as those indicated above also apply.

With respect to small platforms, the rack will be placed so that the load is centred on the rear axles. With larger platforms, the racks will be placed so that once loaded, the ends of the slabs are at the edge of the platform (see attached photos).



Placing of front rack  
(on the axle).



Centring of racks  
on the frame.



Final state of the front load  
(at the edge of the trailer)



Placing of rear rack  
(on the axles).



Repositioning part of the rack before  
finally depositing the load (to ensure  
its correct seating).



Rear load  
(also at the edge of the trailer)

## 12.d. Containers

In this case, the bed length is around 6m (larger ones exist, but they do not apply to our case), and it is on the truck frame.

As in the case of high beds and platforms, their decks are made from Finnish phenolic veneer plywood and so metal racks will be used, nailed to the deck.

They will be loaded with a counterbalanced forklift and three auxiliary loading operators.

The truck must be correctly positioned and immobilised. In this case, the truck will be placed so that the container is inside the loading warehouse, leaving sufficient operating space for the forklift (the truck cabin may be outside the warehouse). Once the above criteria have been met, the rear doors will be opened and the stepladder will be put in place so that the trailer can easily be accessed.



The stepladder will be properly placed to allow the operators to climb into and out of the truck without any problems.

Positioning of racks: the containers will contain only one rack, which must be placed as close as possible to the base of the container (1.85m from the base of the container and 1.18m from the wall). As in the above cases, the ends will be approximately 1.5m from each other, and when possible, three pieces will be put in place. The racks will be nailed to the deck and they will have a wooden plank at the base (to prevent contact with the metal structure in that area) and the sides will be clad with foam rubber clamps.

To put the trailer in the correct position, the operator can use a tape measure or the trailer structure itself.



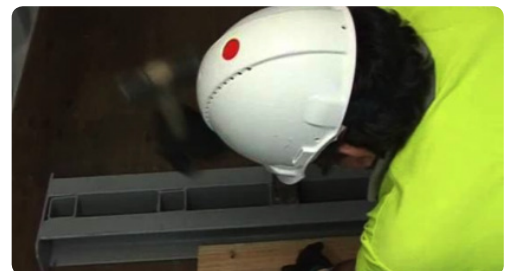
Preparación del interior del contenedor.



Distance from the top end of the rack to the side wall: approximately 1.10 m on each side.



Distance of the rack from the base of the container: 1.85m or (using the container design) 7.5 folds from the main beam of the base.



Cladding the vertical supports with foam rubber.



Forrando los apoyos verticales con espuma



Chains hooked by tensioners.



Final result: the chains or slings are hung to facilitate the securing of the load when the container is full.



Same chains fastened with hooks at the other end.

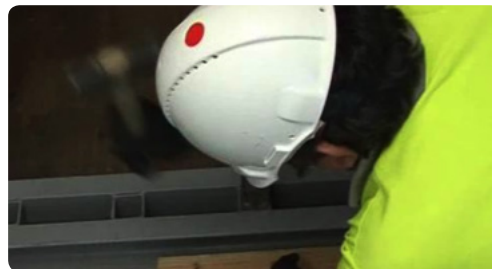
**IMPORTANT! The wooden planks placed on the external parts of the rack are nailed to the deck, to guarantee the rack is well secured.**



Two chains with tensioners or slings will be placed at each end of the rack to secure the load afterwards. They must hang from the U-shaped inner rings for grasping once the loading operation has been completed. For this purpose, the operator can use tensioners (on one side) and hooks (on the other side).

Distancia del caballete al fondo del contenedor: 1,85m o (usando el diseño del contenedor) 7,5 pliegues desde la viga maestra del fondo.

See the photo :



Clavando las piezas del caballete al suelo.

The truck will be loaded using a forklift fitted with an extensible fork for loads (photo 1) that has duly approved pressure clamps at the end (photo 2)



It is very important to mark off the work area, to prevent other workers from suffering accidents.



Mark off the forklift work area using chains.

To pick up the slabs with the clamps, separate them from the rest of the package on the loading rack, using the anti-tip bars on the racks. To do this, the auxiliary loading operator will separate the slabs using a reinforced metal spatula and help put the clamps in place when asked to by the forklift operator.

The number of slabs loaded simultaneously will always depend on:

- a) The capacity of the clamps (see the validation on the rating plate).
- b) The thickness of the slabs to be loaded.
- c) The free space available inside the container.



Reinforced metal spatula.

Observe the position of the anti-tip bars and the position of the auxiliary loading operator at one side the package.



To separate the slabs, insert the edge of the spatula at one side. Do not separate more than two slabs at once.



After inserting the spatula, apply pressure on it.

The slabs can be pushed gently forward until they rest on the anti-tip bars.

Loading the container: when the forklift operator has correctly placed the clamp on the slabs to be picked up (as close as possible to the centre of them), the auxiliary loading operator will position it correctly and, as it ascends and moves, the auxiliary loading operator will accompany the load at all times, to prevent uncontrolled movements and reduce the likelihood of knocks to a minimum.



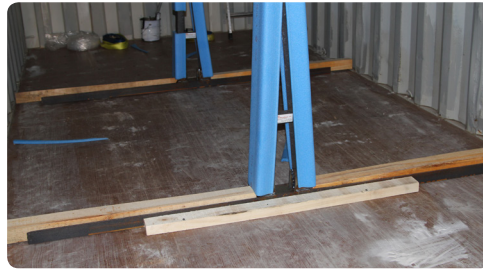
Putting the clamp in place



Accompanying the load as it ascends

**IMPORTANT!** Never stand beneath the load or the extensible arm, to avoid the possible falling of material or the breaking of the accessories. It is essential to control the load at all times.

There will be two loading assistants near the container (one inside and the other outside) to accommodate the load at all times, and prevent it from hitting the container walls or the other slabs (the slab could break them or it could also break, depending on the thickness and type of material). The rack will be completed on both sides simultaneously.



Securing the load: once the rack load has been completed, it will be secured using chains or textile slings (fastening elements). The fastening elements will be passed over the slabs on the rack crosswise, preventing them from becoming knotted or twisted. The tensioners will be hooked by hand as tightly as possible, placing wooden stakes below each hook (in the case of chains) to tighten them without damaging the slabs. When tightening, a rigid metal rod will be used to tighten them more strongly, or the ratchet tightening system will be used.

If, due to a lack of space, it is not possible to tension the fastening elements at one side of the load, the load will be fastened at the top.



Tensioning the fastening elements to remove knots or twists



Tightening with the ratchet system





Colocación del mártir de madera bajo el tensor. Se tensan las dos cadenas simultáneamente. Cuando no se pueda tensar más a mano se puede usar una varilla metálica rígida.



tensado cinchas



After completing and securing the load, if there is a large space between it and container wall, fill the space with a chock (a wooden one, for example) to prevent the load from becoming loose and falling off the rack, causing damage to people and/or property.

The chock will be custom-built, using nails and a hammer, wooden planks and other, smaller chocks.



Creating the chock inside the trailer.

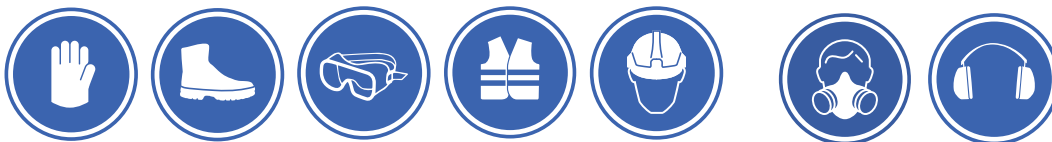


Putting the chock in place: it must be fixed to the trailer using nails between the load and each wall with a hammer (by an auxiliary loading operator).

# 13 Loading and unloading of natural stone slab pallets in containers

To define the necessary safety guidelines for ensuring that containers are loaded in conditions of safety, in order to eliminate or reduce the following risks:

- People falling on the same level.
- People falling to a different level (falling from the loading bay while using stepladders and when they are inside the container...)
- Being trapped by an overturned load inside the container.
- Treading on objects.
- Being knocked down.
- Flying particles.
- Cuts, pricks and amputations.
- Noise.



Obligatory personal protective equipment.

Helmets must be worn when lifting loads.

Safety masks must be worn in areas with a risk of explosion due to silica dust.

When performing the tasks set out in this procedure, the operators responsible for executing such work will comply with the following:

## Positioning the container:

- They will inform the truck driver of the site where the loading will be executed. A free, uncluttered space of at least 10 metres will be left behind the container to allow for forklift-rack holder manoeuvres.
- The driver will be asked to apply the parking brake, turn off the engine and leave the vehicle in first gear.
- The driver will be asked to stay inside the driver's cabin or in the rest area provided.

## Checking the container state:

Before the loading operation, the following checks will be made:

- The container must be properly secured to the truck platform by all the coupling elements.
- The truck doors must be open and secured to the sides of the truck.
- The state of the sides and roof of the container.
- In the event of detecting any significant damage to the container that could entail a risk for the operator or the load, the section head will be consulted as to whether to replace the faulty container with another in perfect conditions.

- When climbing into and out of the container, a stepladder must be used, except in the loading bay. It is forbidden to climb on the truck structure and jump from inside it.
- The truck bed dimensions are approximately 6m long by 2.5m wide and it is located on the truck frame.
- Since the deck is made from Finnish phenolic veneer plywood, wooden pallets will be used to prevent the load from moving during transport. In this case, it is not necessary to nail the pallets to the floor.

Natural stone container loading/unloading operations will be executed on premises with a loading bay. (Case 1)

If there is no loading bay, alternative measures will be available (case 2) such as:

- Make sure that the product is in an open-top container. And that the characteristics of the warehouse allow for direct loading with a bridge crane.

- Hiring of companies specialising in such operations, with adequate equipment and procedures.

- Use of counterbalanced 8 t lifting accessory

### **a. Case 1. There is a loading bay.**

Containers will be loaded with a counterbalanced forklift. A loading bay must be used to execute this operation.

**The procedure is as follows:**

**El procedimiento es el siguiente:**

- will be organised and the pallets prepared well in advance, to avoid bridge crane traffic in the work area during the loading process and speed up the operations.



- The driver will slowly reverse the truck in the loading bay with the doors open and secured, so that it is properly centred. This will ensure the correct and safe handling of the work equipment (forklift and bridge crane).
- The truck will be completely immobilised on the loading bay, and chocks will be applied to the rear wheels of the trailer before starting the operations.
- The load will be properly secured to ensure it does not move sideways or overturn during transport.

#### **Implementation:**

##### **Preparing the load (forming the pallet):**

Given that the material being handled is natural stone, the size of the slab package will vary, depending on the block to which it belongs. For this reason, there is no standard rack, and handmade wooden pallets must be used. To form the pallets, the following manual tools will be used: a flexometer (to take the respective measurements), two adjustable spanner wrenches (or clamps), a jig-saw or a small circular saw (to cut the wooden planks) and a pneumatic gun for nails with a length of 10cm.

1. Marks will be made on the base and at the edges of a wooden block with a length of 1.40m to facilitate the building of the pallet, starting to build at the base, formed by two reinforced structures mounted at a 90° angle with a height of 2.25m and width of 0.55m (prepared in the plant - see photo 2-). Two of these structures will be placed parallel to each other at the two ends of the marks on the base -on the wooden plank with the marks (photo 3)- and they will be nailed to the two wooden planks cut to size at the base (photo 4), measuring 1.30m long by 17cm wide. These planks will be placed on both sides of the base and their ends will be mitre-cut to facilitate subsequent movements.



Photo 1: marks on the base (2m from the rack).

2. Once the pallet has been made, it will be placed on a metal rack (to prevent overturning) and then the load will be positioned on it (the slab package). To prevent rubble from falling underneath it, the appropriate number of centred wooden planks measuring 2m in length by 100cm in width will be placed between the base of the pallet and the package of slabs (usually 2 or 3 units), occupying the width of the package they are supporting. They need not be nailed, as they will be secured by the weight of the package. **WARNING!**: the sides of the rack form a right angle (they are different from the ones used for the load that are described in the previous sections).



Foto 3: apoyo de las piezas sobre las marcas a 1,30m de distancia



Photo 2: 90° angle part (2.25x0.55m).



The pallet is placed on a metal rack before loading.



Photo 3: creating the base. The planks are mitre-cut.

3. When the package is resting on the pallet, the building of the pallet must be completed in order to avoid problems during transport. To do this, the two wooden planks with the square base (with an approximate length of 2,25cm and thickness of 10cm.) will be inserted at both sides of the base and joined at the top to the ones already on the pallet. Thinner planks will be used, cut to size. (See steps 1 to 5 in the photos).



Step 1: Placing the planks at both sides.



Step 4: 4 pieces of wood are cut to size to fasten the planks to each other.



Step 2: Securing the planks to the base (see detail in the following photo).



Step 5: Securing of the first and next planks on their inner and outer sides.



Detail showing how the plank is secured to the base.

Once the load has been properly fastened to the pallet, the clamps can be removed and the loading operation can commence.

### Loading the container:

Before loading the container, check that the truck is correctly positioned in the bay with its doors open and secured (to prevent accidental closing). The truck must also be completely immobilised in the loading area by applying chocks to the rear wheels of the trailer before starting the operations.

The loading operation requires the use of a counterbalanced forklift and a bridge crane .



Step 3: Approximation of the front and rear planks (to prevent free space in the load).

### The steps to follow are set out below:

1. Using the bridge crane, bring the load as close as possible to the container door. Remember that the slinging must be done at the ends of the pallet, that the approach to the container must be made perpendicular to the container and that the load must be left close to one of the sides of the container.



Slings the load and moving it towards the container.



The manoeuvre is executed at low speed.

Once the package has been left on the ground and the slings have been removed, the pallet will be pushed inside the container by the forklift. During this process, it should be considered that the forks of the forklift must be as close to each other as possible (to act as a lever) and that the first package must be placed as close as possible to the side and base of the container. THIS OPERATION MUST BE PERFORMED BY SLIGHTLY INCLINING THE LOAD FORWARDS, AT LOW SPEED, MAKING SURE THERE ARE NO PEOPLE NEAR THE LOAD OR INSIDE THE CONTAINER.



Detail of the position of the forks.

3. Repeat steps 1 and 2 with all the pallets until the load has been completed.

### Bear in mind that:

- The heaviest pallets must be placed inside first, considering that the load must be distributed as evenly as possible.
- Normally, seven pallets of material are loaded: four in front and three at the back. If there are six, three will go in front and three at the back. In all cases, the pallets must be properly aligned with each other and equidistant, so that the loads can easily be secured.
- Every time a row of the load is completed, it must be secured (to prevent overturning). This operation will be carried out by the auxiliary loading operators using wooden planks of approximately 235x7x3,5cm in order to prevent them from overturning sideways (which could damage the load or even cause the truck to tip over).



Detail of the position of the forks + anti-fall implement



Push it gently to one side.



The loads must be equidistant from each other.

The pallets must be joined together using planks cut to size.



The planks are cut to size: between the pallets and between the pallets and the walls of the container.



Firstly, long planks will be laid that touch the sides of the container, to join the highest number of pallets together.



Detail showing the fastening between the pallets.



The planks will be nailed to the pallets. Detail of how the safety plank is secured.



Primera fila de carga con tres bundles (finalizada):

(no se ha puesto listón bajo a la derecha porque la carga está muy pegada a la pared del contenedor y el riesgo de vuelco hacia la derecha es muy bajo).

The second row of the load must be inserted as far as possible into the container. Once all the pallets are inside, they will be secured in the same way to prevent them from tipping sideways.



Inserting the second row of the load: an auxiliary operator will stand at the bottom to indicate when the forklift driver must stop pushing the pallet.



Distance between the rows of the load.



Detail of the lateral anchoring in the second row of the load.

## Unloading the container:

Before unloading the container check that the truck is correctly positioned in the bay with its doors open and secured (to prevent accidental closing). The truck must also be completely immobilised in the loading area by applying chocks to the rear wheels of the trailer before starting the operations.

As in the case of the previous manoeuvre, the unloading operations require the use of a counterbalanced forklift and a bridge crane. In addition, a hammer or lever, a metal chain with a length of 3m and thickness of 5mm (or more) with two shackles at the ends (model M14 SWL0757), and one auxiliary loading operator.

### The steps to follow are set out below:

1. Using an electric saw, cut the planks that join the bundles to each other. And the parts that could graze the upper section of the container, damaging the wooden pallet structure.
2. Using a lever (or a hammer) the auxiliary loading operator will remove the safety planks from the outermost row.





3. Once the planks have been removed, the auxiliary operator will insert the chain through the outer base of the central pallet. Meanwhile, the forklift driver will adjust the forks to match the width of the pallet.

NB: The unloading operation is not always started with the central pallet, and sometimes they may be included inwards or outwards. In that case start with the pallet that is inclined inwards, making sure that when one is removed, the other does not become unstable.



During the loading/unloading process, it is advisable to use shoring props to help stabilise the load as a safety complement.



The auxiliary operator will insert the chain through the outermost base.



The forks will be adjusted to the pallet width.

4. After ensuring that the chain is properly centred and not twisted (it must be pulled by hand at both sides of the pallet), the forklift must approach SLOWLY with its forks raised to an intermediate height to anchor the shackles to the fork carriage.



The forks are inserted slowly at an intermediate height.



Fijación de la cadena al portahorquillas.



The auxiliary operator will pull the chain and centre it.



Detail of the fork carriage.

5. Once the chain has been anchored to the fork carriage on both sides, the forklift driver will reverse SLOWLY until the chain is tensioned equally on both sides and is properly secured.

6. After making all the checks the forklift driver will raise the forks a few centimetres and move backwards, dragging the pallet to the start of the loading bay. This will ensure that even if the fork is raised further, the forklift will not collide with the side of the trailer.

7. When there is no risk of a collision between the forklift and the trailer, the operator will raise the fork between 1m and 1.5m until the base of the pallet hooked to the chain is raised a few centimetres. This ensures that the pallet does not collide with the loading bay when moved outwards, thus preventing damage such as the load overturning, the bay breaking or damage to the forklift.

This operation must be carried out at very low speed, making sure that no operators are near the radius of action of the load, inside the container or in the forklift operating area.



The load is dragged to the start of the loading bay.



To protect the edge of the bay, the pallet base is raised a few centimetres.

8. The load will always be moved in a straight line to a firm, smooth surface. Once its stability is assured, the chain will be removed and the rest of the movements will be executed using a bridge crane. It should be considered that the slinging must be done from the ends of the pallet, as explained above.



The load will be taken to a safe place.

Then it will be moved with a bridge crane.



### 13.b. Case 2. There is no loading bay.

As a general rule, the loading/unloading of natural stone containers will not be carried in facilities with no loading bay.

An example of a procedure is set out below. However, all natural stone container loading/unloading operations will be validated by the occupational risk prevention and logistics departments.

Use of the special accessory designed for loading/unloading pallets.

#### Loading the first row of pallets:

Depending on the number of bundles to be loaded, the operation will be performed as follows:

#### In the event of loading 6 or 7 pallets:

- A block will be nailed to the base of the container that will serve as a guide while the pallet is being dragged with the forklift.
- The rack-holder forklift will place the first package on the floor of the container, diverting it slightly towards the left or right wall, and after this operation, it will leave the container. Once the forklift has been fitted with an extension of the lateral protections to prevent the planks from overturning, the rack will be inserted into the extension, sliding it over the floor until it is placed on the rear side of the container.

### In the event of loading 8 pallets:

The operation will be executed using the same methods as those set out above. The row will be formed by four packages. To guarantee the correct distribution and stability of the load, the following sequence will be used:

- Left package.
- Right package.
- Central-left package.
- Central-right package.

No-one must be inside the container during the loading and dragging of the racks, to eliminate the risk of being trapped if the racks overturn and/or in the event of accidental contact with them during the dragging operation with the forklift.

### Securing the second row of racks:

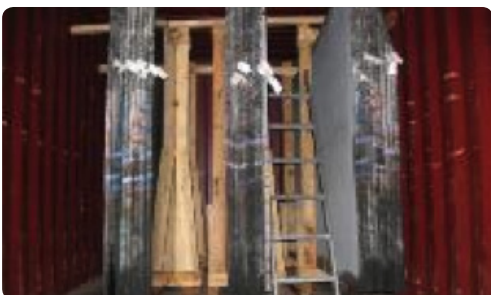
The operator may only enter the container after the forklift has left it, in order to anchor the load so that it forms a homogeneous and stable unit. Beforehand the operator will have prepared the necessary tools and materials in a nearby area without them interfering or impeding the manoeuvres of the forklifts. When using the nail gun, safety glasses must be worn (eye protection 1/F) as well as ear protection.

### Loading the second row of racks:

- To load the second row, only a rack-holder forklift will be used, and the loading sequence will always start on the left side and then the right side, followed by the inner left part and lastly the inner right part.
- After the loading operation, before leaving the container, the correct placing and aligning of the racks will be checked.

### Sujeción segunda fila de caballetes

- The procedure is the same as the one set out above for the first row.



- If the free space next to the edge of the container is very small, the operator will stand on the forklift claw to secure the pallets, adjusting the forks as much as possible.
- Do not stand on the claw while the forklift is moving. Climb on and off as often as is necessary.

### Approving the load:

- Once the load is secured, the staff in charge of securing it will check its stability and make sure that all the racks form a perfectly assembled unit.
- After removing all surplus material and tools used, and once the loading staff have left the container, the load will be approved.

### Closing the container:

- The container will be closed. The closing of the open-top container tarpaulin will be done on the loading bay from the lateral platforms. It is strictly forbidden to climb onto the intermediate rail or bar of the lateral walkways in the bay.

## Other safety provisions

### Using stepladders:

- It is strictly forbidden to use improvised stepladders (made of wooden blocks), and they must be certified.
- Before using a stepladder, its status will be checked to detect potential faults such as cracks and dents on steps and side pieces, fault assembly of side pieces, etc.
- In the event of observing any of the above faults, they must be reported to the prevention officer or the section head.
- The sides of the stepladder must protrude at least 1 m from the top support.
- The base will be fitted with anti-slip pads that are in good condition and they will rest on stable, resistant, horizontal surfaces.
- The ladder inclination will be between 70° and 75°, corresponding to one quarter or one third of its length.
- The work area will be kept clean and free from obstacles, with no stockpiled materials on the ground, and in particular there must be no sharp tips that could cause injury to feet. After completing the loading operation, all electrical and compressed air hoses must be collected.
- During the stowing and dragging operations (i.e. when the packages are being moved), no operators must remain inside the containers.
- All employees must wear the reflective work clothes provided by the company, so that they are perfectly visible to other vehicles.
- Use of category S1P safety footwear.
- Use of safety gloves to protect from mechanical risks
- In truck reversing operations for loading and/or unloading materials, those operations will be guided by a person who is always standing in front of the cabin. Check as often as necessary that no-one is standing behind the truck and that the operation is being carried out correctly. When loading and/or unloading the truck the engine must always be turned off and the truck must be immobilised (with the brake on). No operations will be carried out by the truck during the loading and/or unloading tasks and all operators intervening in such tasks will be warned. Use of high visibility, reflective clothing.
- When storing pallets, binary/rack systems must be used to secure the load with safety bars to prevent overturning.



### 13.c. Loading/unloading with bridge crane + C-Crane Lifter Loader implement.

This section establishes the safety guidelines for loading/unloading natural stone pallet containers correctly, emphasising the main checks to be performed to guarantee the safety of the load and above all, the safety of workers

### Previous requirements

#### Permission and authorisations

- Before carrying out the task, the foreman will check the container to detect potential problems that need to be corrected before starting the loading/unloading operations.
- The shipment manager will indicate the material to be used in the process and then the slabs will be moved to the shipment area.
- The bridge crane operator must have received theoretical and practical training in accordance with the present instruction.

## Preliminary risk assessment

- The operator will use all the appropriate PPE for the activity: safety footwear, protective glasses, gloves and helmet. During certain parts of the activity, the operator will also use ear plugs and safety glasses.
- Before starting to work with the bridge crane, the operator will check that the hoisting appliances ("C-crane lift loader crane supports) are in good condition, using the respective check-list.
- Special attention and care should be paid to controlling the bridge, as it is essential for operation, and must not be left vibrating and out of control.
- Check that the truck access steps are in good condition.
- A survey will subsequently be carried out in the workplace to prevent major industrial risks such as electrocution or entrapment. A clean, well-organised work environment also guarantees safety for everyone.

## During loading/unloading operations:

- Before the loading/unloading operation, the following checks will be made:
- The container must be properly secured to all the truck coupler joints.
- Before starting to load, perform the following checks:
- The container must be properly secured to all the truck platform coupler joints.
- State and cleanliness of the container of the sides, roof and floor.
- The door closing system is appropriate and has fixing systems to keep them open during the process. The door closing system is appropriate and has fixing systems to keep them open in complete safety.
- In the event of detecting any situation that could entail a risk to people or to the load, this must be reported immediately to the supervisor, who will decide whether to return the container.

## PPE to be used during the entire process



Gloves to protect from mechanical risks



Safety footwear



Helmet

## PPE required during certain parts of the process



Eye protection



Glasses to protect from flying particles



Respiratory protection mask

## Loading of material

Depending on the number of pallets to be loaded, the operation will be performed as follows:

To load 7 pallets

- Using the "C-Crane Lifter Loader", the pallet will be grasped by the slings and centred, to prevent slipping.
- The load will be lifted by the bridge crane and deposited on the floor of the container, away from the container walls. The correct distribution and stability of the load must be ensured.
- The heaviest weight of the load will be at the front of the container, for instance, the first row (if there are 7 pallets) will be formed by 4 pallets at the front and 3 at the rear, and to ensure the correct distribution and stability of the load, the next sequence will be followed, or vice versa.

1°- Left pallet  
2°- Left-centre pallet  
3°- Right pallet  
4°- Right-centre pallet

1st row



1°- Right pallet  
2°- Right-centre pallet  
3°- Left pallet  
4°- Left -centre pallet



The second row of pallets must be placed in accordance with the following sequence or in the opposite sequence.

2nd row



## To load 8 pallets

- The operation will be executed using the same methods as those set out above. The first row will be formed by 4 pallets. To guarantee the correct distribution and stability of the load, the following sequence will be used:

- 1- Left pallet
- 2- Right pallet
- 3- Right-centre pallet
- 4- Right pallet

Or vice versa

- The second row will be placed in the opposite order.
- The pallets will be fixed to each other with wooden planks using a pneumatic nail gun.
- It is forbidden for people to remain inside the container during the loading/unloading processes without ensuring the stability of the load using hoisting and/or support means (shoring props) to prevent the risk of being trapped in the event of the pallets overturning.

## 1- loading the container



### Process phases

- 1- Assembly of the wooden structure (pallets) in the area where the slabs are packaged.

The shipment operator will start to assemble the wooden structure in accordance with the foreman's instructions. During this assembling activity the operator must use devices such as drills and nail guns.

### 2 - Closing the pallets.

This phase begins once the wooden structure has been completed, with the pallets correctly positioned on the metal rack. The wooden pallets are closed using a drill and a nail gun.



### 3 - Positioning the racks for loading.

After completing the pallet, the bridge crane operator will position the pallet for loading on the support bases fixed to the floor next to the bays. This phase of the process will be carried out by an operator trained in the use of the bridge crane, and the safety bars must always be put in place.





#### 4 - Operating the "C-Crane Lifter Loader" loading device

##### "C-Crane Lifter Loader"

This part of the operation is considered one of the areas with the greatest risk in the plant, and so it must be executed with the greatest care. The operator executing the operation must also be trained to use the bridge crane. With the "C-Crane Lifter Loader" device, the operator will move the closed slab pallets inside the container and the "C-Crane Lifter Loader" will only be removed once the load has been secured with wooden planks.



#### Other possible loading/unloading methods.

The present section 2 (Loading and unloading natural stone containers with no loading bay) also includes other valid methods for lifting loads, provided they guarantee the operation is carried out in completely safe conditions for the staff.

Forklift with an extensible arm and an accessory for moving natural stone bundles



# 14 Pallet shelves

## Permission and/or authorisation

- All users of the storage facility and equipment (shelving units) must have received special theoretical and practical training.
- The Plant Heads/Managers will establish, disseminate and maintain a list of persons qualified and authorised to remain in the shelving unit storage facilities.
- The line of command will issue the cascading safety instructions.
- The replacement and installation of elements on the shelving units will be done by authorised staff from the company supplying the storage equipment.
- The Production Head and/or Supervisor of the section will ensure the safety of the storage equipment (shelving units) in their areas.



## General provisions

- The shelving units will have rating plates with real information on the facility in a visible place.



- Any change, modification or extension made to the facility will first be studied and authorised by the storage system supplier (e.g., the supplier must be informed in the event of using Silestone pieces as crossbeams).
- In places where work is being executed that entails a risk of falling objects,
- Before carrying out any operation, the operator will evaluate the work conditions and consult their supervisors immediately if they have any doubts.
- Always respect the maximum permitted loads and those established by the shelving unit supplier (See rating plate) and the load unit (pallet or container + goods).
- Always respect the load diagram of the maintenance equipment (forklift). Pay attention to the permitted height depending on the weight and the distance from the centre of gravity of the forklift.
- perform a visual inspection on the state of the shelving unit, load unit and maintenance equipment. (Rule out any pallet in poor condition or unstable or non-compact load units, etc.)
- Clear the area and make sure there are no people in the vicinity.
- The external lateral racks will be extended at least 500mm above the last loading height and the internal ones will be extended 100mm.
- Make sure that no unauthorised staff enter the storage areas.

- The shelving units must have all the structural elements included in their design.
- The concrete of the slab or framework on which the shelving unit will be installed must be at least type C20/25 (in accordance with EN1992) with a resistance of at least 20N/mm<sup>2</sup>.
- The floor will have no areas that are sunken. They must be flat and have the appropriate resistance.
- Check that all the corner braces located in passageways or at aisle intersections where vehicles could change direction have protective elements to prevent them from becoming deformed when hit.
- The loads will be shrink-wrapped to prevent loose parts from falling.
- When the safety profile is insufficient to prevent the goods from falling or a single shelving unit is adjacent to a work area or a passageway, safety nets will be installed.
- When driving the forklift, the whole of the operator's body must remain inside the vehicle. Never drive with your legs or arms outside the vehicle.
- In operations that involve moving loads on shelving units, never stand below a suspended load or within the danger zone (area where the load could fall/overturn). The forklift operator or driver is responsible for enforcing this regulation. In addition, the operator must have perfect and permanent visibility while the loads are being loaded on/unloaded from the shelving units.
- It is forbidden to place any element on the forklift roof that could block the operator's view during the loading and unloading operations
- After completing the manoeuvre, the forklift will be placed in the appropriate marked area and the forks will always rest on the ground.
- The heaviest loads must be stacked on the bottom shelves and the lightest ones on the top shelves.
- It is forbidden to climb onto the shelving unit structure.
- The entire base of the structures must rest on the ground and they will be braced together to ensure the verticality and stability of the unit.
- The loads will be evenly distributed along the shelf to avoid overloading the structure on one side.
- The shelves will only be used to store the load unit type (goods) indicated on the rating plate.

## Most common pallet dimensions:

US Export Pallets: 1,217 x 1,017mm (SWL\* 1,000kg)  
 Euro Export Pallets: 1,200 x 800mm (SWL 1,200kg)  
 Aus Export Pallets: 1,100 x 1.100mm (SWL 1,000kg)  
 UK Export Pallets: 1,200 x 1.000mm (SWL 1,000kg)  
 Asian Export Pallets: same as Aus..

- Each shelving unit will be specially designed by the supplier for the type of material to be stored and have the necessary elements for that purpose (type and number of crosspieces, fastening supports/chocks in the case of materials that could move, etc.)
- The pedestrian, work and vehicle aisles must be kept clean and clear of obstacles.

## Safety in loading/unloading operations



- It is mandatory to wear a helmet in all load lifting operations.
- The load will be lowered and raised with the forks in a horizontal and centred position.
- The load unit must not be centred in the opening by dragging it, but with the load suspended.
- Ensure that the forks (and hoisting elements in general) do not become hooked to the package of material/pallet before removing them.
- The pallet must always be centred between the support beams.
- Respect the positioning clearances and tolerances.

## Maintenance

- The maintenance programme must include the facility where the storage equipment is kept (shelving units) and their accessory elements (forklifts, pallets, etc.), work areas (floor, aisles, signs, lighting, etc.).

### **This programme must include the following aspects among others**

- Daily visual inspections by users.
  - Monthly documented inspections by the warehouse managers.
  - Inspections of all the storage equipment by specialised external firms. The frequency will depend on what is set out in the legislation and the supplier's manual and on the frequency of use and experience in maintenance.
- 
- The Plant Heads/Managers will ensure that at least one annual inspection is performed by qualified external staff. A report will be written and delivered with the observations and proposals for actions to be taken (e.g. Mecalux).

# 15 Self-propelled forklifts

## Permission and/or authorisation

- Drivers will have a driving permit, special training (at least 4 hours) and be over 18.
- The Production Heads/Managers will establish, distribute and keep a list of qualified staff.

## General provisions

- Las estanterías deben tener placas de características con la información de la instalación real en lugares claramente visibles.

### The maximum permitted speed will be:

- 5 km/h in indoor areas (equivalent to the normal walking speed).
- 10 km/h in outdoor areas (equivalent to the normal walking speed).
- 2. Before starting to use the forklift, drivers will check the correct operation of the forklift safety elements: lights, brakes, controls, acoustic signals, levels, state of wear, wheels, safety belt and general condition of the forklift (dents on the structure and gantry). In the event of an irregularity, drivers will not use the forklift.
- 3. Drivers are responsible for remaining at a safe distance from ground workers. If this distance is not guaranteed, or if a driver sees a worker approaching, he must stop the forklift immediately, and only resume the activity if the safety distance is respected.
- 4. Drivers will check that there is sufficient natural or artificial ventilation in confined areas. In the event of doubt, they should consult their supervisor.
- 5. Drivers must use the safety belt and never use their mobile phones.
- 6. In addition to the PPE stipulated in each area, drivers will wear high visibility clothing, safety footwear and gloves.
- 7. Preference will always be given to ground staff.
- 8. Forklift driving passageways will have a width equivalent to that the forklift + the width of the load + a distance of 0.5m from pedestrian walkways.

### During loading and unloading, drivers must:

- Check that the load is properly prepared (in particular, the state of the pallet, loose slabs) and that it will not collide with roofs, conduits, etc. The forklift will not carry any weight heavier than the weight permitted and the driver is responsible for knowing the limitations, in all cases respecting the load diagram stipulated by the manufacturer (this diagram is attached to the forklift). The counterbalancing weight must not be increased under any circumstances by adding extra loads to it and it is forbidden to transport people in the vehicle. Do not use the forklift to tow loads.
- Place the load as close to the mast as possible. Slightly raise and tilt the mast backwards.
- Use light and acoustic signals, thus indicating that the forklift is operating in the work area.
- Do not allow anyone to stand near the forklift, and do not let anyone pass under the elevated load.
- Fasten all loads that are not normally prepared and meant to be transported by forklift (e.g. pallets)
- Do not leave the loads in areas that obstruct the movement of persons or vehicles (emergency exits, electrical room doors, fire hydrant, etc.).

### While driving

- Keep all body parts inside the forklift cabin.
- It is totally forbidden to transport people in the forklift.
- Do not use the forklift (like a pallet) to lift people.
- Only manoeuvre the forklift from the driver's seat.
- Always operate the forklift with the fork clamp about 15 cm above the ground, with the mast tilted back completely. The majority of accidents where the vehicle overturns occur with the fork clamps elevated.
- Always look in the direction you are travelling in.
- If a load reduces your visibility, drive in reverse.
- Floors must be firm, smooth and with an anti-skid surface (dump trucks are forbidden).
- In bends with poor visibility, slow down, warning with

the horn and brake and accelerate moderately.

- Never attempt to turn around on a slope, there is an imminent risk that the vehicle will overturn. Always drive in a straight line, with the load in front of the driver (forward speed to go up and reverse to go down).
- When driving behind a vehicle, maintain a minimum distance of three times the length of the forklift.

### **Entering and exiting warehouses:**

- When entering and exiting the warehouse, the driver must clearly mark the route before reaching the border area.
- The driver must pass through the central area and be positioned perpendicular to the entrance/exit, and turning, if necessary, prior to exiting/entering.
- If there is a visibility problem due to a change in light, the driver must stop the forklift and wait until he/she regains full vision.

### **During stops the driver must:**

- Park the forklift so that it is not a dangerous obstacle when stopping, even for a very short period of time. When finished the work, park the forklift in the space provided for it.
- The fork clamp must be lowered, resting on the ground.
- Turn off the engine and remove key. Never leave the forklift running without a driver.
- Leave the gears in neutral and the handbrake on.

### **During refuelling the Driver must:**

- In combustion engines, do not smoke, do not use naked flame, turn off the engine. During refuelling, always maintain contact between the filling valve and the tank, in order to prevent sparks from static electricity discharge. Clean up any spilled fuel on the engine; do not turn the engine on until it is completely dry.
- In electric engines, do not smoke, do not use naked flame. Do not place metal tools or parts on batteries, or near them. Always maintain the top part of the elements of the batteries dry and the terminals clean, properly screwed on and slightly smeared with Vaseline. Close the filler cap batteries before starting the forklift. Loading areas will be well ventilated to dilute the H<sub>2</sub> gas emitted from the battery.
- To handle the battery wear gloves and splash goggles that protect from corrosives, sulphuric acid electrolyte.

### **In the case of overturning:**

- The driver will grip the wheel firmly with both hands
- Place his feet firmly on the frame
- Turn his body in the opposite direction to the overturning direction
- Not attempt to jump out of the vehicle.

## **Special operations**

### **Loading containers:**

- Cordoning chains will be put up to prevent accidents to workers.
- The driver should only move the forklift forward once receiving orders from the person who attaches the Alligator clip.
- The mast should be high enough so as not to hit against the top of the container.
- The driver should not manoeuvre the forklift until the load has been unhooked by his fellow workers inside the container.

### **Finished product load**

- The material will be well packaged and strapped to prevent it from falling or overturning.
- Staff cannot climb up on the fork clamps to unload the product onto the truck. This operation shall be carried out from the interior of the truck with the help of another colleague.



# 17 Work equipment.

## General considerations regarding work equipment.

This section provides specific information on some work equipment commonly used in the warehouses and distribution centres of COSENTINO S.A.

### As a general rule, all work equipment will have:

- The CE marking and declaration of conformity or the respective local certification, depending on the country in which it is used.
- An instruction manual. It will be available to and known by all persons using the respective equipment. It will be written in at least one of the country's official languages.
- The equipment maintenance instructions will be strictly obeyed.
- Maintenance register.



### 17. a Bridge crane

- The bridge crane operator will have theoretical and practical training in accordance with specific local legislation.
- It is used to transport slabs in the warehouse and during truck loading and unloading processes.
- Do not exceed the permitted bridge crane load capacity. Bridge cranes with 5t or 8t capacities will normally be used.
- Before use, check the state of the hoisting equipment, identifying any damage or incorrect operation that could pose a risk to the safety of people and property.

- The bridge crane must bear the CE marking and have an instruction manual and a certificate of conformity in the local language.
- Regular inspections will be performed by an authorised entity.
- Every day, a check will be performed of the state of the hoisting equipment using a standard check-list to detect potential faults or failures affecting safety.

### 17. b Slings



Always use canvas slings to prevent damage to the material. Never load slab packages larger than those mentioned above.

- Before each use, the sling must be inspected to detect faults and its correct identification and specification will be ensured.
- Unidentified or faulty slings must never be used, it must be taken to a competent person for inspection.
- During the period of use, checks must be made for faults or damage, including hidden damage due to soiling. These checks must include all hoisting and other accessories used with the sling.
- In the event of doubt regarding aptness for use or if any of the mandatory marks is missing or illegible, the sling will be withdrawn from service for inspection by a competent person.



### **Some faults that may affect the suitability of slings for safe and continuous use are listed below:**

- Worn surface: All substantial, localised wear will be critically observed. Local abrasion other than general wear may be caused by sharp edges while the sling is under tension, and may lead to a serious loss of resistance.
- Cuts: Lengthwise and crosswise cuts, nicks or damage due to wear at the ends, cuts in the stitching or the slots.
- Chemical attack. Chemical attack causes local weakening and softening of the material.
- This is indicated by a separation in the form of surface flakes that can be torn off or eliminated by rubbing.
- Damage due to heating or friction. This is indicated by fibres with a shiny appearance and in extreme cases, the merging of fibres.
- Damaged or deformed accessories.

### **Correct use of flat textile slings**

- The sling edges will be protected from friction and abrasion by the load and by the lifting appliance. When providing reinforcements and protection from damage for the edges and/or abrasion as part of the sling, they must be correctly placed. It may be necessary to reinforce it with extra protection.
- The load will be secured by the sling(s) so that it cannot overturn or fall from the sling during the hoisting operation. The sling(s) must be placed so that the elevation point is directly above the centre of gravity and the load is balanced and stable. The sling may move above the elevation point if the centre of gravity of the load is not below the elevation point.
- Take care to guarantee personal safety during the lifting operation. People in the danger zone must be warned that the operation is to take place, and if necessary, the zone must be evacuated immediately. (Hands and other body parts must be kept outside the sling, to prevent injury). (ISO 12480-1 standard for planning and directing lifting operations, and implementing safe work systems).
- A test lift must be performed. The load must be lifted slightly, checking that it is safe and in the appropriate position. This is particularly important with the basket or

other loose strangulation elements, where the friction retains the load.

- If the load tends to tilt, it must be lowered and the accessories repositioned. The lift test will be repeated until the stability of the load is guaranteed.
- Care must be taken when hoisting to ensure the load is controlled, for instance, by preventing accidental rotation or collision with other objects.
- Never drag a load in a sling or the sling itself over the ground or a rough surface.
- The load must be lowered in a controlled manner, in the same way as when it was lifted. Make sure that the sling is not caught when the load is lowered. The load must not be supported by the sling, as this could cause damage, and the sling must not be dragged beneath the load when the load is deposited on it.

### **Storage:**

- When not in use, slings will be stored in well-ventilated, dry, clean conditions at room temperature on a shelf, away from heat sources, contact with chemicals, fumes, corrosive surfaces, sunlight or other sources of ultraviolet radiation.
- Before being placed in the warehouse, the slings must be inspected for damage. Damaged slings must never be returned to the warehouse.
- When a sling has come into contact with acids and/or alkalis, they must be washed with in water or neutralised using the appropriate methods before storage.
- Slings that are wetted during use or after cleaning must be hung and left to dry naturally.
- The slings must be inspected visually at least once a year by a competent person. Registers of these inspections will be kept. Damaged slings must be discarded from service, and never repaired by staff.

**Table 3. STEEL SLINGS**

<b>SLINGING OF SILESTONE SLABS</b> STEEL SLINGS (2 slings)					
	Slab thickness	Weight per slab (approximate)	Slabs per package	Weight of package (kilos)	
<b>SILESTONE I ,II and III</b> <b>Standard slab</b> <b>Dimensions:</b> <b>305x138cm</b>	1,2cm	105kg	18	1,89Ton	Used with a diameter of 14mm and each has a capacity of 1.8 Tn. About 10cm from the edges their total capacity is 3,05Tn
	2cm	210kg	14	2,94Ton	
	3cm	310kg	8	2,48Ton	
<b>SILESTONE III</b> <b>Jumbo Slab</b> <b>Dimensions:</b> <b>327x163cm</b>	1,2cm	160kg	18	2,88Ton	Used with a diameter of 16mm and each has a capacity of 2 Tn. About 10cm from the edges their total capacity is 4,05Tn
	2cm	270kg	14	3,78Ton	
	3cm	400kg	8	3,20Ton	

**POLYESTER (NYLON) SLINGS Bezabala 3Tn x5m**

<b>SLINGING OF SLABS</b> Parallel lifting in U basket					
	Slab thickness	Weight per slab (approximate)	Slabs per package	Weight of package (kilos)	
<b>SILESTONE I ,II and III</b> <b>Standard slab</b> <b>Dimensions:</b> <b>305x138cm</b>	1,2cm	105kg	14	1,47Tn	Used with a width of 90mm with each sling having a capacity of 3 Tn. About 10cm from the edges their total capacity is 6 Tn.
	2cm	210kg	14	2,94Tn	
	3cm	310kg	10	3.1Tn	
<b>SILESTONE III</b> <b>Jumbo Slab</b> <b>Dimensions:</b> <b>327x163cm</b>	1,2cm	160kg	14	2,24Tn	Used with a width of 90mm with each sling having a capacity of 3 Tn. About 10cm from the edges their total capacity is 6Tn.
	2cm	270kg	14	3,78Tn	
	3 cm		8	3,20Tn	
<b>Dekton</b>	0,8 cm	100 kg	6	0.6 Tn	Used with a width of 90 mm with each sling having a capacity of 3 Tn. About 10cm from their edges their total capacity is 6 Tn .
	1.2 cm	167 kg	6	1 Tn	
	2 cm	250 kg	10	2,5 Tn	
	3 cm	375 kg	6	2,25Tn	

## USE OF TEXTILE SLINGS:



### Use of the following PPE:

- Safety footwear
- Helmet
- Mechanical protection gloves
- High visibility clothing
- Mask
- Protective glasses
- 



### Main risks:

Being crushed by falling or overturning slabs

The crane operator is responsible for checking that no workers are present in the adjacent areas. He will stop the operation and warn any approaching staff to withdraw.



### Visual inspection and review of the rocker:

Correct hooking to double anchor hook. Can only be used with a double anchor hook.

Chains and shackles not twisted.

Updated maintenance inspection (check on the plate that it has passed the annual inspection).

Level of wear of connection elements (rings, shackles).



### Visual inspection of sling condition::

- Seams, cut threads.
- Top and bottom protections.
- Clamp.

With no protection and clamps, it cannot be used.

Check the state of the slabs; if any are broken or cracked, they must not be handled with slings, use the claw to remove them and put in a safe place.



Grab the package with the slings, pass one through one side. The top and bottom protectors will cover the entire perimeter of the edges of the package.



Fit the clamps correctly at both sides to adjust the load and ensure it is properly balanced.



Lift the package slowly to check that the slinging is correct. If you observe any failure or anomaly, lower the package and correct the problem.



Respect the safety distance when handling slabs, do not stand in the danger zone.



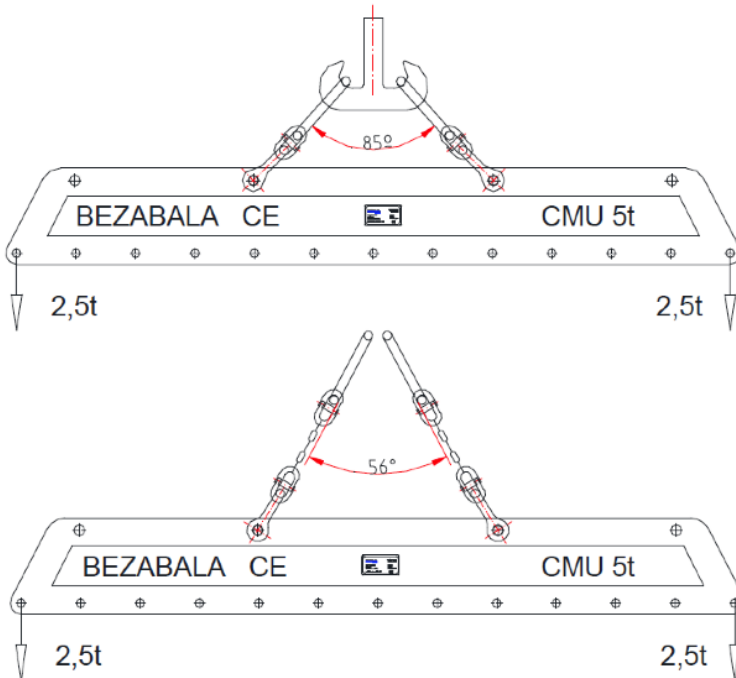
Put the safety bars in place before depositing the package.

The safety bars will always be in place when slinging/unslinging the package.

## 17.c Rocker

Always use the rocker to prevent unexpected shifting of the load.

### Configuraciones de trabajo



## General method of use

- Always operate with the rocker hanging from the hook of the crane or pulley gear.
- Make sure the mooring points (rocker ring and lower points for picking up the load, such as hooks, shackles, etc.) operate safely and that the dimensions and capacities of each element are appropriate for the load and the methods used.
- Use the useful length of the rocker that is most suitable for the load to be lifted.

### It is always best to work with vertical pull movements..

- Couple the crane hook or pulley to the top rings of the rocker.
- Raise the rocker (unloaded) to facilitate the mooring of the load with the lower cables.
- Moor the load with the lower cables.
- Check that the rocker is moored securely to the load and lift the load slightly above the ground.
- After checking that all the operations have been performed correctly and there is no risk to people or the load, or to the facilities, lift the load and move it to its destination.

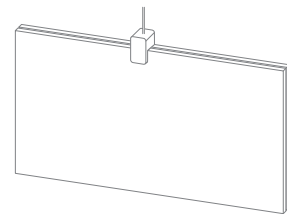
## Precautions

- Make sure this equipment is always used in accordance with the accident prevention guidelines.
- Store the rocker in a stable manner to prevent it from accidentally overturning.
- Make sure that the above processes are complied with in full and that all users of the rocker have read this manual carefully.
- Ensure that the rocker is only used by authorised staff.
- Perform a visual check before each use of the rocker.
- Never use the rocker above people, regardless of whether it is empty or under load.
- Do not use the rocker as a method for transporting people.

- Make sure that the rocker load capacity is not exceeded.
- Other precautions
  - Check that the crane and the pulley tackle are in good conditions of use. Never use the crane to make side pull movements.
  - Check that none of the nuts or screws are loose.
  - Check that there is no wear, deformation or any problem affecting safety when using the rocker. In the event of doubt, contact the manufacturer's technical inspection service.
  - Check that the rating plate of the rocker has not become detached.

## 17. d Pressure clamps

- Do not carry goods that weigh more than the maximum load established for the clamp: 1 slab as the general norm (scissor clamp) and a maximum of 2 slabs with the crocodile clamp (Iremar/Insemac).
- The clamps must have the CE mark approval.
- Follow the instructions set out in the manufacturer's manual.
- Perform all maintenance work correctly.
- Handle the slabs with the utmost care and take every precaution as they approach their final destination.



## Load capacity depending on the type of tool

Main types of clamp used.



Table 1. PS “red-crane” classification clamp

Slinging of Silestone slabs	Number of slabs per clamp
1,2 cm	1 slab
2 cm	
3 cm	

Table 2. INSEMAC/IREMAR crocodile clamp

Slinging of Silestone slabs	Number of slabs per clamp
1,2 cm	2 slabs
2 cm	
3 cm	

Tabla 3. ABACO, AARDWOLF, GALESKY, etc... other crocodile clamp

Slinging of Silestone slabs	Number of slabs per clamp
1,2 cm	1 slab
2 cm	
3 cm	

## Safety instructions

### a) For the crocodile clamp:

- Take all the European safety guidelines into consideration and the instructions for using hoisting elements.
- Permission to work with the "crocodile" clamp will only be given to trained, competent persons. They must be familiar with the manual and the safety instructions.
- Do not grip the clamp when it is being lifted or lowering heavy items - danger of entrapment.
- Do not use the clamp to overturn the slab in a horizontal position or lift it from that position, as the clamp could break.
- Always keep the rubber surface clean, free of oil and dry.
- Only lift parallel slabs, not conical ones.
- Never exceed the gripping thickness specified for this clamp (60mm).
- Do not exceed the maximum lifting weight.
- Only lift homogeneous slabs that are firm and not broken.
- The "crocodile" clamp must only be used for stone slabs, not for materials such as metal and glass, or fragile, dangerous materials.
- Keep the safety and informative labels clean and legible.

### b) General safety instructions for using hoisting tools

Important! To protect people against accidents, it is important to consider several general safety instructions.

- Read the manual carefully before using the tool.
- Make sure the manual is always available in the place where the tool is used.
- Permission to work with this type of tool will only be given to trained, competent persons.
- The tool must be used in a way that poses no danger to anyone.
- Use safety equipment such as helmets, gloves and safety footwear.
- Lift loads formed by two parts only if they are joined as a single unit.

- Never leave a load hanging without supervision.
- Lift the load only to the necessary height.
- Do not stand beneath the load or let other people do so.
- Move the load slowly so that it does not sway.
- People working with tools must control possible faults.
- Tool connections or parts must never become detached.
- The tool must be left in a place where it cannot fall, overturn or slip.
- Leave the tool in a place where it is protected from outdoor conditions or aggressive substances.
- Do not use the tool if it is damaged or does not function correctly.
- Tool inspections or repairs will only be made by qualified persons.



### Handling:

Lower the "crocodile" clamp over the load until the slab can be picked up with the entire rubber surface, with the clamp positioned at the top part of the material.

### Warning!

Grasp the slab at the centre of gravity!  
Then release the red latch and lift the slab.

### Warning!

¡Before lowering the slab, make sure the clamp is not pressing or resting on any part, as this could cause the clamp to open before the material is deposited - Risk of accident!

## Inspection and maintenance

Before using it for the first time and at least once a year, the clamp must be checked by a qualified person (visual and functional inspection)

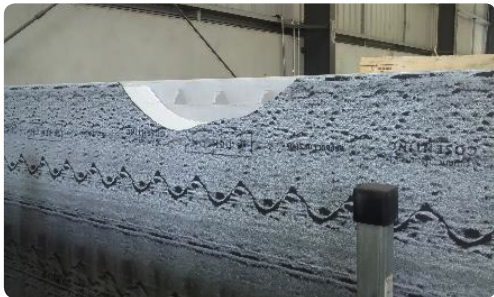
In the event of damage or special situations that could affect the clamp operation, an extraordinary inspection should be made.

If necessary, change the clamp parts, using only original spares.

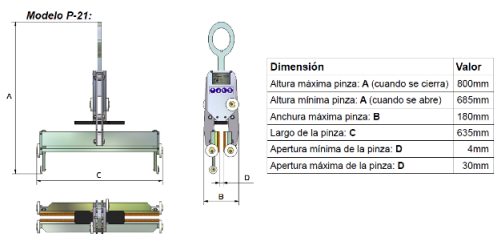
We recommend using the “crocodile” clamp for a period of 5 years and then replacing it in full. (Obviously, this will depend on the use and maintenance of the clamp).

## Clamp for lifting Dekton 8mm and 12mm slabs.

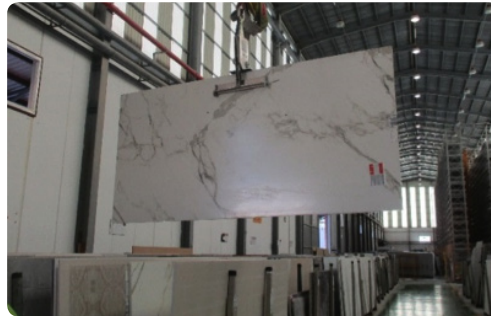
Due to their physical characteristics, the Dekton slabs may break when lifted with normal crocodile clamps, thus posing a serious safety risk.



In this respect, another type of clamp must be used for these slabs that provides a larger gripping surface:



Manufacturer: TECNOCAT 21, S.L. Model: P-21



## General safety instructions:

### Pay attention!

The following general instructions must be followed to the letter.

- Check the work area before using the machine:
  - Keep work areas clean and tidy.
  - Do not use the machine if the area is wet or damp.
  - Make sure the work area is well lit.
  - Moderate lighting requirements: 200 lux.
  - Do not use the machine near flammable liquids and/or gases.
  - Keep people not related to the work away from the machine, especially its dangerous areas.
- Wear the appropriate working clothes:
  - Do not wear loose apparel, jewels, ties or elements that could be caught by moving parts. Long hair must be tied back.
  - When handling glass, wear gloves to protect from mechanical risks, safety footwear and a helmet to protect from falling objects, and the appropriate clothing.
- Do not remain too long in the radius of action:
  - Avoid adopting postures or positions that cause fatigue and rest your feet firmly on the ground, maintaining a balanced posture at all times.
  - Make sure that no-one is standing within the machine danger zone before it is started up.



- Do not use the machine to carry people or loads.
- Do not overload the machine:
  - The hoisting system used to grasp the machine must be safe and appropriate for executing heavy work.
  - Do not use the machine to perform work for which it is not intended to be used.
- Always remain alert:
  - Observe your work. Use your common sense.
  - Do not work with the machine when you are tired.
- Operating hoisting equipment and accessories:
  - Respect the prohibition to operate hoisting equipment and loads above or near people and work areas.
  - It is advisable to limit the load operation areas by putting up signs in the passageways where the loads are to be transported.
  - Respect the prohibition to allow persons not involved in transporting the loads to operate in the areas used for moving them.
  - Use the hoisting system correctly, making smooth movements and without exceeding the load capacity.
  - Transport suspended loads in areas with good visibility.

**Safety measures that must be taken by users.**

**The operator will check the following aspects of the machine:**

- The correct general condition of the clamp.
- The correct state of the tightening plate cork surface. This element must have no cuts or cracks that could prevent it from gripping the load correctly.

## 17. e Racks, binary racks and safety bars

### Type A racks

This type of rack is designed to permit the loading and transporting of stone material that must be handled once cut into slabs of a variable thickness.

The rack is supplied separately, and there must be at least two racks for loading it (one at each end of the slab).

The maximum weight admitted for each pair of racks has been calculated based on their geometric characteristics, starting with a specific mean weight of 2,400kg/m<sup>3</sup> of stacked material.

## Specificities of the equipment

In principle, it is clear that the primary condition for using these elements is based on the common sense of the handler. Even so, a series of minimum safety criteria are provided that must be considered by the person handling the product.

- The person handling it must adjust the distance between the racks by an indirect measurement and never suspend the piece.
- The rack must not be adjusted by hitting or pushing it when it is loaded (regardless of the load).
- There must be a difference of no more than two slabs between both sides of the rack.
- A structural tube will always be housed as a stop in the first opening of the support skid from the last slab deposited and the verticality of the slab will be achieved by using the appropriate wooden chocks, preventing the tube from bending.
- The support surfaces must be properly cleaned, removing all dirt, sludge or grease that could reduce the friction coefficient.
- Never load slabs on the stop of the rack skid.
- This type of rack must not be used to transport loads on trucks with open-gate trucks without using the appropriate fastening systems.
- Free space between the slabs must be avoided, as in addition to reducing loading space, this creates an inappropriate positioning angle that could break the slabs. Bear in mind that the slab must not be positioned at an angle with an inclination less than 85°.
- Special care will be taken when loading with the bridge crane and slings, especially when the slings are removed, to prevent accidental hooking on sharp edges that could cause the assembly to collapse.
- The racks will be separated a minimum distance that is half the length of the slab, with 1/4 of the length being the maximum projection.
- Care will be taken to ensure the passageways parallel to the sides of the racks are kept free of material and have a passage width that is sufficient.

## Binary systems

The instructions set out in the manufacturer's manual will be respected, in addition to the load capacities and inclination of the slabs.

- They will always bear the CE marking or equivalent certification mark, depending on the country where they are used.
- They will have a declaration of conformity and a load test certificate.
- The information on the use and load limits will be known by all the warehouse staff.

## Mode of use



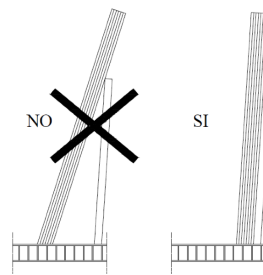
- The rack and all other accessories must support the load that is to be borne.
- Try to start loading the rack at the central part.
- It is advisable to use this rack anchored to the deck.
- Place the rack in an uncluttered area, away from areas where there are people moving about.
- Take the slabs to the rack carefully, without making any sudden movements, and once in place, try not to touch them and protect them from knocks.

## Controls

- Make a visual inspection of the rack before each use.
- Make sure there are no deformations, wear or damage.
- No part of it must have any permanent deformations and the screws that anchor it to the floor must not be loose.
- Have the equipment controlled by a competent inspector at least every 12 months

## Precautions

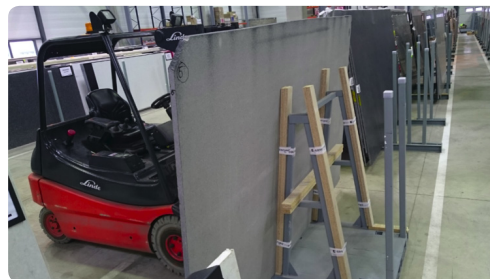
- Do not use a rack that has no rating plate.
- The load limits indicated by the manufacturer will be respected in full.
- Slabs that are not sufficiently rigid may bend lengthwise and break, or crosswise and slide downward.
- Inform your supervisor of any problem arising in the equipment.



## Transfer racks

This rack is used as an implement for forklifts, for transporting the slab from a bridge crane area to another parallel one.

It will have the CE marking, an instruction manual and the declaration of conformity.



## Mode of use

- The rack and all other accessories must support the load that is to be borne.
- Place the rack in an uncluttered area, away from areas where there are people moving about.
- Take the slab to the rack carefully, without making any sudden movements, and rest it on the rack at an angle of less than 15° with the vertical plan.
- Once in place, try not to touch it and protect it from accidental knocks.

## Controls

- Make a visual inspection of the rack before each use.
- Make sure there are no deformations, wear, warping or damage.
- No part of it must have any permanent deformations and the screws that anchor it to the floor not be loose.
- The equipment must be inspected every 12 months by a competent inspector.

## Precautions

- Always use the safety bars..
- Never use a rack with no rating plate.
- In long loads, the support length of the rack must be at least approximately 1/3 of the support base length.
- Slabs that are not sufficiently rigid may bend lengthwise and break, or crosswise and slide downward.
- Inform your supervisor of any problem arising in the equipment.

## Automated transfer carts.

Their function is the same as the previous equipment, to transfer slabs from from a bridge crane area to another parallel area. In this case, the transport involves the use of an automated transfer cart guided by rails.

The equipment will have the CE marking and declaration of conformity or equivalent certificate, depending on the respective country.

The instruction manual will be available to and known by all operators.

Always use the safety bars..

The equipment will have redundant safety systems to prevent entrapment or collisions.

- Emergency stop systems using push buttons or cables.
- Movement/stop sensors.
- Acoustic warning during movement.
- Vertical signs warning of the risk of becoming trapped/ hit.
- Markings and painted signs with danger warnings.



## Telescopic fork extension



Use the tool and chock designed for the task.

Always use at least these PPE.  
(Respiratory protection is mandatory in places where the level of exposure to silica dust is higher than the legally-established values).



The operator must first ensure that the two safety bars are in place.

Open the slabs with the lever tool and put the chock in place.

The slabs are sloping inward, without touching the safety bars.



From the slab end position, facing the driver, he gives the signal to move forward.

The forklift driver must not move forward if the worker is not positioned at the end of the slab and facing him.



Once the claw is in the centre, the operator approaches and puts the clamp in place.

He opens the lock.



The operator returns to his position at the end of the slab.

Then the driver of the forklift can lift the slab.

The operators grasps the slab with his hand to accompany it to the container.

## 17. g Cosentino delivery truck.



### **In accordance with local legislation**

- Drivers must have the respective vehicle driving licence valid for driving vehicles included in this category in the country where they work.
- The truck will have a road permit and accident insurance.
- All the necessary technical inspections will be made on the vehicles.
- The jib crane will pass all inspections and maintenance determined by the manufacturer in the instruction manual made available to the driver.
- The loading surface will be built with non-slip materials.
- Loading racks with anti-tip systems such as safety bars will always be used.
- Protection will be provided against the risk of falling to a different level by installing swing gates along the entire platform perimeter.
- mediante la instalación de compuertas practicables en todo el perímetro de la plataforma.

<p><b>Workplace: Marble/Silestone warehouses</b></p> <p><b>Job: Warehouse shipment operator Warehouse operator:</b></p>	<p>PPE MANDATORY:</p>	<p>WHEN THE RISK IS PRESENT:</p>
<p><b>RISK</b></p>	<p><b>PREVENTION/PROTECTION</b></p>	
<p><b>Falls to different levels. From the truck or forklift.</b></p>	<ul style="list-style-type: none"> <li>• Use the ladder to climb into and out of the truck. Never jump from the truck to the ground.</li> <li>• Do not climb onto the forklift prongs. Avoid this unsafe action.</li> <li>• Use the equipment available for lifting people (certified basket).</li> </ul>	
<p><b>Falling materials when unloading and operating the bridge crane.</b></p>	<ul style="list-style-type: none"> <li>• Regular check to ensure the hoisting equipment hooks are fitted with safety latches.</li> <li>• Do not pass under or stand beneath suspended loads or carry loads above persons.</li> <li>• Do not overload cranes.</li> <li>• Check the hoisting equipment regularly.</li> <li>• All hoisting elements will be checked daily and any that fail to pass the inspection will be rejected. Hooks, cranes, cables and slings will have the CE marking. Reject and replace any element without this marking.</li> <li>• Use elements that protect against sharp edges and the possibility of steel cables accidentally breaking.</li> <li>• Do not allow the crane to be operated by unauthorised persons.</li> </ul>	
<p><b>Being hit by motionless objects, by materials in passageways and in narrow corridors.</b></p>	<ul style="list-style-type: none"> <li>• Keep passageways free of obstacles.</li> <li>• Make sure work areas and passageways have sufficient space for people to move about easily.</li> <li>• Keep work areas clean and tidy.</li> </ul>	
<p><b>Being trapped by materials transported by cranes and fixed elements (walls, packages of material, sides of trucks, machines).</b></p>	<ul style="list-style-type: none"> <li>• Hoisting and maintenance equipment will be moved slowly, leaving sufficient space between people and fixed objects, staff will not stand near areas where loads are moved..</li> <li>• Hoisting equipment will only operated by specialised staff who are properly trained.</li> <li>• No unauthorised staff will remain in areas where load are moved.</li> <li>• The equipment will be inspected regularly, following the manufacturer's instructions.</li> </ul>	

# 18 Employee risk information sheet.

The undersigned employee has received the information related to risks in their job, as established by article 18 of the Occupational Risk Prevention Act.

**Job:**

**Employee name:**

**Date on which the information was received:**

## Delivery of information

The undersigned (EMPLOYEE NAME)

**HEREBY DECLARES::**

**that he/she has received the following information from the COSENTINO S.A. Prevention Service:**

Corporate health and safety policy of Cosentino.

1. Purpose
2. Scope
3. Technical criteria of reference
4. Specific human and material resources
5. Personal protective equipment
6. Training
7. Basic safety regulations during loading and unloading operations
8. Other risks
9. General aspects regarding storage

- a. Compliance with cardinal rules
- b. Tidiness and cleanliness
- c. Preparation of racks
- d. Warehouse organisation
- e. Slab storage process

10. Cardinal rules of Cosentino
11. Lifting and handling of slabs
12. Loading and unloading of trucks

## General considerations

- a. Low beds (open)
- b. High beds (closed - rigid or with canvas)
- c. Platforms
- d. Containers

13. Loading and unloading of natural stone containers

- a. Case 1. There is a loading bay.
- b. Case 2. There is no loading bay.
- c. Loading/unloading of containers with the C Crane Lifter Loader.
- d. Other possible loading/unloading methods

14. Pallet shelves

15. Self-propelled forklifts

16. Regular inspections.

17. Machinery and work equipment

## General considerations regarding work equipment.

- a. Bridge crane
- b. Slings
- c. Rocker
- d. Crimping/lifting clamps
- e. Racks, binary racks and safety bars
- f. Telescopic fork extension
- g. Cosentino delivery truck

18. Employee risk information sheet.

## EMPLOYEE RISK INFORMATION SHEET

Employee

Occupational Risk Prevention Dept. (EMPLOYEE NAME))

COSENTINO S.A.

In ....., on ..... 20...



**COSENTINO HEADQUARTERS**

Ctra. Baza a Huércal-Overa, km 59. 04850 Cantoria, Almería (Spain)  
+34 950 444 175 | [info@cosentino.com](mailto:info@cosentino.com) | [www.cosentino.com](http://www.cosentino.com)  
[www.silestone.com](http://www.silestone.com) | [www.dekton.com](http://www.dekton.com) | [www.sensabycosentino.com](http://www.sensabycosentino.com)