

# Safety instructions and rules for visitors and external employees



**In order to ensure You a safe visit or trouble-free operation in our company, please follow the following instructions during your stay in our company. It serves not only for your safety, but also for the safety of others.**

## Movement in the premises:

When moving in the production area please use the aisles marked with blue lines on the floor. Some of these aisles are used also for forklift operations so please take an extra care and watch what is happening around you. The forklifts move almost silently due to their drive.

The Visitors may enter the area between the machines and the risk-workplaces only with the consent of the escort. External staff (i.e. service technicians, technical support) may enter these areas independently, but only after familiarisation with safety instructions and approval of shift leader or relevant manager.

## Personal protective devices:

Depending on the circumstances, you may be required to use personal protective devices or work equipment like:



## Safety instructions:

Please follow all safety instructions on the machines and other equipment, i.e.



## Waste materials sorting:

The waste materials in the plant are sorted, please follow the instructions and markings on the waste bins and containers. In the case of doubt please follow the instructions of the escort or shift leader.

## External staff and companies:

Please act in a such way that you don't endanger yourself or Poppe+Potthoff employees. Do not occupy the work and handling zones by work equipment, tools or materials.

## Fire alarm:

If you hear a warning signal or the call "Fire!" go to the Area of Gathering - a parking lot or a grass area in front of the company towards the main road.

If you detect a fire yourself, please inform any of the company employees and go to the Area of Gathering.

## Important phone numbers:



## Marking of escape exits:



**I confirm that I have understood the information and undertake to comply with it**

Date:	Name and surname:	Signature:
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