

Regulations and Safety Instructions for Visitors to the Works Premises of PWO AG



1. General information
2. Works traffic
3. Visits to the works premises
4. Emergencies




Industriestrasse 8
77704 Oberkirch


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Welcome to Progress-Werk Oberkirch AG. We attach great importance to the safety of our visitors and employees. We ask you to study the following safety information carefully and to obey all safety instructions.

1. GENERAL INFORMATION

1.1 Arrival / Visitor ID

 Visitors are to register at the reception or at the gatekeeper respectively, whereupon they will receive a visitor ID badge. Please wear this ID visibly during your stay on the company premises.

 The standard visitor ID badge is attached with a magnet. Please note that magnets should not be worn near a pacemaker. If you are a pacemaker wearer, please ask for an ID badge with a neck strap.

1.2 Departure

At the end of your visit, the reception/gatekeeper must be informed of your departure and your visitor ID must be personally handed in there. Your PWO contact person may be able to take care of this for you.

1.3 Authority

Please obey all instructions given to you by your PWO contact person. Please observe the prohibition, warning and information signs

displayed on the plant premises. Failure to comply can result in being immediately expelled from the premises. If you should be injured in any way, please be sure to inform your PWO contact person.

1.4 Smoking / Alcohol



Smoking is only allowed at designated smoking areas. Please contact the PWO Supervisor if necessary. The distribution and consumption of tobacco, alcohol and other intoxicants is not permitted.

1.5 Photography / Recording is Forbidden



Please note that photography and/or filming are strictly prohibited on the premises.

1.6 CONFIDENTIALITY

All information gained regarding fundamental research, new developments, working methods, manufacturing and other details is strictly confidential. If this agreement is violated, you (or your employer respectively) shall be liable to pay damages and may also be liable to prosecution.

1.7 LIABILITY

Visitors entering and driving within the works premises do so at their own risk. Visitors are personally liable for the costs of any damages to property or injuries to persons caused by the visitors themselves.

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2. WORKS TRAFFIC

15

The Road Traffic Act and a speed limit of 15 km/h (9 mph) must be observed throughout the works premises. A permit is required in order to park a vehicle on the premises. Please display the parking permit in a viewable location behind your front windshield and park your vehicle only on the space allocated. Please keep traffic routes clear. When using bicycles, electric pallet trucks or forklifts, please keep your speed down to an acceptable level and bear in mind that the maximum speed permitted on the shop floor is walking pace. Please remain on the designated vehicle routes and take care when passing through shop floor entrances. Keep emergency exits and escape routes clear at all times. Please report any accidents/damages immediately to your PWO contact person or the reception/gatekeeper.

3. VISITS TO THE WORKS PREMISES

3.1 Pedestrians and Doors

Please use the designated pedestrian access routes and doors. Pedestrians are not permitted to pass through the roll-up doors. Please beware of works traffic and forklifts.

3.2 Overhead Lifting Gear



Please do not walk under suspended loads.

3.3 Restricted Areas



Please do not enter any restricted areas.

3.4 Uneven or Slippery Surfaces



Please take extra care when crossing hazardous areas such as slippery or uneven surfaces.

3.5 Complying with Safety Instructions



Please observe prohibitive and warning signs, do not enter where access is prohibited and be sure to comply with company regulations at all times.

3.6 Personal Safety Equipment



The wearing of safety shoes is mandatory on all shop floors as well as at workplaces in the factory yard or on the plant premises respectively.



Please wear ear protectors during prolonged visits to areas designated as having high noise levels. Please speak to your PWO contact person, who will provide you with the necessary equipment.

4. EMERGENCIES

Conduct in the event of accidents, fire and other hazards:

4.1 Emergency Telephone



In an emergency, please call First Aid or your PWO contact person
Paramedic: Extension 222
Gate: Extension 300

4.2 Emergency Exits and Rescue Routes



Please leave the danger zone immediately and warn people at risk. In the event of fire, try to put out the fire with a fire extinguisher, if possible.

Escape routes are marked in green on the emergency and evacuation plans displayed inside buildings. In the event of an evacuation, please proceed to the appropriate assembly point.

4.3 Authority to Issue Directives

Please obey all instructions issued by rescue workers and the works fire department.

PWO

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