

We must commit ourselves in a business and personal way to integrate safety in the set of activities and decisions of the organization, as well as, in the technical and work organization processes and in the conditions in which it is developed. **All of us**, must fulfill our duties and responsibilities in our position, including the following:

- **Watching** for compliance with security measures on our protection, as well as, the protection of those people that may affect our professional activity, due to our acts and omissions.
- **Knowing and complying** with the procedures, work rules, safe practices, instructions, and other information that affects our work in terms of safety and health.
- **Using properly** the machines, devices, tools, dangerous substances, transportation equipment and, in general, any other means with which we develop our activity.
- **Properly managing** the means and protective equipment, which are provided by the organization, in accordance with the instructions received.
- **Not disabling and using correctly** the existing safety devices or that are installed in the media related to our work or in the workplaces in which this takes place.
- **Immediately informing** our boss and the safety representatives about any situation that, in our opinion, implies a risk for the safety and health of the workers.
- **Cooperating with the organization** to ensure safe working conditions that do not entail risks for our health and safety, as well as that of our colleagues.
- **Participating proactively** in the health and safety related training activities programmed by the organization.
- **Fulfilling the functions and responsibilities** of our position and described in the safety procedures of the organization and the Safety Preventive Plan.

Dear friend,

If you want to share your ideas and opinions about improvements to be made in general.

If you observe an unsafe risk or situation during the work, or on the contrary positive acts in your environment, you can collaborate and help us improve it.

Fill this card and deposit it in the MAILBOX.

The logo for TOM (Improvement Observation Card) features the letters 'TOM' in a bold, white, sans-serif font. The letter 'O' is replaced by a stylized globe icon with a grid pattern.

Improvement Observation Card

GD000572-R00

grupo daniel alonso

To be completed by the worker

UNSAFE SITUATION	<input type="checkbox"/>	POSITIVE OBSERVATION	<input type="checkbox"/>
IMPROVEMENT IDEA	<input type="checkbox"/>	OPINION	<input type="checkbox"/>
Observations			
NAME AND SURNAME	WORKSHOP/PLANT	DATE	
		___/___/___	
Persons and facilities exposed			
Immediate taken or proposed measures			

To be completed by the company

Todas las acciones emprendidas en base a esta "TOM" se registrarán en el Plan de Mejora, para su correcta planificación y seguimiento.

Approved actions			
HUMAN R. <input type="checkbox"/>	PRODUCTION <input type="checkbox"/>	H&S <input type="checkbox"/>	OTHER <input type="checkbox"/>
QUALITY <input type="checkbox"/>	ENVIRONMENT <input type="checkbox"/>	MAINTENANCE <input type="checkbox"/>	<input type="checkbox"/>
CODE (PLANT-NUM-YEAR)	___/___/___	PROJECT	
RESPONSIBLE FOR THE EXECUTION		DATE (MAX.)	
		___/___/___	
THE WORKER HAS BEEN INFORMED BY		DATE	
		___/___/___	
Remarks			

TOM will be sent to the responsible of the execution area

		PROBABILIDAD (P)				
		1: MUY IMPROBABLE	2: IMPROBABLE	3: POSIBLE	4: PROBABLE	5: MUY PROBABLE
CONSECUENCIAS (C)	1: INSIGNIFICANTES	1 (TR)	2 (TR)	3 (TR)	4 (TR)	5 (TO)
	2: MENORES	2 (TR)	4 (TR)	6 (TO)	8 (TO)	10 (MO)
	3: MODERADAS	3 (TR)	6 (TO)	9 (TO)	12 (MO)	15(MO)
	4: MAYORES	4 (TR)	8 (TO)	12 (MO)	16 (IM)	20 (IM)
	5: CATASTRÓFICAS	5 (TO)	10 (MO)	15 (MO)	20 (IM)	25 (IN)
	TRIVIAL (TR)	No se requiere acción inmediata. Recordar Instrucciones, PS, uso de EPI's				
	TOLERABLE (TO)	No se requieren nuevas acciones, pero si comprobaciones periódicas para asegurar que se mantiene la eficacia de las medidas de control.				
	MODERADO (MO)	Se requieren medidas correctoras para reducir significativamente la situación de riesgo				
	IMPORTANTE (IM)	No debe continuar ni comenzarse el trabajo hasta que se haya reducido el riesgo.				
	INTOLERABLE (IN)	Parada de los Trabajos. Acciones inmediatas para solucionar la situación				