

HSE – Confirmation sheet Safety Instructions

Safety Instructions for contractors/visitors

Since the ongoing improvement of safety, mitigation of our environmental impact and energy consciousness is a cardinal component of the OPTIBELT corporate policy, we also expect our contractors to reflect these ethics in their conduct.

1. The relevant laws, regulations and the **OPTIBELT Safety Instructions** are mandatory to heed in the course of all activities. No permission to work on the premises will be given unless such persons were familiarised with **OPTIBELT Safety Instructions**. Please list persons so instructed (on the next page). These instructions will be repeated annually.
2. **Registration** on entering and **signing out** when leaving factory premises will be required at Registration. The visitor's pass shall always be carried clearly visible.
3. Visits to factory premises will be restricted to sections where the work will be carried out.
4. Our regular working hours are

Monday – Thursday:	7:30 to 16:00
Friday:	7:30 to 13:00
Saturday – Sunday:	(by arrangement only)

Work required outside these times must be coordinated with the relevant department.

5. All instructions by our coordinator or safety officer shall strictly be followed. Both officials are authorised to order immediate cessation of work if deemed necessary.
6. The prescribed personal protective equipment (PPE) shall be worn when performing any work. OPTIBELT will **not** provide PPE.
7. We request you to treat all data and information you may become privy to during your stay at the company as confidential and to refrain from disclosing such data to third parties. On a precautionary note, we point out our domestic authority, especially concerning the prohibition of filming and photographing and safety-conscious conduct. All prohibitory, instructional and warning signs shall be heeded at all times.
8. A written work permit, signed by our fire protection officer, will be required to perform **work posing fire hazards (e.g. soldering, welding, grinding, cutting)**. Special safety rules apply.
9. No unauthorised use of company facilities and equipment – especially machines, vehicles, hoists and cranes – will be permitted.

Rescue facilities:

10. Familiarise yourself with the location and functionality of fire extinguishers and escape routes when at your place of work.
11. Immediately cease work should a fire alarm sound and proceed to the designated assembly point.
12. Please immediately report hazards or malfunctions to the coordinator or your contact person. Apply first aid in the case of injuries or accidents or call the first aid officer for immediate attention.
13. **Immediately report accidents, emergencies or malfunctions of any kind to:
Tel. 05271 62 260 (gatekeeper)**

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(Date/Name/Signature)	Company	Contact person/ Department Optibelt
Gatekeeper: -260	Fire protection: -322	Workshop: -248
Occup. safety: -670		

Confirm with your signature that you have read and understand the information given in this document.

Instructed member of staff / visitor of the abovementioned company:

Surname, first name	Signature