

Safety instructions for external companies and their employees

During your stay at our factory site we kindly request you to ensure that the following instructions regarding safety and good housekeeping are strictly observed. **Any of your and your subcontractors employees who work on our site must be instructed accordingly! Proof of instruction must be available at latest when they arrive at our plant. No access authorisation without that proof, no Access without authorisation!**

Safety and environmental protection

1. For the execution of the work, Constantia Pirk will nominate a **coordinator with the power to issue instructions**. Where a coordinator is not named, **measures for avoiding mutual risks** have to be specified in writing with the manager of the authorising department prior to the start of the work.
2. The applicable regulations on occupational safety issued by the Federal Government and the Accident Prevention & Insurance Association as well as our in-house rules on safety must be observed! Any violation can lead to the employee concerned being banned from the factory site, irrespective of any contractual agreements (deadlines, costs, etc.).

1. In particular, the following shall apply:

- **Smoking is not permitted anywhere in the plant** except in designated areas, which are marked accordingly.
- Special care must be taken with **naked flames** and inflammable materials. Operations such as grinding, welding and flame cutting may only be carried out **when they are unavoidable and** when the department responsible has issued **written permission**. The request for permission has to be **submitted and agreed at least two days before starting the work**. After completion of the work, the area where welding and flame cutting has been carried out must be carefully monitored over a longer period (at least two hours), if necessary several times.
- Construction and installation sites must be kept in a clean and safe condition at all times. The external company must remove any waste resulting from the work every day.
- Trenches, manholes and other holes in the ground, etc. have to be cordoned off in a professional manner and lit up when it is dark. Any storage of building or other materials and tools and appliances on the factory site requires our prior written agreement.
- Transport routes on the factory site and in the factory buildings must be kept free. Emergency exits, fire-fighting equipment and main switches must be accessible at all times.
- A Permit is required for work carried out in areas that are explosion hazardous, containers, ducts, pits and trenches, for excavation work and for work carried out on electrical equipment (especially involving existing switchgear and control gear) as well as for the switching off of safety devices or protective equipment.
- The same applies to the use and switching off of electrical and other energy-supply systems (e.g. gas, steam, compressed air, etc.).
- Work in rooms with a **CO₂ extinguishing system** may only be started with the written permission of the department manager and after disabling of the extinguishing system by us. Access to these rooms is only permitted after instructions by the coordinator or the responsible contact person.
- As a basic principle, the external company itself has to hold stocks of equipment required. The equipment has to conform to the safety and hygiene standards. The use of the factory's own machinery, equipment, devices, tools, **internal transport vehicles** (forklift trucks) etc. is at the user's own risk and is only permitted with the approval of the responsible contact partner (e.g. coordinator).
- Employees who intend to drive a forklift require a certificate of proficiency (forklift driving licence) and documented proof of instruction.
- Loads only may be transported in our lifts. These have to be positioned securely at a suitable distance away from the lift doors. **Employees of the external company may not travel as passengers!**



4. The legal regulations concerning the pollution of the air, the soil and bodies of water must be observed. Under no circumstances shall oil, fuel, solvents or cleaning agents enter drains or the ground. Only machinery and equipment that meet these requirements shall be used. Any water-polluting substances that are required or are produced shall be stored in accordance with the regulations and disposed of properly, at the latest on completion of the work.
5. Road traffic regulations apply at our plant. In particular, the **maximum permitted speed is 15 km/h and parking is prohibited on all transport routes!** Only company vehicles with an approved **access permit** are allowed on the site. It should be noted that there is no standing at any time in areas marked accordingly. Parking for the external company's vehicles: south side of Hall 151 (metalled area). The responsible coordinator will advise on other parking places. The employee's car park can be used for private cars.
6. Accidents that occur on our factory site or damage to or faults in our equipment have to be reported immediately.
7. Our company ambulance men will provide first aid. **EMERGENCY NUMBER: 444 via the internal phone system** (or 0961/87444 via a mobile phone)
8. **EMERGENCY NUMBER for fire or leaks: 112 (via internal telephones → immediate alarm)**
9. **If an alarm sounds:** When the fire alarm sounds (continuous signal interrupted periodically) check to see whether you are in danger. If in doubt, make your way into the open. In any event, report to your coordinator (or at the main gate if the coordinator cannot be reached). If your working area is part of the area where danger exists, please make your way in the open to the canteen and await further instructions. When the evacuation alarm sounds (continuous signal), please make your way immediately into the open, go in the open to the canteen, report there to your coordinator or at the main gate and await further instructions. Avoid the North Gate!
10. Constantia Pirk holds an ISO 50001 certified energy management system. Purpose of this energy management system is the continuous reduction of energy consumption. This leads to a reduction of energy costs, of emission of greenhouse gas as well as other environmental impacts of energy consumption whereby the energy management system makes a significant contribution to the environmental and climate protection. From our suppliers and external companies we expect also the economical use of energy (electricity, heating, lightning, water).



Hygiene regulations

1. **Hairnets** must be worn in those areas that are marked accordingly and in a manner that all hairs are covered. Hairnets can be obtained from the dispensers available at the entrance to the marked areas. Furthermore employees from external companies with beard or moustache longer than 3 days stubble have to wear provided beard nets in all production areas in a way that all beard hairs are covered.
2. Employees of external companies have to be identified by their working clothes. The working clothes have to be tidy. Transportation of tools in pockets which are outside the clothes above the waistline is not allowed (e.g. screwdriver, pens). If the employees of external companies have no working clothes, the hygiene regulations for visitors are effective. The white coats for visitors must be worn. Please check questions about clothing with your person of contact.
3. **Eating** and **drinking** and the use of drinks containers (bottles, tumblers, etc.) made of **glass** is forbidden in the **production departments** and in the **warehouse. Exception in the break rooms.**
4. The wearing of wristwatches and jewellery (also wedding rings and piercings) is forbidden in the above-mentioned rooms.
5. Particular care should be taken when working on windows or other objects made of glass or hard plastic. The area surrounding such workplaces should be cleared prior to working. The size of the area that should be cleared should be clarified with the coordinator. If components made of glass or hard plastic are damaged in the production areas or in the Stores, the work should be discontinued and the coordinator should be informed! The work can only be continued once approval to do so has been given.
6. Work which results in dust being formed must only be started following prior agreement and fulfilment of the hygienic measures agreed! This should be arranged in good time!

7. Only knives which meet the hygiene standard requirements are permitted in the production areas. There is a general ban on snap-off blades. Knives must be in good condition. Knives with wooden handles or repaired handles are prohibited. Maintenance personnel are available to answer questions.
8. Following the completion of work on production machines, the line clearance has to be checked and documented (handover) jointly with the machine-operating crew.
9. Constantia Pirk is a supplier to the food and pharmaceutical industries so please note – also in your own interest – that **persons with infectious diseases** such as: the sudden onset of gastro-intestinal upsets, infectious wounds and skin diseases, typhoid or paratyphoid, or hepatitis B. **are not allowed to enter the production area.**
10. If it is necessary to apply lubricants to production facilities this has to be clarified with Constantia Pirk. Because of the special hygiene requirements only food regulatory approved lubricants are allowed at defined machine parts.

Miscellaneous

1. The external company is itself responsible for the safekeeping of any tools, equipment and materials it brings onto the factory site. No replacement will be provided in the case of loss. Tool boxes must not be placed down unattended.
2. **Particular attention is drawn to the presence of fire-extinguisher systems. The external company will be charged for any damage caused to or by these systems!**
3. If anything is not clear, the coordinator, or the Production Engineering (Tel. 398), Quality Management in hygiene matters (Tel. 354) or Management Environmental Protection and Occupational Health and Safety (Tel. 446 or 390) departments will provide employees of the external company with the necessary information.
4. The employees of external companies are allowed to stay only in those areas and move in which the ordered work to be carried out. This includes the ways to the working areas, to sanitation and, if necessary, to break rooms. The visit of other areas is not allowed.
5. prohibition of alcohol for drivers of forklifts, construction machinery, aerial work platforms, cranes, etc. Employees taking sedative medication are not allowed to operate these working equipment.
- 6) **Photography and filming is only allowed after consultation with the responsible contact person / coordinator. Mobile phones, smartphones, tablets, ... may only be taken into production and storage rooms with the permission of the responsible coordinator / contact person.**
7. It is explained that the individuals involved are reliable and has been tested against the relevant terror list.

