

Welcome to AS WIENERBERGER – ASERI FACTORY

General Safety Requirements

To ensure your safety, during your visit to the **production** territory and premises of our factory, please read and follow the safety requirements established by us.

1. All guests, before entering the premises and territory of the enterprise, must undergo safety instruction, which includes:

- > General safety requirements in the enterprise
- > Required personal protective equipment
- |> Emergency / Evacuation
- >. First aid

The instruction is valid for 12 months, and after that the safety instruction must be repeated.

In case of emergency or if you have any questions while visiting the company, contact us immediately:

- Work manager- +372 53000230
- Working Environment Specialist - +372 51906651
- Your contact person, who is responsible of you.

2. REGISTER OF VISITORS

All visitors are asked to make a signed entry about the safety instruction in the visitor's register in the instruction room, or the instruction is carried out in accordance with the work permit procedure. The contact person makes an entry about your departure. This procedure must be performed every time you enter and leave the establishment.

Depending on the nature of the visit, visitors must always be accompanied by an AS WIENERBERGER contact person or another employee working in our company.

3. PARKING



Parking of the vehicle is allowed only in designated parking spaces and parking is carried out under the responsibility of the owner of the vehicle. Parking of cars is not allowed in the factory production territory or in other unmarked places. Movement and parking of vehicles on the territory is carried out only according to the traffic scheme.

"REVERSE" PARKING IS MANDATORY IN OUR TERRITORY!

4. PERSONAL PROTECTIVE EQUIPMENT (IKV)



All visitors entering the factory territory and production premises must wear the prescribed personal protective equipment:

1. For good visibility, a reflective vest must be worn.
2. Protective helmet (quarry and warehouse) and head fuse hats (throughout the factory).
3. Protect your feet throughout the factory (safety footwear category S3).
4. The use of goggles is mandatory throughout the factory.

If you do not have the required personal protective equipment, it will be issued by a working environment specialist or contact person of AS WIENERBERGER during your visit.

THE REQUIREMENT FOR PERSONAL PROTECTIVE EQUIPMENT, APPLIES TO EVERYONE WITHOUT EXCEPTION AND THROUGHOUT THE TERRITORY OF THE PLANT!

NO EXCUSES!!!

5. PEDESTRIAN ROADS



Klifters must always use designated and marked pedestrian paths.

Forklifts and other industrial machinery have priority over pedestrians and in the process of work cross pedestrian paths. Be alert on pedestrian roads. Follow the routes of pedestrian paths and always use handrails when moving on stairs.

6. INTERNAL TRAFFIC



Follow the factory speed limits, speed up to 15km/h allowed. Labor traffic (e.g. industrial trucks and loaders) is always a prerogative! It is necessary to strictly follow the rule

7. RISKS:

AS WIENERBERGER is a manufacturing company on whose territory the safety requirements established in the enterprise must be observed. The company has assessed the risks of its activities and reduced them to the level of safety as much as possible. The visitor must take into account the following risks when staying in the production territory and premises, which are marked with appropriate safety signs. Please follow the signs below and the dangers they entail:



- Be extra careful



- Movement of inland transport.



- Portable machines and tools.



- Slipping/Falling



- Hand injury due to contact with moving / sharp elements

8. NECESSARY PROHIBITIONS:

Observe the following prohibitions:

- It is forbidden to eat and drink in the production premises
- Do not touch machines or tools
- Smoking is allowed only in places marked for this purpose
- It is forbidden to use an open fire without permission
- Do not enter unauthorized restricted areas.
- Without permission, photography is prohibited.
- It is forbidden to bring alcohol and drugs, consume and to be under their influence.
- The touching numbing of control panels is the forbidden.



9. EMERGENCY/EVACUATION



The risk of alarm or emergency on our territory is small. Nevertheless, in the event of an emergency, follow the instructions of your contact person or evacuation manager.

1. Be calm and do not panic.
2. Leave a dangerous place through evacuation passes.
3. Stay at a safe evacuation gathering point and wait for further action instructions, do not leave without the appropriate permission.
4. Inform the contact person of AS WIENERBERGER / shift work manager / working environment specialist about your location.

Coordinate your fire-fighting/rescue/first aid activities by calling the emergency phone 112.

REMEMBER! - Inform the nearest employees or the responsible contact person about the accident or dangerous situation, call for help and, if possible, start extinguishing the fire with the primary fire-fighting equipment or assisting the victim with first aid equipment, if you have the appropriate skills.

10. FIRST AID

If you injure yourself while visiting our factory or providing a service, please stop

immediately take your actions and inform the contact person / work manager / working environment specialist of AS WIENERBERGER or the nearest factory employee about the incident. Reporting all accidents is **MANDATORY!**



First aid cabinets with markings are installed in the factory premises.



The first aid provider is located in the work manager's room of the factory (greenish neon with a head protection hat), at least one first aid provider is always present at our factory or inform the contact person / work manager / working environment specialist of AS WIENERBERGER about the need for first aid.

The names and contact details of first aid carriers are located on the company's information stands



The AED is available in the factory and mobile-operated, located in the shift leaders room



The nearest emergency phone is located in a room with the appropriate marking



Emergency number 112

With all safety-related questions, you can contact the working environment specialist of AS WIENERBERGER:

Phone: +372 51906651

E-mail: kaido.parts@wienerberger.com

Your safety is the most important thing to us!