

This process is a part of a preventative program following the guidelines of ISO 22000:2005.

1. Foreword

The human and its health is always in the center of our actions.

„Everything can be replaced but the human“
„Only quality protect jobs“

All facilities were built following the particular state of art and are equipped with security measures. There is also a constant exchange with external professionals to improve them. Nevertheless, not all parts can be secured against unintentional grasp.




Therefore, a request to all of you: „Act carefully and well-considered“












Before starting to work, you must contact the responsible technical manager or the responsible production manager. On arrival at our site, the security staff will hand you your authorization and give you information relating to your contact person. On demand of Vöslauer staff, this authorization must be shown immediately.



- In general, the regulations of the Austrian law for employee safety are valid.
- For all activities there has to be an evaluation of the working place through the assigned company.
- In case of technical assignments, the following rules are valid. Every worker who **does not follow our rules** must expect **consequences**, like to be sent off the companies site.
- With a signature on the „Sammelliste“, you confirm that you understood the instructions above and that you’ll consider them while working at the factory premises of Vöslauer.

2. Safety Regulations










NR.	RULES	Danger sign pictogram
1	<p>General personal safety: Use appropriate tools, safety equipment and personal protective equipment like protection goggles, safety belts, ladders, service platforms. Upon entry in our production, you must wear proper working clothes and a hygiene cap. If you need working clothes for hygiene zones, pick it up in the production management office. Wear ear protection in the whole bottle filling zone, the bottle blowing zone and the compressor room. In areas where the risk of breakage of glass is extended, you must wear safety goggles. When cleaning up broken glass, wear special cut resistant gloves.</p>	
2	<p>Machines: Machine safety equipment mustn't be abrogated. Missing or broken measures should be reported to the responsible line manager, who has to arrange the repairs. Do maintenance work only in electroless state. In exceptional cases the safety equipment can be turned off by authorized staff. After finishing maintenance work the machine has to be handed over to the Vöslauer staff. All safety measures must be intact and working. Keep your hands out of moving machines. (e.g. grasp at damaged packages). Don't store tools, cleaning supplies or other stuff on open product transports or running machine parts. Be aware of hot surfaces at particularly marked machines. Electric control enclosures must be accessible but shuttered at all time. Only skilled personnel is allowed to open and/or work on it.</p>	
3	<p>Working equipment:</p> <p style="text-align: center;">Platforms & ladders</p> <p>Always use proper working platforms or ladders. Prior to working, control these utilities in terms of damages and stability against collapse. If there is any kind of damage that effects the safety, don't use the equipment and inform the technical department. You must not work on ladders above 3m working height. When working on service platforms you must use a protective helmet and a safety belt.</p> <p style="text-align: center;">Tools</p> <p>It is forbidden to have cutters with snap off blades in the production, the warehouses, the maintenance department and the laboratory. Don't use tools with wooden handles in the production.</p> <p style="text-align: center;">Lubrication</p> <p>Don't use your standard lubrication without showing it to the maintenance department. When using lubrication be aware of the safety instructions given in the safety data sheet of the medium and use the mentioned.</p> <p style="text-align: center;">Lifting devices</p> <p>Take nobody with you on a lifting device! Don't go with anybody and don't take anybody with you on a lifting device. Using a lifting device is only permitted with a special driving license and an in-house accreditation. Don't use low lift trucks as scooters or alike.</p>	

<p>4</p>	<p>Fire protection: It is strictly forbidden to block transportation ways or emergency exits. This rule is also valid during nightshifts, on weekends and during public holidays. If there are letterings on the floor, follow them. Always follow the fire protection regulations. Always keep the access to fire extinguishers and fire hoses entirely clear.</p> <p>If you need to weld or do other heat developing tasks, inform the line manager, the fire protection officer or the commander of the companys' fire department before starting to work. These persons will give you a permission. It is also obligatory to have a fire-extinguisher in reach.</p>	 
<p>5</p>	<p>Cleaning: When cleaning with chemical products always wear the required safety clothes. Also use chemically resistant gloves and safety goggles. At contact with the skin or the eyes, flush the affected part of the body thoroughly with water. Immediately contact a first aider, who are listed in the emergency plan ("Notfall- & Alarmplan").</p> <p>No cleaning while the machine is running or on any moving parts. When using cleaning supplies or lubrication be aware of the safety instructions given in the safety data sheet of the medium and use the mentioned.</p> <p>While cleaning, make sure not to affect electrical facilities with the cleaning fluids.</p> <p>Fluid media, which lead to a higher risk of slipping, must be removed immediately. Decrease risk of tripping over tools, machine parts or similar things that might lie around by keeping up the tidiness.</p>	   
<p>6</p>	<p>Entering facilities of Vöslauer: Unattended entry of mechanics and visitors to the production, the technical department, the warehouses and the laboratory is forbidden. Enter only on permission by the head of the respective department. Shoots and photographs, recordings and sample taking is only allowed after approval by the persons mentioned above.</p>	
<p>7</p>	<p>Consumption: In the production, the technical department, the warehouses and the laboratory the consumption of food and beverages is prohibited (exception Vöslauer products). Eating is only permitted in break rooms. Don't withdraw any beverages from the production. Beverages can be found in special freezers in break rooms. The consumption of alcoholic beverages at our companys' site is forbidden.</p>	 
<p>8</p>	<p>Smoking regulation: Smoking is only permitted in 3 defined smoking areas. Always wash and sanitize your hands after smoking.</p>	
<p>9</p>	<p>Implants: Areas that are risky for persons with implanted heart defibrillators or other active implants are marked and therefore, if applicable, shouldn't be entered.</p>	

3. Hygiene regulations

All workers from outside companies must comply with our high degree of personal cleanliness rules. Note that clean working clothes are a part of this.

Tidiness and following the hygiene rules is mandatory. Notice that these rules are also valid in break rooms and lockers. Every technician contributes to the safety of our products.

NR.	RULES	Danger sign pictogram
1	<p>Health status: In case you have an infectious disease or there is a suspicion of an infectious disease, you must not enter the plant.</p>	-
2	<p>Hand hygiene: Before entering the production, you must wash your hands with water and soap and sanitize them afterwards.</p> <p>This rule is also valid after using the restrooms, after smoking or after eating.</p>	 
3	<p>Clothing regulations: You must wear:</p> <ul style="list-style-type: none"> • A clean work jacket and long work trousers • Safety shoes • Headgear in the following areas: <ul style="list-style-type: none"> ○ Hygiene cap – production & syrup area ○ Hygiene cap / cap / hood / bandana – warehouse & maintenance workshop • A beard mask in the production and syrup area <p>It is forbidden to wear any kind of jewelry and cosmetic products in the production. More detailed: rings (also wedding rings), watches, bracelets, earrings, necklaces, piercings, man-made fingernails and fake eyelashes.</p>	     
4	<p>Animals: Pets are not allowed at our companies site.</p>	

4. Attachments / Further applicable documents

- 7.4_D_Brandschutzordnung
- 4.4.1_D_Präventivprogramme