



**Safety rules
and behavior in
case of danger**





Welcome,

You are temporarily working on our company premises. Safety and environmental protection are very important to our company. Please read this leaflet carefully and follow the instructions exactly.

START OF WORK

- Please register at reception and show your ID. You will receive a visitor badge, which must be worn visibly and returned when you leave the premises.
- Ask for your Oest contact person (usually the client), who will then come to collect you.
- Only go to the areas where you need to carry out your work.
- Your Oest contact person will inform you about all safety issues and environmental protection measures.
- Pay particular attention to the safety signs and ask about the hazards in your work area.

Our Oest representatives will be happy to inform you about the relevant rules of conduct.

FACTORY TRANSPORT

- The reception desk or your Oest contact person will tell you where you can park!
- Traffic regulations apply on our premises.
- The speed limit indicated on the premises must be observed.
- Vehicles and industrial trucks that are permitted to be used for internal transport may only be driven or operated by trained and instructed persons.

HAZARDOUS SUBSTANCES

- You must exercise particular caution when working in the vicinity of hazardous substances or when using hazardous substances. Appropriate precautions (e.g., personal protective equipment, special tools, skin care products) must be taken in advance.
- If you need to use hazardous substances in your work, please discuss this with your Oest contact person in advance.
- Hazardous substances not approved by Oest may not be used on the company premises!
- For approved substances, the instructions in the safety data sheet or operating instructions must be followed during processing and storage.
- The safety data sheet must be available on site. Employees must be instructed accordingly.
- The removal and consumption of Oest operating materials and consumables must always be agreed with your Oest contact person.



■ You are obliged to wear or use the appropriate personal protective equipment at all times when working in the presence of hazardous substances.



■ Hazardous substances can have harmful effects if handled improperly, e.g., irritating, corrosive, toxic. Containers and vessels are marked with the appropriate symbol.



■ Observe the hazard warnings and safety advice on the packaging of the substances or in the safety data sheets/operating instructions.

■ Inform yourself about the hazardous properties and appropriate protective measures for the hazardous substances present.



■ Pay attention to your personal hygiene before eating and drinking and after finishing work.



■ Never pour hazardous substances into containers that are intended for storing food or that could be confused with such containers.

■ Solid and liquid industrial waste must be collected in designated containers. It is strictly forbidden to pour paint residues, solvents, alkalis, acids, oils, lubricants, or other hazardous substances into the sewage system (street drains, toilets, sinks).



FIRE / EXPLOSION HAZARD



■ We work with flammable and highly flammable liquids and solid hazardous substances! Mark and secure your workplace.

■ Smoking is strictly prohibited on the company premises!



■ Smoking is only permitted in designated smoking areas.

■ Work such as soldering, welding, and other spark-producing activities require special permission (form available from your Oest contact person) and appropriate protective measures on site.



■ Never start fire-hazardous work without prior approval and safety measures from your Oest contact person.

■ For your own safety, observe the escape and rescue plans posted on site! Driveways, escape routes, and rescue routes as well as marked areas must not be obstructed and must be kept clear at all times.



■ **There may be a risk of explosion in rooms, buildings, and outdoor areas marked with the warning sign for explosive atmospheres (Ex)!**



■ Fire, open flames, and smoking are strictly prohibited. Carrying lighters or matches is also prohibited in these areas. Sparking must be avoided at all costs.



- Before working with open flames in potentially explosive areas where there is a risk of ignition, you must obtain a permit or approval certificate from the relevant Oest contact person.
- Only explosion-proof tools and machines may be used in hazardous areas (Ex).
- Wear shoes with conductive soles.
- Ground containers, devices (e.g., filling funnels) and pipes.
- Ensure that containers with flammable liquids and substances are always kept closed. They must be positioned so that they are not exposed to direct sunlight or heat sources.
- Avoid splashing when decanting and transferring flammable organic liquids, e.g., by filling below the mirror level or by pouring along the wall.

OCCUPATIONAL SAFETY



- Safety shoes must be worn in our production and storage areas.
- Additional protective equipment (e.g., hearing or hand protection, safety goggles) is required in various areas.



- The necessary personal protective equipment must be provided by your company.



- Wear all necessary personal protective equipment when working.
- Mark and secure your work area so that other employees are protected.



- Observe the safety signs in our company.
- Do not remain in hazardous areas.



- Working with Oest Group industrial trucks is only permitted with the appropriate driver's license, written authorization, and instruction.
- In the event of malfunctions or other questions, please contact your Oest representative.
- Instructions from your Oest representative must be followed.
- There is a general ban on alcohol and smoking during working hours.
- Breaks and the consumption of food must take place in the Oest break room!



ENVIRONMENTAL / WATER PROTECTION

- To prevent water pollution, it is therefore strictly prohibited to discharge wastewater outdoors onto streets and squares or directly into street drains. This applies in particular to wastewater from maintenance and cleaning work, even in small quantities.
- When working with wastewater, it is advisable to coordinate wastewater disposal with the client or the Oest contact person in advance.

ORDER AND CLEANLINESS

- Order and cleanliness are a matter of course at Oest!
- Waste disposal must be coordinated with your Oest contact person!
- Once you have finished your work, please inform your Oest contact person and sign out with them.

INFORMATION SECURITY

- Persons outside the company may use information belonging to the Oest Group exclusively for the purpose of fulfilling their contractual obligations. It is prohibited to use or pass on information belonging to the Oest Group for any purpose other than that specified in the order/contract.
- Publications of any kind relating to the company's business activities, in particular regarding recipes, products, manufacturing methods, business relationships, etc., are not permitted without the express written consent of the company.



PHOTOGRAPHY

Photography, filming and audio recording are prohibited throughout the Oest Group premises. Exceptions may be approved by the Oest contact person.

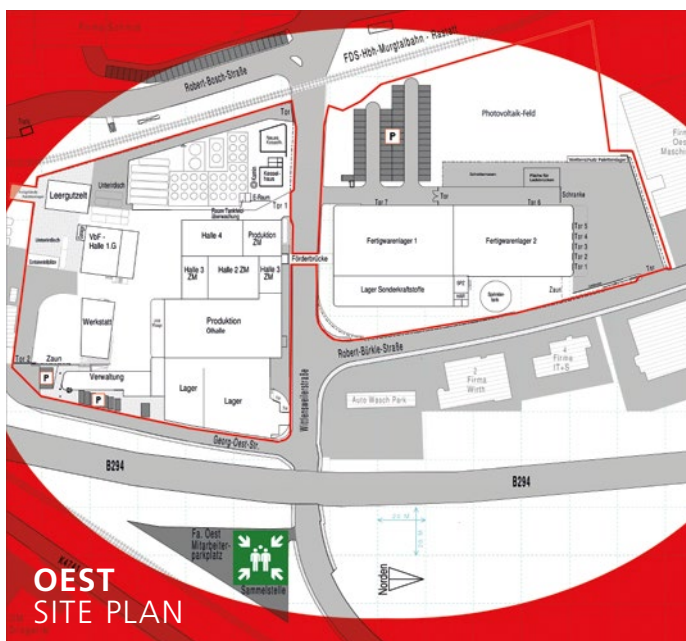
SAFETY FIRST!





IMPORTANT PHONE NUMBERS

- Police / Fire department 112
- Emergency medical services 112
- Poison emergency hotline +49 761 19240
- Technical management +49 7441 539222
OR +49 170 8516626
- Production +49 7441 539249
OR +49 160 3684657
- Logistics +49 7441 539264
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WHAT TO DO IN THE EVENT OF ACCIDENTS

■ 1. Keep calm

■ 2. Report the accident



- Where did it happen?
- What happened?
- How many people were injured?
- What injuries?
- Waiting for further information!

■ 3. Administer first aid

- Secure the accident site
- Treating the injured

■ 4. Further measures

- Direct ambulances / provide guides
- Direct fire department / provide guides
- Remove onlookers

WHAT TO DO IN CASE OF FIRE

■ 1. Keep calm

■ 2. Report the fire

- Where is the fire?
- What is burning?
- How much is burning?
- What are the dangers?
- Waiting for further questions!

■ 3. Get to safety



- Warn people in danger
- Take helpless people with you
- Do not use elevators
- Close doors
- Follow marked escape routes
- Go to the assembly point

■ 4. Attempt to extinguish



- Use suitable fire extinguishers
- Observe self-protection measures
- Health comes first



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