

General Safety Instructions

- Safety first! Do not perform any work if you are not absolutely sure how to work safely.
- The fundamental rule applicable to all work conducted at Hauff-Technik is: no briefing – no work! Briefings shall be conducted before the start of work.
- Obey all instructions of your Hauff-Technik contact person and report safety related defects to your Hauff-Technik contact person or to your reporting manager.
- Always work cautiously and ask questions if anything is unclear.
- Report any damage to the safety infrastructure and accidents immediately to your reporting manager or your Hauff-Technik contact person.

Traffic rules

- Stay on the marked pedestrian routes.
- Forklifts have right of way! Walk cautiously in traffic areas.
- High-visibility vests are required in outdoor areas outside the marked footpaths and in the logistics center.
- Wear safety shoes in all areas outside the marked pedestrian routes and office buildings.

First Aid / Fire protection / Escape routes and emergency exits




- There are trained first responders, for first aid and fire safety, as well as height rescue workers in the production and in the administration. If needed, speak to a Hauff-Technik employee around you.
- Be aware of the location of the next fire extinguisher/first aid-box, the escape route in case of an emergency and how to inform the first responders for fire safety and/or first aid?
- Make sure to enter all injuries in the first aid book.
- In the event of a fire alarm, leave the building immediately and go to one of the marked assembly points. Wait there for further instructions.
- Always keep traffic, escape and rescue routes as well as emergency exits clear.



Safety equipment

- Always use the safety equipment which is required for the specific workplace.
- Do not use faulty safety equipment. Check your equipment for noticeable defects before use.

Safety signs and other information

- **Mandatory signs:** Round and blue – signalling an obligation to do something 
- **Prohibitory signs:** Round and red – signalling prohibition 
- **Warning signs:** Attention, Risk, Danger! – warning of hazards 
- Consumption of alcohol is strictly prohibited
- Smoking is only permitted in the indicated smoking booths and only for persons, above 18 years of age.

Taken note of on	Company:	Last Name:	Signature:
Date:	<i>In block letters</i>	First Name:	

Occupational Safety and Health Instructions For Visitors and External Contractors



To be filled out only if work is performed on the premises of Hauff-Technik.

Contractors

Briefing is mandatory for conducting any task on the premises of Hauff-technik. The contact person varies depending on the relevant area of work:

Building/Infrastructure: Mr. Rolf Jahnke (DW -833)

Outside area/Traffic routes: Ms. Silvia Rose (DW -547) & Mr. Tobias Mayer (DW -862)

Production halls: Ms. Katja Mack (DW -511) & Mr. Stefan Tripke (DW -864)

In case of inavailability of the relevant person another management-level employee of the relevant area shall be consulted.

Hot work (e.g.: welding, use of a grinder) and work performed at heights must be registered with the above mentioned responsible persons.

Reason for briefing:		
Briefing performed by:		
_____		_____
Last Name First name / <i>In block letters</i>		Date Signature
Briefing performed for:		
_____	_____	_____
Last Name First name / <i>In block letters</i>	Department or company	Date Signature
Briefing performed by:		
_____		_____
Last Name First name / <i>In block letters</i>		Date Signature
Briefing performed for:		
_____		_____
Last Name First name / <i>In block letters</i>		Date Signature

Please scan the completed sheet and send it to MBArbeitssicherheit@hauff-technik.de.

Filing location:

Hauff-Intranet\IMS\Arbeitssicherheitsmanagement\Dokumente\Sicherheitsunterweisung

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