

Safety instruction for contractors and visitors

Welcome to HEROSE! In order to make your stay as safe and pleasant as possible, we ask you to observe 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.

GENERAL INFORMATION

Visitor badges



The company premises may only be entered **after prior registration** at the reception. You will be handed over to your contact person there.

Visitor badges must be worn visibly at all times during your stay. When leaving the premises, sign out again at the reception desk and return your badge, signal vest and other PPE issued to you there.

Escape routes and meeting points

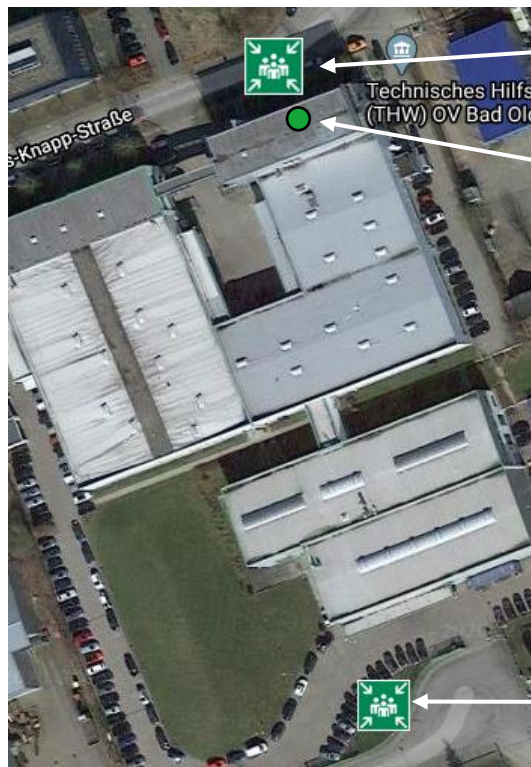


Signpost for escape routes



Signpost for meeting points

These are the meeting points:



Meeting point Elly-Heuss-Knapp-Straße Tor 3 / THW

Reception of HEROSE GmbH

Meeting point Emma-Ihrer-Straße Turnaround ramp

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Escape and rescue plans



Please pay attention to the escape and rescue plans with the positions for
fire detectors,



fire extinguisher

and other indications. The plan shown below is intended to show this as an example.



BEHAVIOUR IN CASE OF HAZARDOUS SITUATION

Behavior in case of an accident



- Keep calm
- Secure the accident site
- Give first aid
- If necessary, call for medical help (112)
- Call in first aiders
- Do not leave injured persons alone
- For calls from internal telephones, the "0" must be placed in front of the number.

Behavior in case of fire



- Keep calm
- If possible, put out or try to dam the spread of the fire (self-protection first)
- Call the emergency number (112)
- For calls from internal telephones, the "0" must be placed in front of the number.

Behavior during evacuations



- Switch off machines and systems
- Leave the building by the shortest possible, hazard-free route
- Go to meeting point
- Check whether anyone is missing
- Report missing persons to rescue forces
- Follow the instructions of rescue forces and evacuation assistants.

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Emergency contacts



Ambulance service

District control center Bad Oldesloe

Telephone (0) 81001
Emergency number (0) 112

General emergency numbers

Medical emergency service (0) 116117
Police (0) 110
Fire department (0) 112

Dr. med. Gabriele Hofmann

(accident prevention physician of the employers' liability insurance association)

Doctor for surgery / casualty surgery
Königstr. 11, 23843 Bad Oldesloe

Telephone (0) 04531 / 2118

Asklepios Clinic Bad Oldesloe

Schützenstr. 55
23843 Bad Oldesloe

Telephone (0) 04531 / 68 0

For calls from internal telephones, the "0" must be placed in front of the number.

GENERAL BEHAVIOR

We expect our contractors and visitors to behave in a safety and environmentally-conscious, energy- and resource-conserving manner, as the continuous improvement of safety, environmental protection and energy performance is an integral part of our corporate group.

Registration and deregistration



For each visit registration and deregistration is required at our company's reception. Exceptions are agreed on individually.

Information



Before starting the work at our company premises, find out about the location of rescue equipment such as first-aid kits and fire extinguishers, as well as current rescue plans, escape routes, fire alarms and emergency numbers.

Laws and regulations



All work must be carried out in compliance with the applicable laws, regulations and our own specifications.

Instructions



The instructions of our managers, safety specialists and authorized persons must always be followed. In the event of a given cause, they are authorized to instruct the immediate stop of work.

Safety instruction for contractors and visitors

PPE (Personal protective equipment)



Wear appropriate personal protective equipment (PPE) for all work. Use PPE in accordance with the mandatory signs, hazard assessments, operating instructions or safety data sheets.

Fire hazardous work



Work involving fire hazards (e.g. welding, soldering, grinding, cutting) must be registered; if necessary, a permit will be issued. Special safety regulations apply to minimize fire hazards.

Use of operational equipment and resources



The unauthorized use of operational equipment and resources, in particular machines, vehicles, hoists and cranes, is not permitted. If required, an operator for the machines, vehicles, cranes and hoists will be made available to you after consultation with the operational superiors.

Road and passenger traffic



Always pay attention to internal road and passenger traffic, obey traffic signs.

Safety distance



A suitable safety distance to our machines and equipment must be maintained. Please pay particular attention to industrial trucks. Please also observe the terrain and weather conditions. It is prohibited to stand under suspended loads.

Hazardous substances



If hazardous substances are used, they must be reported and registered prior to the start of the work. If necessary, a release by the hazardous materials officer of HEROSE is required for the use. Corresponding documents such as safety data sheet and technical data sheet and must be presented on request. to be shown upon request.

Smoking



Smoking is only permitted in the areas marked accordingly. Smoking is strictly prohibited in all other areas.

ADDITIONAL INFORMATION SIGNS

PPE



Safety shoes or safety caps must be worn at all times when entering the company premises and the production halls.



Every visitor must wear a visitor safety vest issued by HEROSE in the production area as well as on the outside facilities.
Return the signal vest to the reception desk at the end of your visit.



Eye protection must be used in some areas.
(If relevant to your visit, your contact person will advise you).



Ear protection must be used in some areas.
(If relevant for your visit, your contact person will advise you).

Prohibition signs



Photography is allowed only after consultation.
Persons are excluded from the permission in case of release.



Do not use any cell phone in the company premises.



Do not touch any machines.

Information signs



Caution hot surfaces. Do not touch.
Especially in the area of soldering and welding.



Caution forklift traffic!
Do not leave marked paths.

If you have any further questions, please do not hesitate to get in touch with your contact person.