

Safety instructions for work in the plant and on site



Emergency Numbers:

PLANT Emergency: **112**
 Coordinator: _____ *

ON SITE Emergency: _____ *
 Coordinator: _____ * Container: _____ *

(*To be filled out by the supervisor or foreman)

Company: _____

First and last name: _____

Health, safety and environmental instructions at the workplace

All external persons performing work must fill in the **attendance register** at reception on arrival.

Instructions from the responsible persons must be followed:

- Proper use of machinery and equipment
- Wear safety equipment
- Leave safety accessories on machines
- Report all hazards promptly to the responsible person or deputy

Alcohol and substance prohibition: Consumption of alcohol/substances and entering the premises or construction site under the influence of alcohol/substances is prohibited. We would like to remind you that certain **medications** may affect your ability to work safely, so working under their influence is strictly prohibited.

It is mandatory to drive at **walking speed** on the CTI Systems premises, and this regulation must be strictly adhered to. Vehicles may only be parked in **designated parking areas**.

Only with explicit permission may vehicles enter the workshop for loading and unloading of materials and tools.

The use of personal mobile phones should be minimized and it is completely prohibited while operating a motor vehicle. Furthermore, photography on the CTI Systems S.à r.l. premises is strictly prohibited.

External workers may only stay in the assigned areas and only for the agreed period.

Forklifts and **aerial work platforms** may only be used with a recognized valid driving license and prior training.

The use of the factory crane is only permitted with operator permission. The presence of individuals under suspended loads is prohibited.

Safety instructions for work in the plant and on site



External companies must provide their own **personal protective equipment**, as required by internal safety and operating instructions: helmet, safety glasses, hearing protection, safety shoes, if necessary, safety belts, welding goggles, gloves, etc.

When **working at height**, approved and tested safety belts must be worn if other safety devices cannot be used (e.g., work on unsecured ladders, scaffolds without railings, etc.). The area must be secured to prevent injuries from falling material or tools. This should be done in consultation with the person responsible or deputy. This applies to pits and excavations accordingly.

Barriers should be 1 meter high and placed at least 1.5 meters from the hazard points. An access opening is recommended.

The danger zone must be closed off and clearly identified; if no identification signs are available, the plant supervisor or deputy must be informed.

For welding work on installations at **risk of fire** (e.g. vortex radiators, gas pipes, etc.), work may only be carried out with explicit authorisation. Fire extinguishers must be provided. At construction sites and on the plant premises, **authorisation** must be obtained before starting work.

Danger signs must be observed: Forklift traffic, suspended loads, fire hazard, etc.

The danger signs must also be observed on stored parts or materials. If these are not understood, the plant supervisor or deputy must be asked for advice.

If fixed or mobile **platforms** are used, they must comply with the safety regulations: Handrail, knee rail, base rail. The wheels of mobile platforms must be locked. Mobile platforms must not be moved if there are people or loose objects on the platform. Only climb platforms using ladders. Safety measures must be taken to prevent mobile work platforms from falling over. Workers who are unable to carry out work must report this to the plant supervisor or their deputy.

Machines and equipment brought onto the site must comply with the relevant regulations: CE mark, DIN-EN standards, VDE regulations or equivalent tests. This also applies to any ladders brought along. These must be labelled with a control symbol confirming that the machines or equipment have been tested.

Safety devices on machines must not be modified or removed.

Tools may only be used for their intended purpose.

Before use, tools, equipment, accessories, machines etc. must be inspected at least visually. If defects are detected, the appliance must be shut down immediately and inspected by a specialist. Defects must always be reported to the person responsible or their deputy. This also applies to all safety precautions, barriers, signs, etc. Small parts must be properly stored.

Safety instructions for work in the plant and on site



Before commissioning a machine, it should be ensured that everyone possesses sufficient knowledge to operate or control it.

In general, the accident prevention regulations of the AAA (Association d'assurance accident) and the internal safety and operating instructions apply to the specific issues.

Work on electrical systems may only be carried out by specialised personnel.

Before starting work, the location of the **first aid room**, the **evacuation points** and the **designated assembly points** must be known. **Accidents must** be reported immediately to the person responsible, or their deputy and a copy of the accident analysis must be handed over promptly.

The first aid register always needs to be filled out when providing **first aid**.

In case of minor accidents, the external company is responsible for providing first aid to the injured person with their own first aid equipment.

All damage to equipment must be reported immediately to the person responsible or their deputy. **Safety devices** should not be deactivated.

Order and cleanliness must be observed: Store materials and equipment in precisely designated areas. The workplace as well as social and sanitary rooms must always be kept clean and left clean. Do not leave cables and hoses unattended on the walkways.

Properly dispose of **scrap and waste** in the designated containers.

Combustible or other hazardous substances must be placed and sealed in non-hazardous areas. They must be marked with the corresponding pictograms and safety data sheets must also be available in German and French. It is strictly prohibited to pour liquid pollutants into the sewer or toilet. In case of a leak, immediate measures must be taken. Inform the plant supervisor or deputy about the location.

Secure material and equipment against falling over or rolling away if there is a risk of injury. Sharp edges on material or tools must be covered (risk of injury).

The wearing of **safety shoes, long trousers and T-shirt** (not a muscle shirt) is mandatory, as is the correct use of personal protective equipment. External workers must wear a **security vest** provided by CTI Systems S.à r.l. for the entire duration of the service. Ear and eye protection, gloves and safety harness kits must be worn depending on the type of work being carried out. It is the **responsibility** of each employee to bring and wear their personal protective equipment (PPE) during the working day. Additional PPE will be determined by either the risk assessment or local legislation.

Safety instructions for work in the plant and on site



All external employees must be trained to perform the requested work. Upon a simple request, employees from CTI Systems S.à r.l. can request this from the employer of the external company.

Temporary workers are required to participate in a safety training conducted by the HSEE department on their first day before starting their tasks.

External employees working for a short period do not participate in this training. However, they must acknowledge these safety instructions, which are valid for a period of one year. These instructions must be signed and are binding during work on CTI premises/construction sites. Violation may lead to expulsion from the CTI site/construction site.

We reserve the right to request information as needed. Refusal to provide information may result in immediate expulsion from the construction site or premises. CTI Systems S.à r.l. is not responsible for any resulting costs. In the case of a serious violation, we reserve the right to report it.

The undersigned hereby confirms having truthfully understood and acknowledged all information.

Date and Signature