

Unterweisung Fremdfirmen gemäß ASchG § 14 Abs. 1 in Verbindung mit § 8 Abs.2 Z1 bei Allg. Tätigkeiten, Bau- und Montagearbeiten

When entering the factory premises of **Stoelzle Oberglas GmbH**, the following rules of conduct must be observed without exception. All instructions from company employees must be followed without fail.



1. **Smoking is strictly prohibited** on the factory premises. **Excluded:** areas specially designated for smoking.



2. There is an **absolute ban on alcohol and narcotics/drugs** on the factory premises. **Bringing** and **consuming** alcohol and **narcotics/drugs** on the factory premises is **prohibited**.

Hier gilt die StVO



3. Am Firmengelände gelten die StVO und ein Tempolimit von 10 km/h!

4. Parking of company vehicles on the factory premises is only permitted if absolutely necessary and with the consent of the factory management!



5. Factory traffic (forklifts, wheel loaders, etc.) always has priority. Any obstruction of factory traffic must be avoided.

6. For hot work, a hot work clearance certificate must be issued before activities can begin!



7. A permit must be issued for work in containers before starting work!

8. Damaged work equipment, machines or hand tools must not be used!



9. All ladders used must have a test mark (EN 131, ÖNORM Z 1008) and be free from any damage!



10. Hearing protection must be used without exception in designated areas. Hearing protection must also be used when carrying out work that generates noise (grinding, cutting, etc.) and in the area where broken glass is stored!



11. When working at heights or in places where there is a risk of falling, it is mandatory to wear personal protective equipment to prevent falls. This applies, for example, to roofing work with a fall height of 3.0 m or more in good weather conditions or when working on platforms with a fall height of more than 2.0 m.



12. When working with cherry pickers and telescopic mast platforms, wearing personal protective equipment to prevent falls from a height is mandatory.

13. A forklift or crane license is required to operate forklifts and cranes. The lifting gear used during work must be marked and checked for proper condition before use.

14. During excavation work at a depth of 1.25 m or more, measures must be taken to ensure the safety of persons (poles, embankments, shoring)!



15. Scaffolding must be erected in a stable manner and inspected in accordance with the regulations. The inspection records must be available on site!

16. All provisions of the Construction Workers' Protection Ordinance and the Employee Protection Act in their current version must be observed!



17. You have been informed by your employer within the last 12 months about the dangers of the work materials and equipment you use and you have the qualifications required to carry out the work.



18. Any waste generated must be properly separated and disposed of. (Information on this can be obtained from the waste officer at **Stoelzle Oberglas GmbH.**)!






19. Specific regulations apply to PPE and protective clothing in the individual work areas in the plant. External companies must inform themselves about these regulations in advance and comply with them (see **PPE appendix, page 4!**).

20. You carry out your work in a factory where glass containers are manufactured for the pharmaceutical and food sectors. Strict **hygiene regulations** must be observed to protect the primary packaging. If you suffer from any of the following illnesses or symptoms, we will only allow you limited access to our production facilities. Please inform us immediately throughout your entire period of employment if you:










- suffer from flu-like symptoms such as fever, cough or runny nose
- had contact with influenza patients
- currently suffering from or having suffered from diarrhea and/or vomiting in the last 7 days
- have skin problems on your hands, arms or face
- Have boils, styes or open/purulent fingers
- suffer from discharge from the eyes, ears or gums/mouth
- suffer from chronic skin or ear problems
- suffer from chronic intestinal problems
- are carriers of typhoid or paratyphoid or have had contact with carriers in the last 21 days

A violation of the above regulations may lead to expulsion from the factory premises and thus to the loss of the contract.

Important telephone numbers:

| Position | Name | Phone number |
|--------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------|
| Plant management | Lenk Wilfried | 0664 / 22 29 114 |
| Energy & Environmental Manager; Facility Manager | Mayrold Thomas | 0664 / 82 35 678 |
| Safety & Waste Manager | Haik Christian | 0664 / 78 76 73 60 |
| Fire protection officer | Suntinger Patrick | 0664 / 82 35 656 |
| Head of Electrical Department | Kolb Herbert | 0664 / 46 52 255 |
| Head of Maintenance | König Ferdinand | 0664 / 82 35 692 |
| Control room Batch and Melt | Skrbinjek Volker | 0664 / 82 35 685 |
| Red Cross / Rescue  | Voitsberg | Emergency number: 144 oder 050 / 144529112 |
| Fire brigade / Company fire department  | Suntinger Patrick | Emergency number: 122 oder 03144 / 706-237 |
| Police  | Köflach | Emergency number: 133 oder 059 / 1336193 |

APPENDIX - PERSONAL PROTECTIVE EQUIPMENT

| PPE | Description |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Hearing protection must be used without exception at the hot end, including the cellar and feeder level, as well as in the marked areas! |
|  | A bump cap/head protection must be used without exception at the hot end, including the cellar and feeder level, as well as in the marked areas! |
|  | At the hot end including the cellar, feeder level and at the cold end as well as in the marked areas, protective goggles or a protective visor must be used if there is a risk of splashing (liquid splashes, metal/glass splashes) and when working with the high-pressure cleaner! |
|  | When working with sharp objects (glass, knives, etc.) cut-resistant gloves must be used! |
|  | When working with hot objects, hot units or hot surfaces, heat-protective gloves must be used. |
|  | When working at heights or where there is a risk of falling, appropriate PPE against falls must be used - without exception! |
|  | Wearing long trousers is mandatory throughout the entire factory premises! |
|  | When working on the entire hot end and in the cold end (sorting), long sleeves are mandatory . Rolling up sleeves is not permitted. |
|  | Personal protective equipment must be tailored to the specific area of activity and the task. When choosing your PPE, pay attention to the information signs in the relevant work area and the applicable regulations! |

PARTICIPANTS' List - Instruction of External Company

COMPANY:

Topic: Safety instruction

Documents: _____

Contact Person STO: _____

Duration: approx. 30 Min.

Date: _____ Time: _____

Trainer: _____ Signature: _____

With the signature it is confirmed that the instruction according to ASchG §14 Abs.1 in connection with §8 Abs.2 Z1 was carried out, understood and **the regulations are followed without exception.**

| Nr. | Name | Date | Signature participant |
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