

# General safety briefing for external persons or external service providers

Number: AW BA 07, External persons, update 006  
Work area: voestalpine Krems

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## Scope of application

The business rule applies to external persons who participate in guided tours, or to external service providers that render services in the production halls(!) (excludes representatives who are present only in the IBZ or in meeting rooms). This initial information serves to disclose all hazards and corresponding rules of conduct in the factory and production halls of voestalpine Krems.

## Hazards for people and the environment



### Hazards for people

- Cuts from sharp edges of metal sheets and burrs
- Being trapped by moving machine parts (rollers, profiling tools, ...)
- Crushing of limbs between loads, during pressing, ...
- Being stabbed by pointed tools, cutting flags, chips, ...
- Tipping and falling of loads on cranes and forklifts
- Falling from elevated locations
- Take care on uneven ground → Danger of tripping
- Electrocutation from bare, energized parts as a result of damage
- Hazards when working in the vicinity of crane conductor lines
- Danger from chemical agents (skin contact, inhalation, swallowing)
- Risk of fire and explosion from flammable liquids and gases
- Hearing damage due to noise
- Danger from high-frequency, electromagnetic fields

## Prohibitions and rules of conduct



### Prohibitions

- Impairments caused by alcohol or drugs at the start of work
- Possession and consumption of alcohol as well as all kinds of drugs
- Taking photographs
- Implant wearers (pacemakers) in the production area (excluding: dispatch!)
- Standing under loads
- Entering restricted areas (protective fences, railings, ...)
- Blocking of escape routes
- Cycling is not allowed in the halls
- Roofs may not be accessed unsecured
- A lifting platform may not be used without a permit
- Cranes or forklifts may not be put into operation without an internal driving permit (and the respective driver's license).

### Rules of conduct

- Everyone is responsible for ensuring safety at work (in case of questions: inform internal contact person)
- Keep everything clean and tidy (keyword: waste separation - see annex!)
- Comply with instruction boards and posters
- Make colleagues / supervisors aware of hazards or unsafe conditions and conduct

Ausgearbeitet	Abtlg	Datum	Geprüft	Abtlg	Datum	QM genehmigt	Abtlg	Datum	Genehmigt	Abtlg	Datum
Hutterer Rober		05.05.2020	Harauer Dietma		11.05.2020	-----	-----		Fohr-Mitte Wal		11.05.2020

- Each injury must be reported to the internal contact partner / client IMMEDIATELY
- Each instance of damage to work equipment must be reported to the internal contact partner immediately

### Traffic & transport

- The road traffic regulations are valid throughout the factory and must be observed.
- 30 km/h restrictions, traffic lights and STOP signs must be observed!
- Pay attention to rail traffic!
- If there are any works nearby the rail traffic, there must be specific arrangements done. For example wearing high visibility clothing, precautionary measures for personal protection, barriers,...
- Traffic, transport and escape routes must be kept clear at all times
- Do not walk between stationary vehicles
- Do not stand behind moving forklifts
- Walk around parked wagons at a safe distance
- Marked walkways / road crossings in halls and outdoors must be used.

## Personal Protective Equipment & protective measures



### Materials

- Mop up and remove spilled agents
- Personal protective equipment and appropriate aids must be used when filling or using the materials.
- Only fill materials into labeled containers (no beverage bottles).



### Work equipment

- Work equipment of all kinds (e.g. ladders, lifting gear such as slings & lifting straps) must be checked for safe condition before use.



### Personal Protective Equipment & measures

- The personal protective equipment prescribed and provided must be worn
- Production, dispatch and workshop areas must only be entered with
  - safety shoes
  - long (long pants, long-sleeved top), close-fitting (work) clothing
  - hard hat or bump cap
  - hearing protection.
- Long hair must be tied up
- Long necklaces or large earrings must not be worn due to the risk of uncontrolled entanglement
- Further prohibition boards are to be followed in the respective workplaces or buildings



## Protective measures when carrying out activities

### Electrical systems

- Never touch bare, energized parts - repairs are performed by specialist personnel only

### Tools

- Training must be provided before using new tools.

### Machinery / systems

- Do not reach into running machines.
- Machines must only be operated upon express instruction

- If emergency situations arise for you or colleagues / other employees, operate the EMERGENCY STOP to stop the plant
- Cross roller beds only at the crossings provided with step plates

**Hot work carried out by external service providers**

- Hot work, such as working with the Flex, .... may only be done with a hot work permit issued by the fire department

**Conduct in the event of accidents, First Aid**

**Remain calm! Self-preservation takes priority!**

- Rescue injured persons, secure the accident site
- Involve First Aiders, calm the injured persons
- Immobilize injured limbs, cool burns
- Inform supervisors



**Company fire service landline internal: ☎ 300 / 333**  
**Porter service: ☎ +43 50304 14-300**  
**Company fire service cell phone internal: ☎ 92 300 / 92 333**  
**Company fire service cell phone external: ☎ +43 50 304 14 333**  
**Fire service: ☎ 122**



**Internal medical service land line internal: ☎ 444**  
**Internal medical service cell phone internal: ☎ 92 444**  
**Internal medical service cell phone external: ☎ +43 50 304 14 444**  
**Rescue: ☎ 144**

**In the event of non-compliance with the abovementioned rules of conduct, voestalpine Krems GmbH reserves the right to prohibit external persons or employees of external service providers from entering the factory premises, without this releasing them from any performance obligations.**

**Annex: Waste separation system on factory premises of voestalpine Krems GmbH**

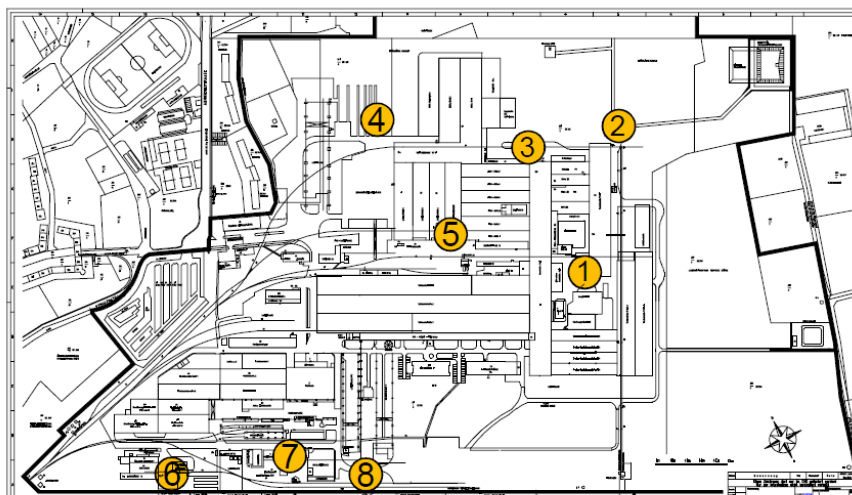
- ABFALLZENTRUM 1:**  
 Standort: V-Ost 1 neben Tor 116  
 Container: Restmüll 12m3  
 Werkstättenabfall  
 Papier  
 Plastik  
 Holz  
 Abfalltonen: Weißglas  
 Buntglas  
 Aludosen  
 Plastik  
 2x Restmüll  
 Papier  
 Biomüll
- ABFALLZENTRUM 2:**  
 Standort: Nordseite V Ost 2  
 Container: Papier  
 Plastik  
 Holz  
 Schrott

- ABFALLZENTRUM 5:**  
 Standort: westlich E- Werkstätte  
 Container: Restmüll  
 Werkstättenabfall  
 Papier  
 Plastik  
 Holz  
 Abfalltonen: Weißglas  
 Buntglas  
 Aludosen  
 Biotonne  
 Fässer für Spraydosen  
 2x 1100 für Lackdosen  
 Restmüll  
 Gef. Abfälle  
 Papier  
 Batterien  
 Plastik

- ABFALLZENTRUM 6:**  
 Standort: KFZ Halle  
 Container: Werkstättenabfall  
 Restmüll  
 Plastik  
 Papier  
 Abfalltonen: Papier  
 Plastik  
 Biomüll  
 Restmüll  
 Gef. Abfall
- ABFALLZENTRUM 7:**  
 Altölsammelplatz 1  
 Standort: westl. Bürogebäude VAKF  
 neben Stillstandsager  
 Container: Tanks für Altöl und Emulsion

- ABFALLZENTRUM 8:**  
 Standort: südl. Bürogebäude VAKF  
 Container: Restmüll  
 Papier  
 Plastik  
 Werkstättenabfall  
 Holz  
 Abfalltonen: Weißglas  
 Buntglas  
 Werkstättenabfall  
 Biomüll  
 Papier  
 Restmüll  
 Aludosen  
 Palettenlagerplatz

- ABFALLZENTRUM 3:**  
 Standort: Nordseite Querhalle Ost  
 Container: Restmüll  
 Werkstättenabfall  
 Plastik  
 Papier
- ABFALLZENTRUM 4:**  
 Standort: Nordseite Versandhalle 1  
 Halle Nord 2, (Tor 165)  
 Container: Restmüll  
 Papier  
 Plastik  
 Holz  
 Abfalltonen: Weißglas  
 Buntglas  
 2x Restmüll  
 Werkstättenabfall  
 Plastik



Stand: April 2017

Abfallart	Sammelbehälter	Standorte
RESTABFALL (Hausmüllähnlicher Industrieabfall) z.B. bewickeltes Papier, Silbepapier, verunreinigtes PVC, Kehrloch, Lebensmittelverpackungen, alles nicht bikontaminiert	graue Blech-container	diverse in den Hallen und im Werksgelände
ALTPAPIER Verpackungskartonagen Packpapier Büropapier Zeitschriften (ohne PVC)	Mülltonnen große Gitter-container	diverse im Werksgelände (H. Plan)
WERKSTÄTTENABFALL AUS BETRIEBEN Fasere, fett- und ölverunreinigte Betriebsmittel (bzw. keine Spezialbehälter erforderlich sind)	Mülltonnen in den Hallen sowie Werkstätten abfallcontainer	diverse im Werksgelände (H. Plan)
ALTHOLZ (nicht mehr verwendbare Unterlags- und Verpackungsbehalter)	Altholzlagerplatz Gittercontainer	diverse im Werksgelände
STAHLABFÄLLE Schrott	Schrotcontainer	diverse neben den Hallen- und Werksgel.
BAUSCHUTT bei diversen Baustellen	Bauschuttcont.	diverse im Werksgelände
LEUCHTSTOFFRÖHRE, LAMPEN, etc.	eigene Behälter	E- Werkstätte
Lithium Akkus (aus Mobiltelefonen, Akkuwerkzeugen - Computer,....)	eigene Behälter	E- Werkstätte
BATTERIEN	eigene Behälter	Portier E- Werkstätte
MEDIZINISCHE ABFÄLLE Gefährlicher Abfall	Abfalltonne	bei Sanität
BIOMÜLL	Biotonnen	div. im Werk
ALTGLAS getrennt nach Weiß- u. Buntglas	Altglascontainer	300. Personengeb. KW- Anbau div. im Werk
PALETTEN   Einwegpaletten	Holzcontainer	div. im Werk

## Review of effectiveness

BA AW 07, External persons, update 006 / Creation date: 26<sup>th</sup> April 2019

Name of employee: \_\_\_\_\_

Name of external company: \_\_\_\_\_

Name of discussion leader: \_\_\_\_\_

Date of training: \_\_\_\_\_

Please place a cross next to the correct answers (note: there may be several correct answers)

### In production halls...

... wearing long streetwear is sufficient	<input type="checkbox"/>
... wearing a hard hat is sufficient	<input type="checkbox"/>
... I have to wear a hard hat, safety shoes, long-sleeved clothing and, if necessary, hearing protection	<input type="checkbox"/>
... it doesn't matter what I wear	<input type="checkbox"/>

### Due to my work at voestalpine Krems, I have to drive a car around the company premises. I...

... pay attention to speed limits and to traffic signs because the traffic regulations apply	<input type="checkbox"/>
... pay particular attention to the factory traffic and the railway	<input type="checkbox"/>
... never stand anywhere because I am pressed for time	<input type="checkbox"/>
... don't pay attention because external service providers always have priority	<input type="checkbox"/>

### I see a crane that is currently moving a coil. The crane with the hanging load is positioned right above my walking route. I...

... wait until the crane with the hanging load no longer endangers my walking route	<input type="checkbox"/>
... just continue - because the crane driver is responsible for my safety	<input type="checkbox"/>
... tell my supervisor and make a complaint	<input type="checkbox"/>

### I have a pacemaker, ...

... so I am not allowed to enter the production area (excluding dispatch)	<input type="checkbox"/>
... so I am not allowed to enter the factory premises	<input type="checkbox"/>
... - but that doesn't matter	<input type="checkbox"/>

The effectiveness analysis makes it possible to check and prove whether the employees have understood the trained contents. This proof must be kept for at least 3 years and ends after the visit or the assignment and provision of the service in the company.

\_\_\_\_\_  
Date, place, signature