

Behaviour in case of fire and other emergencies

Escape and emergency plans as well as first-aiders-lists and fire-protection-assistant-lists are displayed in the separate departments. Please ask the line manager of your work area about that, as well as about the location of the nearest telephone. In the buildings, sirens serve as alarm devices. One interval tone means evacuation. Should this alarm sound continuously, take the escape and emergency ways and leave the building without delay. Go to the assembly points determined in the escape and emergency way plans.



Accidents

(emergency doctor & rescue): 112



Fire brigade:

112

Emergency calls (police): 110



Traffic-, escape and emergency ways, emergency exits, access to safety routes as well as electrical equipment generally must be kept unrestricted. This applies also for company sites and access ways.

Important contacts

Tel. internal: extension	Ext.
Tel. external: 09461 409-	
Reception (switchboard)	102
Technical Facility Management - Mr Erwin Meier	366
Quality management deputy - Mr Andreas Wilsdorf	227
Purchasing manager	251
Head of aluminium and panel fabrication	352
Head of sheet fabrication	371
Head of wood fabrication	311
Head of mechanical fabrication	386
Head of steel fabrication	381
Head of assembling 1	368
Head of assembling 2	351
Head of assembling 3	312
Department Manager logistics	391

Every emergency (fire, accidents, near misses, etc.) must be reported to the person in charge without delay!

Your contact person at
SCHINDLER FENSTER + FASSADEN GMBH

Company premises and information



Safety leaflet

for

interns, holiday workers, leased
labourers and external companies

Your safety is our concern!



SCHINDLER FENSTER + FASSADEN GMBH
Mauthstraße 15, 93426 Roding/Germany

Access to the company premises

Visitors are kindly asked to go to the reception (gate 1) before they start working or to approach their contact person.

Should you have received a company badge, please wear it visibly and give it back after having finished the work.



It is not allowed to access or stay on the company premises when being drunk or influenced by drugs.

Access and stay on the premises are only allowed during the contractually agreed period! Alcohol and drugs are prohibited on the entire premises!

Traffic rules and on-site parking



On the premises of Schindler Fenster + Fassaden GmbH the drivers coming from the right side have got the right of way. The speed limit is 25 km/h and the principle of mutual respect applies. The internal traffic (lift trucks, trucks) needs to be respected particularly. Inside the building walking speed applies explicitly.

A valid drivers licence is presumed.



Inside as well as around the company premises, parking is permitted only on the designated parking places and within the marked areas.

Driving and parking on the company premises are at your own risk! Schindler Fenster + Fassaden GmbH assume no liability for damage incurred!

Photos, records and secrecy



Film-, video-, photo- and sound records are generally prohibited on the company premises and are only allowed with a special permit by the management or an appointed person (e.g. approval of mock-ups)!

Please also consider your obligation on confidentiality concerning personal data (as per DS-GVO) during and after you have finished your job. All knowledge you gain during your stay on factory equipment, methods, constructions, solutions and internal business processes must be treated confidentially and may not be disclosed to others.

Data protection



Our premises are under video surveillance!

Part of the indications on your person and your access to the company premises are saved electronically. Your person-related data will be treated highly confidentially and used for reasons of safety and for administrative purposes of your stay on the company premises and under consideration of the applicable data protection regulations only.

For the complete information on data protection including your personal rights as per Art. 13 GDPR please see <https://www.schindler-rodung.de/info/downloads.html>

Smoking, fire and naked light



Smoking, fire and naked light are on the company premises generally prohibited! Departments where fire and naked light are required to carry out special works are excluded.

Furthermore, smoking within designated areas with ash trays or in rooms where this is explicitly admitted is also excluded.

However, for young people under 18 years smoking is generally prohibited!

Hygiene, eating and drinking

Every work place needs to be kept tidy and clean.



In the production area, eating and drinking while working with hazardous materials or dirt-intensive work is generally prohibited!

Having lunch in the production departments is not admitted. Food may not be stored or cooled together with hazardous or auxiliary materials. Do not use beverage bottles or food boxes to store hazardous or auxiliary materials!

Waste must be disposed of in the determined containers.

Your contact person will inform you about break rooms and sanitary facilities.

General

Leased labourers and external companies need to write down the start and the end of their daily works as well as the kind of works, etc. completely (e.g. daily or installation report) and have them confirmed by the contact person every day.

Protection equipment



In the indicated areas, the respective required personal protection equipment must be worn (e.g. hearing protection, breathing protection, goggles, safety shoes, safety gloves, etc.)!

Works entailing risks of fire

Flammable works in areas entailing danger of fire, e.g. welding, parting or works bringing about an increased risk of explosion may only be carried out after a previous written approval by the contact person (according to presented welding permit).

When working on jobs developing dust or heat in the buildings, a switch-off of the fire detectors might be required; this needs to be clarified with the contact person in advance. The works may only be started after approval/switch off of the fire detectors.

Electrical machines and devices

Electrical tools and devices may only be used if they do not show any visible defects and are checked regularly. All utilized devices and work equipment need to be checked according to the applicable legal regulations (e.g. §3 and §14 of the German Industrial Safety Regulations) and hold a valid test label. Tools, machines or vehicles of Schindler Fenster + Fassaden GmbH may only be used with the corresponding qualification and the corresponding authorization by the contact person. The lift trucks may only be used and driven by our authorized personnel.

To connect electrical devices, the checked sockets installed in the building, and on sites the provided worksite distribution board, must be used. Electrical repair works may only be carried out by electricians. Extension cables and loose connecting leads must be installed properly, i. e. no danger of accidents or tumbling and no pinch and shearing points at doors and windows may occur.

Environment protection

All works have to be carried out in such way that hazards for humans and environment are prevented as far as possible. Especially is to be ensured that humans and environment not be harmed (e.g. a contamination of air, soil or water, and of the close river Rain, have to be prevented). Necessary and possibly hazardous auxiliary materials, e.g. painting materials, sealants, solvents, corrosives, glues, etc. must be reported to the contact person **before the works begin**. The legal safety regulations to handle the applied work materials must be kept and obeyed correspondingly.

Residues of work materials and unavoidable waste must be disposed of by the contractor according to the regulations.

As a matter of principle it is not allowed to shed any liquids in the **floor drains** on the company premises; they are only suitable for draining superficial water.

General law on equality

The regulations set up by the equality law must be followed and every discrimination and harassment with regards to race, ethnic provenience, sex, religion, conviction, handicaps, age or sexual identity must be omitted.

Consequences in case of infringement

This leaflet, as well as keeping all necessary measures relating to the protection of work, health and environment, is mandatory for all interns, holiday workers, leased labourers and external companies.

Breaches of the rules contained in this safety leaflet may lead to a prohibition of access to the company.