



HSE – Health & Safety Briefing Confirmation Form

Health & Safety Briefing for Visitors

We expect our contractors to adopt a responsible attitude towards safety, the environment, and saving energy and resources. Ongoing improvement of safety, our environmental impact and energy performance is firmly anchored in OPTIBELT'S corporate policy.

1. The relevant laws, regulations and instructions given in the **OPTIBELT Health & Safety Briefing** must be adhered to during all work. Visitors are permitted to work on the factory premises only if they have had an **OPTIBELT Health & Safety Briefing**. The names of the persons who have been briefed must be recorded (on the next page). The briefing must be repeated once a year.
2. **You are requested to report to** the gate or reception **and sign out there** whenever you enter or leave the factory premises. The visitor's pass must be clearly worn and displayed at all times.
3. Visitors' presence on the factory premises is restricted to the plant section in which the work is to be carried out.
4. Our normal working hours are

Mon. – Thurs.:	7:00 a.m. - 5:00 p.m.
Fri.:	7:00 a.m. - 1:30 p.m.
Sat. – Sun.:	(by agreement only)

Any work outside these hours must be agreed upon with the department concerned.

5. Instructions issued by our coordinator and/or the safety officer must always be followed. These persons are authorised to instruct work to be stopped immediately, if necessary.
6. The personal protective equipment (PPE) specified for the work concerned must be worn whenever work is carried out. PPE will **not** be provided by OPTIBELT.
7. We ask you to treat as confidential all data and information that you have access to, or which you obtain or are privy to, during your visit and to not disclose it to third parties. We draw attention to our right to enforce our site regulations, particularly the ban on taking photographs and filming, and in the event of safety-relevant behaviour. It is essential to heed prohibition signs, mandatory signs and warning notices.
8. In order to carry out **work involving a fire hazard (e.g. soldering, welding, grinding, cutting)**, a written work permit signed by our fire prevention officer is required. Particular safety precautions apply when performing this work.
9. Unauthorised use of plant facilities and equipment, in particular machinery, vehicles, lifting devices and cranes, is prohibited.

Rescue facilities:

10. At the workplace, make a point of finding out where fire extinguishers are located and how they work, and where your escape routes are.
11. If the fire alarm sounds, stop work and go to the assembly point signposted.
12. Please report hazards or faults to the coordinator or your contact without delay. Give first aid in the event of injuries and accidents and/or inform the First Aider to obtain immediate medical care.
13. **In the case of accidents, emergencies or incidents of any kind, alert the following department immediately: Tel. 05271 62 -260 (gate security staff)**

Gate security staff: -260	Fire prevention: -464	Workshop: -248	Workplace safety: -670
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(Date/Name/Signature)	Company	Contact/ Optibelt Department

By signing this form, you confirm that you have read and noted its contents.

Briefed personnel from above-named company:

Surname, First Name	Signature