

Emergency telephone numbers:

PLANT: Emergency phone number: **0112**
(from all phones, except in the first-aid room in the production hall: "112" only)
Co-ordinator/Foreman:*

BUILDING SITE: **Emergency phone number:***
Foreman:* Container:*

(*to be completed by supervisor or foreman)

General regulations

Instructions given by responsible members of staff must be followed without fail:

- Correct use of machines and appliances
- Wearing of personal protective equipment
- Leave safety equipment on machines alone
- Report all hazards promptly to the superior

Alcohol and drug prohibition: The consumption of alcohol/drugs as well as entering the works/building site under the influence of alcohol/drugs is forbidden.

The maximum driving speed within the works site is **10 km/h**.

Vehicles may be parked only in the foreseen **parking spaces**.

Vehicles may be driven into the factory halls only with express permission and only for the loading and unloading of materials and tools.

The use of private mobile phones is to be restricted to an absolute minimum.

External workers may remain only in the assigned areas and only during the agreed period.

Forklifts and **lifting platforms** may be used only with a valid driving licence and after prior instruction.

The use of the plant's own **cranes** is permissible only with an operating (driving) permit. People are not permitted to stand under suspended loads.

External companies must supply their own **personal protective equipment** as demanded in the internal safety and working instructions: safety helmet, safety glasses, hearing protection, safety shoes, safety harness, welders goggles, gloves, etc.

Safety harnesses must be worn **when working at heights** if no other safety devices can be used. (For example, working on unsecured ladders, scaffolding without railings, etc.)

Attach hazard warning signs yourself. If signs are not in stock, ask your superior.

Express permission is required for welding work on systems at **risk of fire** (e.g. vortex blasters, gas pipes, etc.). Fire extinguishers must be kept at the ready. Obtain the corresponding **permit** on building sites and within the works site.

Pay attention to hazard warning signs: forklift traffic, suspended loads, fire hazard, etc.
Also observe hazard warning signs on stored containers. If in doubt: ask!

Scaffolding used must meet the safety regulations: Hand rail, knee rail, toeboard. The wheels of mobile scaffolding must be locked. Mobile scaffolding must not be moved if people or loose objects are on the scaffolding. Climb onto scaffolding only via ladders.

Workers who cannot carry out an item of work must report this to their superior.

Machines and appliances brought along must meet the relevant regulations: DIN standards, CE mark, VDE regulations, etc. This also applies to ladders brought along.

Protective devices on machines must not be modified or removed.
Tools may be used only for their intended purposes.

Tools, appliances, accessories, machines, etc. must be subjected at least to a visual inspection before use. If defects are found, these must be noted on the appliance, etc. and reported to the superior. This also applies to all safety precautions, barriers, signs, etc.

Small parts must be kept in boxes or cartons.

If **work is carried out at heights**, the area must be secured in order to prevent injuries due to falling materials or tools. This should be carried out in co-ordination with the responsible member of staff. This applies analogously to pits and excavations.

Barriers should be 1 metre high and be located at least 1.5 m from the hazardous places. An entrance opening is recommended. Barriers must be maintained in good condition.

In general, the accident prevention regulations of the Luxembourgian AAA ("Association d'assurance accident") apply along with the internal safety and working instructions for the specific interests.

Work on **electrical equipment** may be carried out only by trained electricians.

The locations of the **first-aid room**, the **escape routes** and the **assembly points** must be known **before starting work**.

Safety instructions for working in the plant and on building sites



Accidents must be reported immediately to the responsible member of staff.

In case of **first aid** the accident book must be filled in.

In the case of minor accidents, the external company is responsible for attending to the injured with its own first-aid equipment.

Damage to company own equipment must be reported immediately to a responsible member of staff.

Safety devices must not be rendered inoperable.

Pay attention to **cleanliness and tidiness**: Store materials and appliances in precisely determined places. Keep the workplace clean and all times and leave it in a clean state. Do not leave cables and hoses lying unattended on footpaths and gangways.

Dispose of **scrap and waste** in the containers provided.
Place and lock away flammable or otherwise hazardous materials in unendangered zones.
Inform the responsible member of staff.

Secure materials and appliances against rolling away if there is a risk of injury.

Cover over sharp edges on materials or tools.

It is forbidden to film or take photographs on the premises without authorisation. Mobile phones with camera function must not be used.

All external workers must be given safety training for the job in hand by **their employers** before starting work. A copy of the training must be submitted along with a list of the employees trained.

Confirmation of the contractor that all external workers have been given this instruction, with the note that those concerned will be ejected from the plant or building site in case of failure to comply.

Name:

Company:

Date/signature