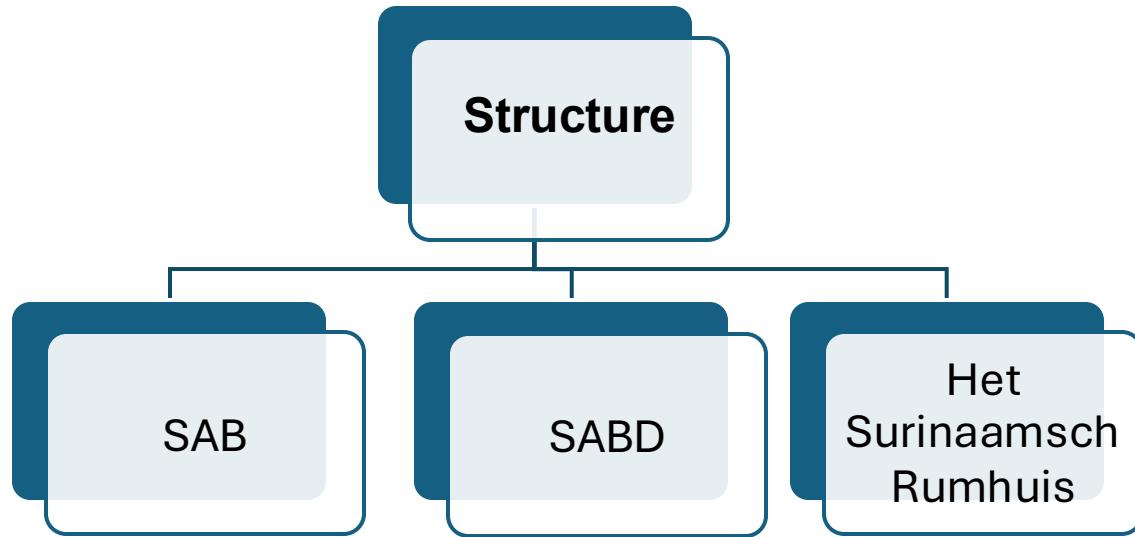


HSEQ INDUCTION



SAB AT A GLANCE



SAB: 50
SABD: 24



SAB: 35
SABD: 4
Rumhuis: 3



Our products:



VISION, MISSION AND CORE VALUES



Vision

"To share the green heritage of Suriname with the world through our rums"

Mission

"To be a boutique producer of traditional Suriname rum and create passionate drinking experiences"

Core Values

- Passion for consumers and customers
- Care for our people and the planet
- Leadership development throughout the company
- Continuous focus on research, innovation and excellence



How does **view Health, Safety** **Environment and Quality?**



At SAB N.V., the quality of our products and services is central — but care for the environment, and the health and safety of all our employees, contractors, and visitors, is equally important.

Health and safety are core values at SAB N.V. No task, deadline, or production target is so important that it should put our health and safety at risk. Protect yourself and others. Always use the correct Personal Protective Equipment (PPE). Report risks immediately. Unsafe? STOP the work and report it right away. That is your responsibility.

Environmental protection is a shared responsibility. Prevent spills and contamination. Use energy, water, and raw materials efficiently. Sort waste correctly. Quality is our calling card. We follow procedures and standards.



INTRODUCTION

Welcome!

This HSEQ induction training provides important information about our standards regarding Health, Safety, Environment and Quality.

This training is not fully exhaustive; some tasks and roles require additional training.

Every employee, visitor and contractor shares responsibility for working safely, protecting health, respecting the environment and ensuring quality.

Together, we ensure a safe and sustainable workplace.



CONTENT

- **KVM- POLICY**
- **SAB N.V. RULES**
- **SITE RULES**
- **TRAFFIC RULES**
- **FACILITIES**
- **PACKAGING, M&B AND RAWMATERIAL WAREHOUSES**

- **HIERARCHY OF CONTROLS**
- **HAZARD AND RISK IDENTIFICATION**
- **OFFICE SAFETY**
- **BUILDING EVACUATION**
- **EMERGENCY RESPONSE**
- **F&D CONSTRUCTION PHASE**
- **SITE OVERVIEW**
- **ENVIRONMENT**








KVM- policy



At SAB N.V., not only the quality of our products and services is central, but also care for the environment and the health and safety of all our employees, contractors, and visitors. We achieve this through the objectives outlined in our KVM-policy.







SAB N.V. RULES

	Rule # 1: Drug and Alcohol Policy	You must be completely free from drugs and alcohol in order to work safely and responsibly.
	Rule # 2: Fighting or Physical Assault	All forms of violence, physical aggression and bullying are strictly prohibited to ensure a safe working environment.
	Rule # 3 Unethical business conduct	Always act honestly and professionally ; no fraud, corruption, sexual harassment, discrimination or any other inappropriate behavior.
	Rule # 4 Energy isolation	All stored energy sources must be identified, isolated, tested and communicated to the correct personnel before work can continue.
	Rule # 5: Restricted Area Access	When a hazard is present, the area must be cordoned off with red Danger tape. Only authorized personnel may enter areas or rooms marked with a 'Restricted Access' or 'No Entry' sign.







SAB N.V. RULES

 A blue circular icon showing a person inside a confined space with a smaller person outside, representing restricted access.	Rule # 6 Confined Spaces	Confined spaces (e.g., pipelines, water tanks, chemical tanks, excavations, etc.) may only be entered by authorized professionals with valid permits. All SAB requirements for confined space entry must be followed.
 A yellow triangular warning icon with a black border, depicting a flame and a lightning bolt, indicating hot work hazards.	Rule # 7: Hot Work	Cutting, welding, grinding, and burning may only take place in designated areas. Outside these areas, a Hot Work Permit is mandatory, and all its requirements must be followed.
 A blue circular icon showing a person falling from a height, with a vertical line and a downward arrow labeled '1.8m' indicating the minimum height for fall protection.	Rule # 8: Working at Heights	When working above 1.8 meters (6 ft) without approved work platforms, the correct fall protection/prevention system must be used (e.g., harnesses, lifelines). All SAB fall prevention rules must be followed.
 A red circular prohibition icon with a white background, showing a forklift lifting a load and a person walking underneath, with a red slash over the scene to indicate it is forbidden.	Rule # 9: Working or Walking under Suspended Loads	Working or walking under a suspended load is strictly prohibited. This includes loads lifted by overhead cranes, mobile cranes, forklifts, electric hoists, etc.








SAB N.V. RULES

	<p>Rule # 10: Smoking in a Flammable/Combustible Area</p>	<p>Smoking or open flames are prohibited wherever flammable or combustible materials are stored or used. Smoking is only permitted outside of our main gates.</p>
	<p>Rule # 11: Wearing Seat Belts</p>	<p>All departments and contractors must ensure their vehicles and machines have functional seat belts. All operators and passengers must wear seat belts before and during operation. Drivers must ensure passengers are buckled before moving the vehicle.</p>
	<p>Rule # 12: Using cell phones while operating any vehicle, mobile equipment, or working in production and warehouse areas.</p>	<p>Operators may not talk, text, or perform any other actions on their phone while operating machines, driving a vehicle, or when they are in production and storage areas.</p>
	<p>Rule 13: Operating any vehicle or mobile equipment without a license</p>	<p>All drivers/operators must be trained by authorized trainers and must hold a valid qualification to operate the machine or vehicle.</p>






SAB N.V. RULES

	<p>Rule #14: Static electricity and grounding</p>	<p>When working with flammable liquids, ensure that metal parts are grounded to prevent sparks from static electricity.</p>
	<p>Rule # 15: threepoint contact principle when using stairs</p>	<p>Use the 3-point contact principle when using stairs.</p>
	<p>Rule #16 Energy use</p>	<p>Use energy responsibly. It is not permitted to leave lights, AC or other energy sources on when not needed.</p>
	<p>Rule# 17: Use spill kits</p>	<p>Use spill kit in case of a spill and report to a supervisor.</p>
	<p>Rule# 18: Emergency shower and eye wash station</p>	<p>Use the emergency shower or eye wash station in case of chemical splashes.</p>



SAB N.V. RULES

	Rule #19: Incident reporting	Report all incidents immediately to your supervisor. An incident report from the supervisor or leader is required after every incident. Submit the report to the HSEQ department on the same day the incident occurred.
	Rule # 20 Safety Training Before Entering SAB operational sites	All persons, including SAB employees, contractors, and external visitors such as inspectors and consultants, must undergo safety training before entering production or construction projects, including but not limited to construction zones, processing areas, and restricted zones. Access will be denied to anyone who does not have the required safety training. Furthermore, it is prohibited for anyone to lead or escort untrained persons into these areas. In exceptional and urgent circumstances, such individuals must be escorted by HSEQ personnel after approval from HSEQ management.
	Rule #21 Workpermits	A written work permit must be obtained according to facility or project requirements. The permit must be approved based on a validated Job Hazard Analysis (JHA) before work begins.



SITE RULES

- After passing the induction exam, visitors must report to Security.
- Badge/identification is mandatory.
- Security checks and inspection may occur.
- If the alarm sounds, proceed immediately to the assembly point and follow instructions from the Emergency Response Team.
- Maximum speed: 15 km/h.
- Safety shoes required.
- Photography is prohibited.
- Open flames are prohibited.
- Smoking is prohibited.
- Reverse parking is mandatory.



SITE RULES

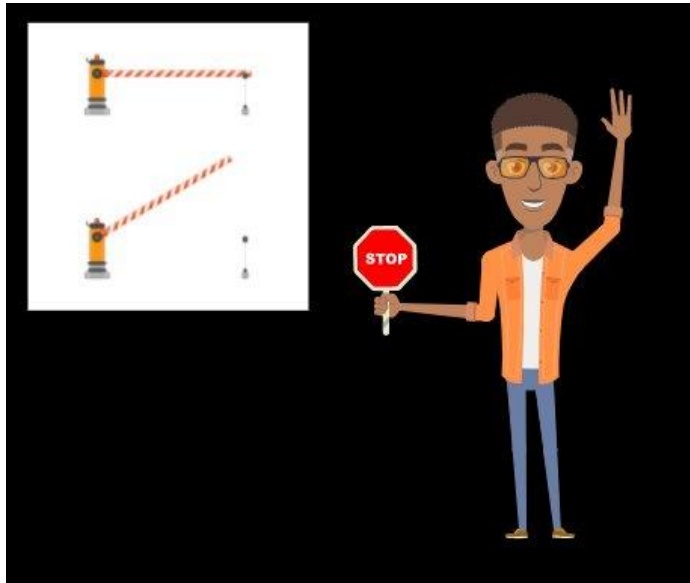
***When using the walkways, a safety helmet is not required, but closed shoes are mandatory!**

***Always wear your employee ID / visitor badge!**

- Walk within yellow pedestrian lines, ESPECIALLY WHEN YOU DO NOT HAVE THE REQUIRED PPE.
- Vehicles must stay within white road markings.
- Cross only at the zebra crossings.
- Drivers keep left and drive slowly.
- Cross the road only when clear, preferably behind a forward-moving vehicle.



TRAFFIC RULES



FACILITIES



The parking lot at the main entrance is exclusively for visitors.



The parking spaces along the road are **exclusively for customers**.



Personnel must use the parking area behind SAB.



Motorcycles and bicycles must be parked inside the garage.



The toilets, showers, and locker room (with yellow doors) may only be used by production personnel and the bottle washers. Other personnel/visitors must use the toilets in the office areas, TD (Technical Department), or at security. Contractors must use the toilets at security.



FACILITIES



Drinking water is available via the **water fountains** in the canteen and at the facility department.



Meals and breaks may only be taken in the designated areas, namely:
the central canteen;
the canteen approved by the organization for this purpose.
Eating in other areas such as kitchens or warehouses is strictly prohibited.
EATING IS NOT ALLOWED IN:
construction sites and/or restricted zones;
production areas (mixing & blending, packaging/bottling);
warehouses;
laboratories;
technical rooms;
offices.



Follow the instructions given by the pump attendant when refueling your vehicle. Always follow the safety rules.



NO SMOKING



STOP ENGINE



**DO NOT USE CELLULAR PHONES
& OTHER ELECTRONIC DEVICES
WHILE DISPENSING FUEL**



**TOUCH YOUR CAR TO
DISCHARGE ELECTROSTATIC**



PACKAGING, M&B en Rawmaterial warehouses

VERBODEN IN DEZE ZONE



**VERBODEN TE
ROKEN**



**GEEN ETEN
OF DRINKEN**



**GEEN GEBRUIK
VAN MOBIELE TELEFOONS**



**GEEN
PETTEN**



**GEEN
SIERADEN**



**GEEN OORTJES
/KOPELEFFON**



**GEEN LANGE
NAGELS**



**GEEN DRUGS
EN ALCOHOL GEBRUIK**



**GEEN KAUWGUM
GEBRUIK**

- No smoking
- No eating and drinking
- No phone usage
- No caps
- No jewelry
- No earpieces
- No long or acrylic nails
- No drugs
- No chewing gum



PACKAGING, M&B en Rawmaterial warehouses



**VEILIGHEIDSBRIL
VERPLICHT WAAR
TOEGEWZEN**

Line and process operators must always wear safety glasses.
Anyone near conveyors or open fillers must wear safety glasses.
Anyone handling alcohol-based products, raw materials or chemicals must always wear safety glasses.



**HANDEN WASSEN^{EN}
VERPLICHT^{DESINFECTIE}**

Handwashing and disinfection are mandatory before entering production areas.
Hands must be washed for at least 20 seconds, dried with disposable paper towel and disinfected.



**FACE MASKS
REQUIRED**

Face masks are mandatory when near open raw materials or open product.



PACKAGING, M&B en Rawmaterial warehouses



**HAARNETJE EN BAARDNET
VERPLICHT**

Hairnets must be worn properly (covering the ears).
Beard nets are mandatory for anyone with a beard in these departments.



WONDBEDEKKING VERPLICHT
ENSURE TO COVER ANY OPEN WOUND WITH
APPROPRIATE BAND AID OR DRESSING

Any open wound must be covered with a blue plaster in all food-related departments.



**VEILIGHEIDSSCHOENEN/
DICHTE SCHOENEN/
LAARZEN VERPLICHT**

Steel-toe safety shoes/boots are mandatory in packaging, M&B, storage rooms, maintenance workshops and construction areas.



PACKAGING, M&B en Rawmaterial warehouses



VERPLICHT DRAGEN VAN
BESCHERMEDE HANDSCHOENEN

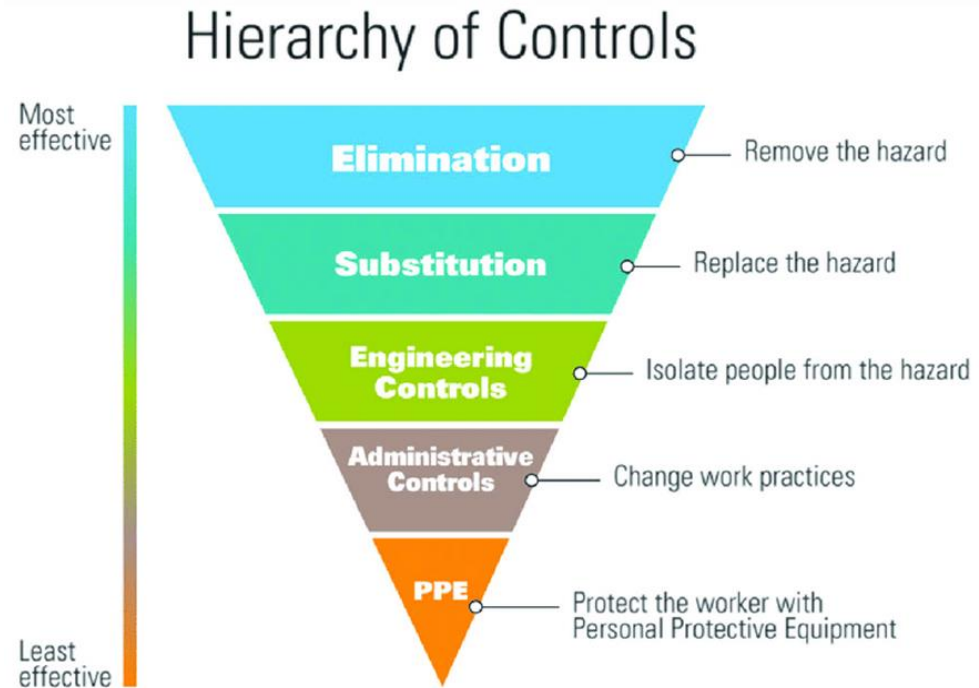
Gloves are mandatory when handling glass fragments.



HIERARCHY OF CONTROLS

Purpose:

To control hazards by applying the most effective measures first (Elimination, Substitution, Engineering Controls, Administrative Controls, PPE).



HAZARDS AND RISKS IDENTIFICATION

Unsafe Act

A behavior or action by a person that increases the likelihood of an incident.

Unsafe Condition

A physical situation or environment that increases the risk of an incident.



OFFICE SAFETY

Ensure offices have proper lighting.

Emergency exits must be clearly marked and unobstructed.

Keep walkways free of tripping hazards.

Know the location of the first aid kit, AED and fire extinguishers.



The AED is located at the Security building.



OFFICE SAFETY

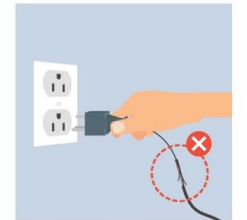
Replace worn-out electrical cords to reduce fire risks.

Beware of wet floors; place “Wet Floor” signs.

Walk carefully, especially when using stairs.

Ensure proper ventilation.

Use ergonomic work practices to avoid discomfort and health issues.



BUILDING EVACUATION

When a building alarm sounds, everyone must evacuate according to the emergency procedure.

Muster points:



SAB N.V. WARDENS LIST

Bedrijfs hulverleners SAB N.V.

Rumhuis		Packaging	Product Quality	Corporate	Wat te doen bij:
					
Astria Faneite-Pawirosastro Ext 276	Mahalia Dijks Ext 270	Jovico Juman Ext 257	Sanvisi Tagea Assistant Ploegleider Ext 261	Alyssa Ma Ajong Ext 244	Ongeval: alarmeer de dichtstbijzijnde bedrijfs hulverlener en bel de wacht/receptie 
SABD	Magazijn C	Mixing & Blending	Barrel Warehouse		Ontruimen: Alarmeer de dichtstbijzijnde bedrijfs hulverlener en meld je collega's. 
					
Michaela Tai Foek Hoofd Ploegleider Ext 254	Odessa Boobe Ext 266	Jorava Kerkhout Ext 246	Bobby Kasanpawiro Ext 280	Charmaine Auguste Ext 280	Stappen: <ul style="list-style-type: none"> • Stop werkzaamheden. • Zet pc's, airco's, machines/apparaten uit. • Sluit ramen en deuren. • Neem persoonlijke bezittingen mee indien mogelijk. • Verlaat het gebouw via de veiligste route. • Volg instructies op van de ploegleider of BHW'er.
Marketing	Accountant	HSEQ	TD	Belangrijke nummers:	
				<ul style="list-style-type: none"> • Ingang SAB 332 • Ingang SABD 239 • Politie (9) 115 • Brandweer (9) 110 • Ambulance (9) 117 	
Riaz Jagdew Ext 283	Regilio Ebecilio Ext 232	Fariel Bafati Ext 249	Mitchel Mangoenredjo Ext 285		



EMERGENCY RESPONSE



Fire alarm:

*Fire Alarm – 500 HZ
Alternating 1 sec*

When the **fire alarm sounds**, stop working immediately and evacuate under the guidance of the emergency response officer (BHV'er). Go to the assembly point and stay there until the emergency response officer communicates that it is safe.

In case of an emergency (including major accidents, major leaks, fire, or explosion)

First warn the people in your surroundings and immediately contact Security / Reception or inform your supervisor, who can do this for you.

In case of a workplace accident Alert the nearest emergency response officer (BHV'er), then contact Security / Reception. Ensure the victim is safe. Warn colleagues. Stay with the victim until the emergency response officer arrives.

When calling reception/security, provide the following information:



- Who you are (name, department, floor).
- The location.
- What has happened.
- Whether the victim(s) are conscious.
- The condition of the victim.
- Whether there are any special circumstances.



F&D: Constructie Fase

Air quality

- Reduce dust formation by spraying water regularly.



Noise and associated aspects

- It is not permitted to operate machines at night.
- Regular maintenance of machines, equipment, and vehicles is mandatory.



Water quality

- When preparing or moving soil for construction activities, ensure that no soil is discharged into waterways.
- Prevent damage to the drainage system.

Geomorphology and soils

- Minimize earth movement and soil disturbance.
- Restore areas of the construction site where no buildings will be constructed.



F&D: Constructie Fase

Land use

- Avoid transport during peak hours throughout the construction activities.
- It is required to have an adequate and properly functioning drainage system to prevent unnecessary obstruction of water flow, not only during but also after construction activities.

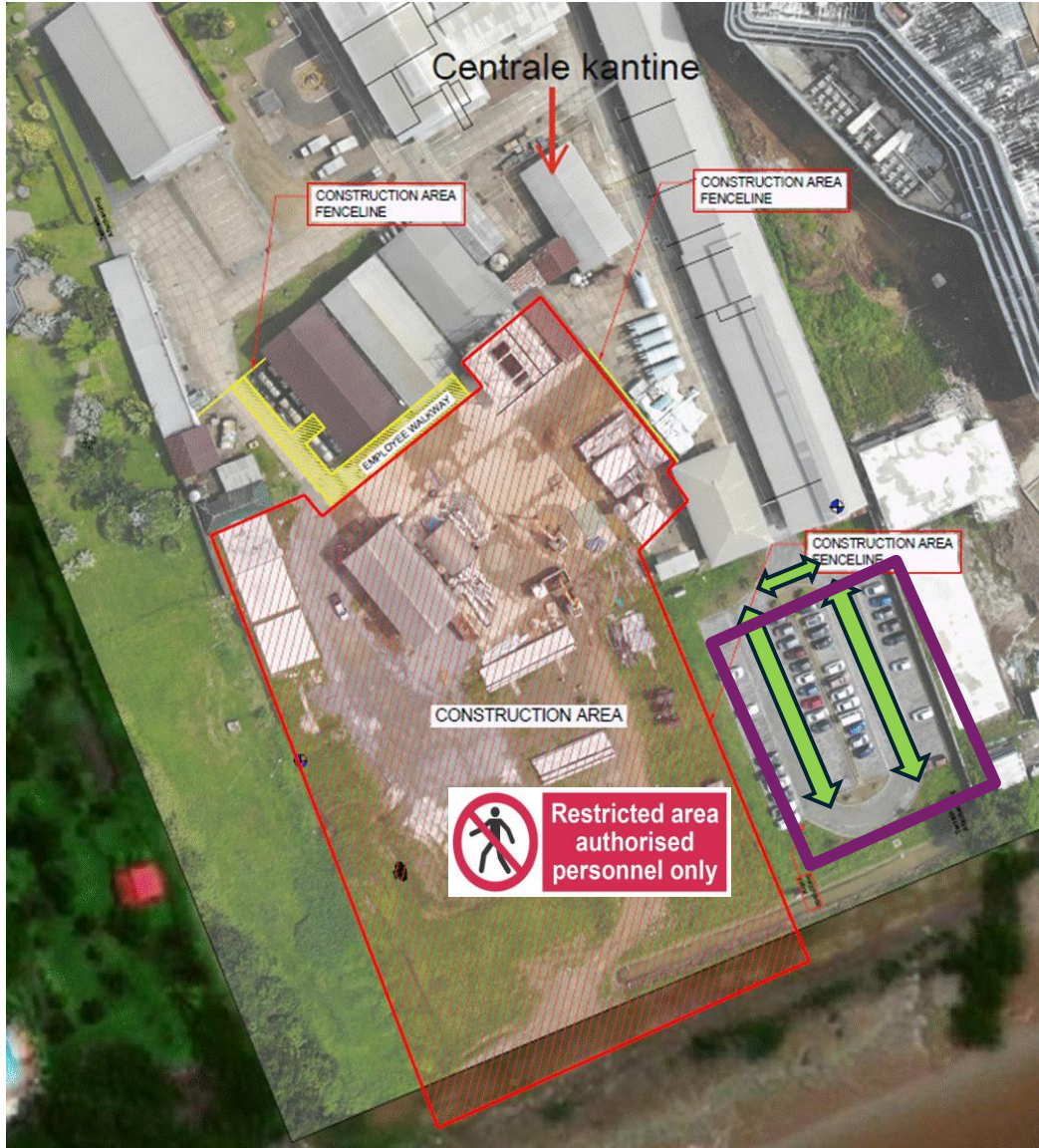
Archeaology

- Exposed pottery shards, soil structures, or areas with unusual terrain and vegetation may indicate an archaeological site.

Stop all activities in the area immediately once a potential archaeological find is detected, and cordon off the area. Inform the project leader, who will conduct an initial assessment of the site and notify the National Museum.



SITE OVERVIEW



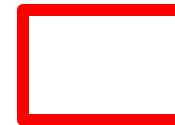
Legenda:



Car Parking



PPE Free zone

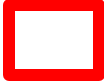


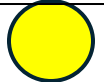







Restricted zone!





Legenda:

	Restricted areas
	Car Parking
	Muster point
	Emergency shower & eye wash station
	Car parking for emergency situations
	Main gate
	Gate for SABD clients, Only with guidance of the security. Access limited to the lobby and Distribution(under security watch).
	PPE Free zone. *Yellow lines are also PPE free zones * in PPE free zones it is still required to use closed shoes.
	Watercoolers



HAZARDS ON SITE

- Electrical hazards: wet areas, flammable liquids
- Glass breakage: bottles breaking during washing/filling/transport
- Fire & explosion hazards: ethanol as a flammable substance
- Working at heights: fall hazards



ENVIRONMENT

Afvalscheiding Buiten Gebouwen

Gebruik de juiste ton!

Rode tonnen
Gemengd Afval

Blauwe tonnen
Pet Flessen

Ton met opschrift Glas

Zwarte Metalen Bin

Glas
ALLEEN voor Glas

Productie Afval

Afvalscheiding Binnen Gebouwen

Grijze en witte tonnen in de keukens:

Huishoudelijk / Gemengd Afval

Witte tonnen in kantoorruimtes:

Alleen voor Papier

Scheid goed binnen voor een schoon kantoor!



THE END
TIME FOR A TEST!



NOTICE:

TO PASS THE TEST YOU NEED A MINIMUM SCORE OF 80% OR HIGHER

