

Safety Notes for Visitors and Outside Companies



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Common Information for All Visitors

Registration

Every visitor and every employee of an outside company has to register before entering the META GmbH premises and sign off at the exit. When you register, you will be handed over to your contact person. Entering the company premises without permission is not permitted, also for your own safety.

Access to the company premises

Driving on the company premises with your own car is only permitted in exceptional cases and with the consent of your contact person on the respective day. The maximum permitted speed for all cars and trucks is 5 km/h. Please do not park in front of driveways for the fire brigade. Driving and parking on the premises is at your own risk.

Stay at the company premises

All visitors have to carry along protective equipment appropriate to the reason for their visit. The scope of the required protective equipment must be clarified in advance with the relevant META contact person. Smoking is strictly prohibited on the entire site, including in the vehicles. Smoking is only allowed in designated areas.

The consumption of alcohol and drugs is strictly forbidden. Photography and filming is only allowed with permission. Stay close to your companion on tours. Enter only the areas assigned to you. Caution, there is a risk of tripping due to operating equipment and machine parts in many areas. Never reach into rotating parts! Never cross barriers and avoid danger areas!

In case of emergency

In the event of danger, follow the instructions of the META GmbH staff.

Emergency call: 112

Use the marked escape and rescue routes.
In case of an evacuation, go to the meet-
ing point.



Leaving the meeting point is only permitted after presence has been determined and only after approval. Observe the information on the fire protection regulations on the back of this information. If you have any questions, get in touch with your contact person.

Additional Information for Outside Companies

Instructions

Every external company that is active on the META GmbH premises must ensure that the employees deployed have been trained in a trade-related manner and have also been instructed on the basis of this information. Department-related instructions are given by META GmbH to the foreman of the external company and must be passed on to the employees involved. This also applies to new employees. Documentation of the instruction must be presented on request. Initial training before starting work and annual follow-up training must be documented.

Work orders

Discuss your work assignment with your contact person before starting work so that any necessary safety measures can be initiated. Report any situation-related deviations from your order to your contact person before you continue with the work. Only carry out activities on systems if you have previously secured the area accordingly. If work is being carried out on systems, you and your contact person will, in consultation with the department, have the relevant components in the operating area secured electrically and document this accordingly. Caution, some systems start up partially automatically.

Always keep your workplace tidy and clean. Dispose of packaging materials properly. Restore safety in the event of an interruption or after the end of your work by completely reassembling protective covers, etc. or clearly marking areas after consultation. When you have finished your work, log off from your contact person.

Preventing Fires

Avoid fire loads, observe smoking bans

Behaviour in the event of a fire

Keep calm

Report the fire

- Who calls?
- Where did it happen?
- What happened?
- Are people in danger?
- Wait for questions!

 **Emergency number: 112**

Own location:
META GmbH
Kaiserstr. 100
52134 Herzogenrath

Get to safety

- Warn persons at risk
- Assist others in need of help
- Switch off machines
- Turn off electricity and gas supply
- Remove gas bottles if necessary
- Instruct rescue workers
- Pay attention to instructions

 **Follow escape routes**

 **Go to the meeting point**

Attempt to extinguish the fire

- Pay attention to your own safety

 **Use the fire extinguisher**

Fire protection regulations Part A - As of: 01/29/2021

Hazardous works

Hot work (welding, cutting, etc.) and activities in containers (entering) may only be carried out with the appropriate permission. If mutual hazards with employees of META GmbH or other external companies cannot be ruled out, arrangements must be made with the relevant coordinators. Activities with a risk of falling may only be carried out with appropriate safety measures. If necessary, a rope protection must be used.

Personally protective equipment

Depending on the area: **Safety shoes S2**
 Noise areas: **Ear protection**
 Activity-dependent: **Safety glasses, safety gloves**



Working machines

Forklift trucks may only be operated with appropriate training or instruction. Unauthorized use is prohibited! The belt must always be worn on forklifts! Property damage must be reported to the contact person immediately.

Work equipment

All work equipment that is used on the META GmbH premises (e. g. ladders, electrical equipment, chain hoists, etc.) must be in proper condition and may only be used as intended. The use of defective work equipment is prohibited. UVV tests must be clearly identified by badges on all work equipment. META GmbH work equipment may only be used with permission.

All work equipment, aids and other materials must be set up and stored in such a way that they cannot tip over, unintentionally roll away or fall. They are also not allowed to block any traffic routes or emergency exits. Use the workstations and storage areas assigned to you. Electrical cables are to be laid in such a way that there is no risk of tripping. The use of work equipment must not endanger uninvolved employees and damage technical equipment (e. g. by sparks, welding beads, arcs, etc.). If necessary, workplaces must be shielded with partition walls.

Safety labeling/operating instructions

All command and prohibition signs are mandatory for outside company employees too. Regard available warning notice and operating instructions for machines and hazardous material.

Hazardous substances

Hazardous substances may only be carried in proper containers signed with clearly characteristics. Bottling into beverage bottles is not allowed! A material safety data sheet and operation manual has to be carried with all hazardous substances. All hazardous substances has to be removed or disposed at end of work.



Electrical switchgear rooms/fittings/switches/electrical connections

Electrical switchgear rooms may only be entered with express permission and only by trained personnel. Fittings and switches may not be operated without permission. Electrical connections must not be disconnected without authorization.

Rescue chain

In the event of an emergency, quick first aid must be guaranteed. In the work contract you are obliged to provide your own first aiders. In all areas there is bandage material and an emergency telephone. In the event of an emergency call, answer the following questions:

Who calls?

Where did it happen? (Place guards at the driveway)

What happened?

How many injured?

What kind of injuries?

Wait for questions!



Sanitary facilities

Toilets and washing facilities are available at META GmbH. Please leave the facilities in a clean condition.

