

Visitors, employees of external companies, contractors

Check in and check out:

Visitors, employees of external companies and technicians must announce their arrival to their contacts using the visitor's telephone in the reception area of the administration building or report at our factory gate.

Before entering the production premises, a safety briefing with the aid of this flyer is to be conducted and duly registered.

We assume no liability whatsoever for merchandise, materials or equipment you may bring to the premises.

Your contacts at SIEBTECHNIK GmbH:

Secretary's office, administration: +49 208 5801 - 214
 Uwe Bresch, plant manager: +49 208 5801 - 254

Work safety briefing:

I, the undersigned, have been briefed regarding the general safety regulations of SIEBTECHNIK GmbH. As required, an additional work-related briefing shall follow on site.

Company	
Name / Signature	
Date	Briefed by (SBTE)

What to do in case of a fire

KEEP CALM!

- 1. Report the fire** 
 - emergency tel.no.: 8-112**
 - Where is the fire?
 - What happened?
 - How many people were injured?
 - What sort of injuries are there?
 - Answer all questions from the emergency center
- 2. Get to safety** 
 - Take endangered persons with you
 - Close the doors
 - Follow the marked emergency escape routes
 - Follow instructions
- 3. Attempt to extinguish fire** 
 - Use the fire extinguisher

What to do in case of an emergency

KEEP CALM!

- 1. Report the emergency** 
 - Emergency tel.no.: 8-112**
 - Where is the emergency?
 - What happened?
 - How many people were injured?
 - What sorts of injuries are there?
 - Answer all the questions from the emergency center
- 2. Immediate measures** 
 - Secure the danger area
 - Render first aid
 - Attempt to cope with the dangerous situation
 - Follow instructions
- 3. Get to safety** 
 - Take endangered persons with you
 - Follow the marked emergency escape routes



Safety Instruction

For employees of external companies and visitors.

GENERAL RULES OF CONDUCT

Warning signs, prohibitory and mandatory signs as well as notices referring to operating instructions are to be strictly obeyed!

Unauthorized persons may enter the factory premises only in the company of SIEBTECHNIK personnel.



No smoking signs are to be strictly observed.



It is not permitted to take photographs on the SIEBTECHNIK GmbH premises. Exemptions require prior authorization.



It is not permitted to consume alcoholic beverages and drugs on the company premises or to work under the influence of drugs or alcohol.



Observe the speed limit (10 km/h) on the company grounds. Watch out for pedestrian and forklift traffic.



Dispose of your own refuse in the appropriate receptacle.



PERSONAL PROTECTIVE EQUIPMENT

Safety footwear must be worn on the production floor at all times outside the marked routes.



Eye protection must be worn on the production floor at all times outside the marked routes where indicated.



Ear protection must be worn at all times during extended stays at the manufacturing plant, where indicated.



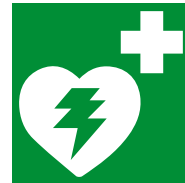
Safety gloves must be worn at all times when handling sharp-edged parts and hazardous substances.



Escape and emergency routes, especially emergency exits, may not be blocked or obstructed.



If unconscious, initiate immediate measures and send someone to retrieve the AED!
Location of the AED: factory entrance and first floor in Hall #6



WORK SAFETY

Regulations

- ◆ Work equipment and materials used on SIEBTECHNIK GmbH premises must comply with the pertinent safety regulations.
- ◆ Safety devices may not be bypassed or deactivated.
- ◆ Prior to commencing with construction work, the pertinent site must be secured by the contractor involved.
- ◆ Prior to commencing with repair, maintenance and overhaul work on electrical installations, these must be disconnected from the power supply and secured against inadvertent reactivation.
- ◆ Electrical installations may only be opened by qualified personnel. Industrial electricians of SIEBTECHNIK GmbH must be called in for any work on electrical systems.
- ◆ Only certified ladders and steps may be used.
- ◆ Prior to use, scaffolding must be inspected and approved by qualified personnel.
- ◆ Prior to commencing with hot working, welding and angle grinder operations, a written welding permit must be secured. The protective measures mentioned therein must be observed.
- ◆ Do not empty water-polluting substances into drains. They are by no means to be handled on unsealed floor surfaces.
- ◆ Hazardous substances may only be used with a corresponding permit. They may only be stored in their original containers. Substances designated as „toxic“ or „highly toxic“ may not be used at all.