

AS OF OCTOBER 2024

# Safety instructions for visitors, suppliers and external companies



To make your stay as safe and pleasant as possible, we ask you to keep to the following the following instructions and to read this information carefully. All guidelines and instructions are to be followed to ensure your safety. We thank you and wish you a pleasant stay.

- The company premises may only be entered after prior registration at reception. You will be received there by your contact person.
- Visitor badges must always be worn visibly during your stay.
- When leaving the premises, please sign out at reception and return your badge, signal waistcoat and any other PPE that have been handed out to you.
- The personal protective equipment (PPE) issued to you, such as safety shoes and a safety waistcoat, must be worn throughout the entire production area.
- Entering the production areas is only permitted with an accompanying person. Follow the instructions of the person accompanying you.
- Please be sure to observe all prohibition, warning, mandatory and instruction signs as well as the information signs.
- Always pay attention to internal factory and passenger traffic - forklift trucks and loading/unloading operations have priority. The general traffic rules and regulations apply.
- Filming or taking photographs is not permitted on the entire factory premises.
- The consumption of alcohol or drugs as well as smoking are prohibited on the factory premises. Smoking is only allowed in the designated areas.
- Standing under suspended loads is prohibited.
- Unauthorised use of operational facilities and equipment, in particular machines, vehicles, lifting gear and crane systems, is not permitted.
- If you have any questions or require clarification, please get in touch with your contact person.

## For external companies

- If you carry out work on our factory premises, this must be authorised and approved in advance by the responsible department manager.
- Personal protective equipment (PPE) must be worn throughout the entire production area. Please strictly observe the respective signs.
- Work requiring authorisation, such as welding, soldering, grinding and cutting, must be applied for to the head of department before starting work.
- If hazardous substances are used, information must be given beforehand, and work must be registered before starting the work. Approval from our hazardous substances officer may be required. Corresponding documents such as safety data sheets and technical data sheets must be carried with you and presented on request.
- The workplace must be left clean.



No trespassing



No smoking



Photography prohibited



No touching



Mobile phones prohibited



Wear safety waistcoat



Wear safety shoes

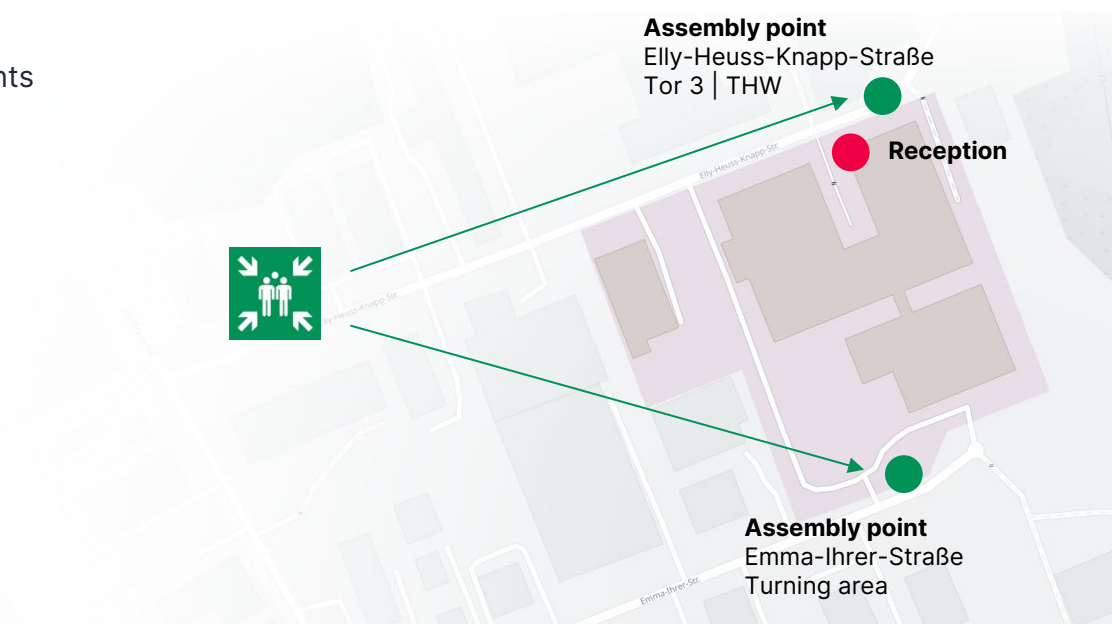


Wear safety goggles



Wear ear protection

## Assembly points



Escape route



Assembly point



First Aid



Fire extinguisher



Fire alarm

## Behaviour in emergency situations

### Behaviour in case of fire

Remain calm, do not endanger yourself.



- › Comply with the instructions of the HEROSE staff.
- › Use clearly marked emergency escape routes and leave the building.
- › Go to the assembly point.
- › Await further instructions.

### Rules of conduct in case of accidents and first aid

Remain calm and report the accident, do not endanger yourself.



- › Comply with the instructions of the HEROSE staff.
- › Provide first aid, if possible.
- › Inform HEROSE staff.

### In an emergency case always furnish the following particulars:

Where did it happen?

What has happened?

How many injured persons?

Which kind of injuries?

Person who reports the incident?

Wait until the emergency call centre ends the call.

