

SYNTHOPOL CHEMIE considers occupational safety, health, fire and environmental protection to be essential components of corporate policy.

The general requirements on occupational safety, health, fire and environmental protection are reflected in the basic framework for occupational safety outlined in this flyer.

The flyer is aimed at external contractors and visitors who, through their prudent behaviour, can make a significant contribution to operational and personal safety.

We therefore ask our contractors and visitors to comply with the rules on the reverse side of this flyer.

If you have any further questions, your SYNTHOPOL contact partner will be happy to help.



INSTRUCTIONS FOR EXTERNAL CONTRACTORS

You must follow the instructions given to you by our employees without fail. If anything is unclear, ask your SYNTHOPOL **contact partner**.

Permit to work

Contracted work may only be carried out with written permission and after implementing the protective measures prescribed in the permit to work certificate.

Protection

Workplaces must be protected by tripping hazard signs, pylons, traffic cones, etc.

Self-protection

Personal protective equipment must be worn for all work. Additional PPE against falling is required above working heights of approx. 2m. **Ladders and stepladders** must be used correctly.

Hazardous substances:

If handling/in contact with substances containing hazardous substances, pay attention to the hazard warnings and hazard symbols. Further information can be found in the appropriate operating instructions.

Parking

Vehicles must be parked in the allocated parking space or in allocated areas.

Footpaths must be kept free.

Briefing

Independent working is only permitted with a valid safety briefing; this must be repeated at least annually.

Waste

Speak to your SYNTHOPOL contact partner to learn how to properly dispose of waste.

INSTRUCTIONS FOR DELIVERIES AND COLLECTIONS

The instructions of our employees must be followed at all times.

→ Leaving the vehicle unattended is prohibited.



→ Tankers must be **earthed** before loading or unloading (Symbol Ex)

→ The **handrail** must be deployed before accessing the tanker!

→ **Hose connections** are only allowed with permission from, and under the supervision of, a SYNTHOPOL employee!

→ **The engine** must be switched off when loading or unloading the tanker! Exception: Tanker with integral pump or compressor

→ **Be sensitive to the environment when working!** Pollutants and waste must be properly disposed of.

Information on operational safety for external contractors and visitors

Basic framework for occupational safety, health, fire and environmental protection



BASIC FRAMEWORK FOR OPERATIONAL SAFETY

PROHIBITIONS AND RULES



Smoking, fire and naked flames are strictly prohibited on the entire company premises. **Smoking** is only permitted in the designated smoking areas.



The use of **mobile telephones** and electronic devices is prohibited on the entire company premises. Mobile telephones and electronic devices must remain **switched off** whilst on any part of the company premises.



You are not permitted to enter operating areas in which no tasks are to be performed! Access prohibitions must be observed.

The devices provided by SYNTHOPOL Chemie may only be used after appropriate instruction.



Eating and drinking are only permitted in the break rooms or offices.

Electrical devices may only be carried after obtaining prior approval from the respective SYNTHOPOL contact partner.

RULES



Protective clothing and safety shoes must be worn at all times on the entire company premises. Wearing a **high-visibility vest or high-visibility clothing** is mandatory in outdoor areas only. The office building is excluded from this regulation.



Wearing **protective goggles** is mandatory on the entire company premises. The only exceptions are offices and break rooms.



The **personal protective equipment** prescribed for the respective task must be worn.

WARNINGS



Pay attention to special hazard warnings! Workplaces must be protected by warning signs, e.g. "tripping hazard" or "slipping hazard", pylons, cones, etc!

Be aware of the designated potentially-explosive zones on the company premises. Avoid **generating sparks**.

Make sure that electrical equipment is in **orderly condition**. In the case of defective or **missing protective devices** (e.g. on machines), stop working and inform the relevant SYNTHOPOL contact partner.

TRAFFIC



The road traffic regulations must be complied with throughout the entire company premises. **Maximum speed: 10 km/h.**

Pay attention to pedestrians and cyclists. Pay attention to pinch points.

Pedestrians must use the footpaths; however, pay attention to **forklift and lorry traffic**.

Vehicles must be parked in the allocated parking space or in allocated areas. Footpaths must be kept free. Except for loading and unloading.

HAZARDOUS SUBSTANCES



If handling/in contact with substances containing hazardous substances, pay attention to the **hazard warnings** and **hazard symbols**.

Further information can be found in the appropriate **operating instructions**. If anything is unclear, ask your SYNTHOPOL **contact partner**.

Unlabelled/unmarked containers may not be touched and must be reported to your SYNTHOPOL contact immediately.

WHAT TO DO IN HAZARDOUS/FIRE/EMERGENCY SITUATIONS



Please pay attention to the displayed fire safety regulations and the locations of the fire extinguishers/push-button alarms.

If you detect a fire, immediately alert the **control room** by dialling **511** or activate the fire alarm.



Incipient fires must be extinguished using a **hand-operated fire extinguisher**, so long as there is no risk of personal injury.



When the house siren sounds, leave the workplace immediately via the signposted escape routes and walk to the **assembly point at the main gate**/visitor area. Please keep calm!



Await further instructions

WHAT TO DO FOLLOWING PERSONAL INJURIES



Inform yourself on site about the locations of first-aid equipment or ask your SYNTHOPOL contact partner:

- First-aid kits and cases
- Emergency showers and eye showers
- Defibrillator (AED)



Emergency calls can be made to:

- Internal telephone:**
- 511 (control room) or 0-112 (emergency services)**
- External telephone: 112 (emergency services)**



All occupational accidents must be reported to **511** (shift supervisor), giving details of how the accident occurred.