



## General safety information






### Welcome to Oxxynova!

We are providing this safety information to inform you about the hazards and rules of conduct in our plant.

#### The following rules apply to the entire plant:

-  **Alcohol and drugs are prohibited!** You must not bring alcoholic beverages or drugs to the plant, or consume these on site. No one should enter the plant under the influence of alcohol or drugs.
-   **Photography and filming is prohibited!** You are strictly forbidden from taking photographs or filming using cameras, video cameras or smartphone cameras. In exceptional cases, you may be able to obtain written permission to take photos.
-   **Smoking is prohibited!** Smoking is banned across the entire plant. This smoking ban also applies inside vehicles. Smoking is only permitted in designated smoking areas.
-   **Watch out for traffic!** The German Road Traffic Act applies on the plant premises. When using the plant's roads, you must be aware of railway operations and forklift traffic. The maximum speed limit is 30 km/h. Shunting work often takes place in the weighing area; please observe current warning signs here. Rail traffic has priority. Always park your vehicle in a designated parking space outside of the production area. Vehicles must display a clearly visible and valid pass in order to access the production area.

#### Access requirements and plant security

-  **Plant gate:** Each employee is given a visitor badge by security at the gate. This must be carried at all times and returned when leaving the plant.
-  **Production area:** You must sign in in the control room every time you enter the production area and sign out again when you leave.
-  **Working area:** Only working areas for which there is a work order may be entered.
-  The unauthorised taking of property belonging to the plant or external companies is strictly forbidden. Breach of this requirement may result in criminal prosecution.
-  To protect operational, company and personal property, checks may be carried out within the plant and at the plant gate. Containers (including cars) must be opened for inspection at the gate security's request.



### Personal protective equipment:



- **Production area:** The following equipment must be worn throughout your visit to the production area as a minimum: safety helmet, safety goggles, workwear that covers the whole body, and safety shoes.



- **High noise areas:** In high noise areas, hearing protection must also be worn.



- **Additional personal protective equipment:** For certain work, wearing additional personal protective equipment, such as protective gloves, face shield or respiratory mask, may be required. You must therefore observe the relevant instructions and requirements as specified by written work permits and authorisations under all circumstances.



### Permits for work and work equipment

Certain types of work and work equipment may only be performed/used if a written permit has been issued for it. The responsible operating personnel will specify whether a special permit is required for your type of work. You will require the following approval certificates, for example:

- **Work permit:** For all tasks for which closed energy or product-transporting pipe systems need to be opened.
- **Fire permit:** For all work involving ignition hazards in potentially explosive areas.
- **Access permit:** For accessing containers, silos and narrow spaces, machinery, frames, vessels, bunkers and pits.
- **Electrical permit:** For all work on electrical equipment and electrically powered machines.
- **Scaffolding permit:** Scaffolding can only be accessed if a written permit has been attached by the scaffolding contractor.

### Further safety information

**Use of scaffolding:** All scaffolding must be checked by the person using the scaffolding before every use. It must only be used by suitably trained staff. Changes to the scaffolding must only be made by the scaffolding contractor.

**Electrical equipment:** Electrical equipment must be checked and in perfect condition. Supply lines must be laid in a safe manner.

### Potentially explosive areas:



- It is strictly prohibited to bring any sources of ignition into designated potentially explosive atmospheres.



- This includes lighters and electronic devices such as laptops and mobile phones. The ban also applies to electronic devices that are switched off.



## Hazardous substances:

In our production area, we handle hazardous materials with properties that are toxic, harmful to health, highly flammable and hazardous to the environment.

These include, in particular, methanol, para-xylene, dibenzyltoluene (heat transfer oil) and tetrahydrofuran (THF).



Mishandling these substances can cause serious damage to people and the environment.



You must observe the instructions and requirements in the work permit issued for your type of work.



Industrial waste must be collected in the relevant labelled receptacles or containers. Please enquire about these receptacles within the company.



Eating and drinking is only permitted in break areas.

Radiometric measurements are occasionally used to measure the fill levels of these receptacles.



Only those with express permission from the radiation protection officer may access or reach into controlled areas.

## Emergencies, alarms and what to do in hazardous situations



**Hazardous situations:** Potential hazardous situations may include fires, explosions and the emission of hazardous substances.



**Alarm:** The alarm consists of a warning siren. If the alarm is triggered, you must stop working immediately and find the nearest assembly point. You must follow any other instructions issued in individual cases by the plant's fire brigade or operating staff. Pay attention to loudspeaker announcements.











**Emergency number:** Our internal emergency number is **111**. Report incidents such as fire, accidents at work, pollution, road accidents or medical emergencies immediately by calling this emergency number, or using a nearby telephone station. Mobile users can contact our control room on **+49 (0)5764 291 111**. All accidents must also be reported to our external company coordinator. Even seemingly minor injuries must be treated carefully by a first aider and recorded in the first-aid log.



Before starting work, familiarise yourself with the emergency exits, assembly points and first-aid facilities, so that you can act quickly in the event of a hazardous situation.


If you have any questions, please speak to the external company coordinator responsible.

**You may be banned from the plant in the event of a breach.**

	Smoking		Wear a helmet and protective
	Photography prohibited		Wear protective
	Use of mobile phones prohibited		Wear workwear that covers the entire body
	Assembly		

# OXXYNOVA

RELIABILITY & COMPETENCE

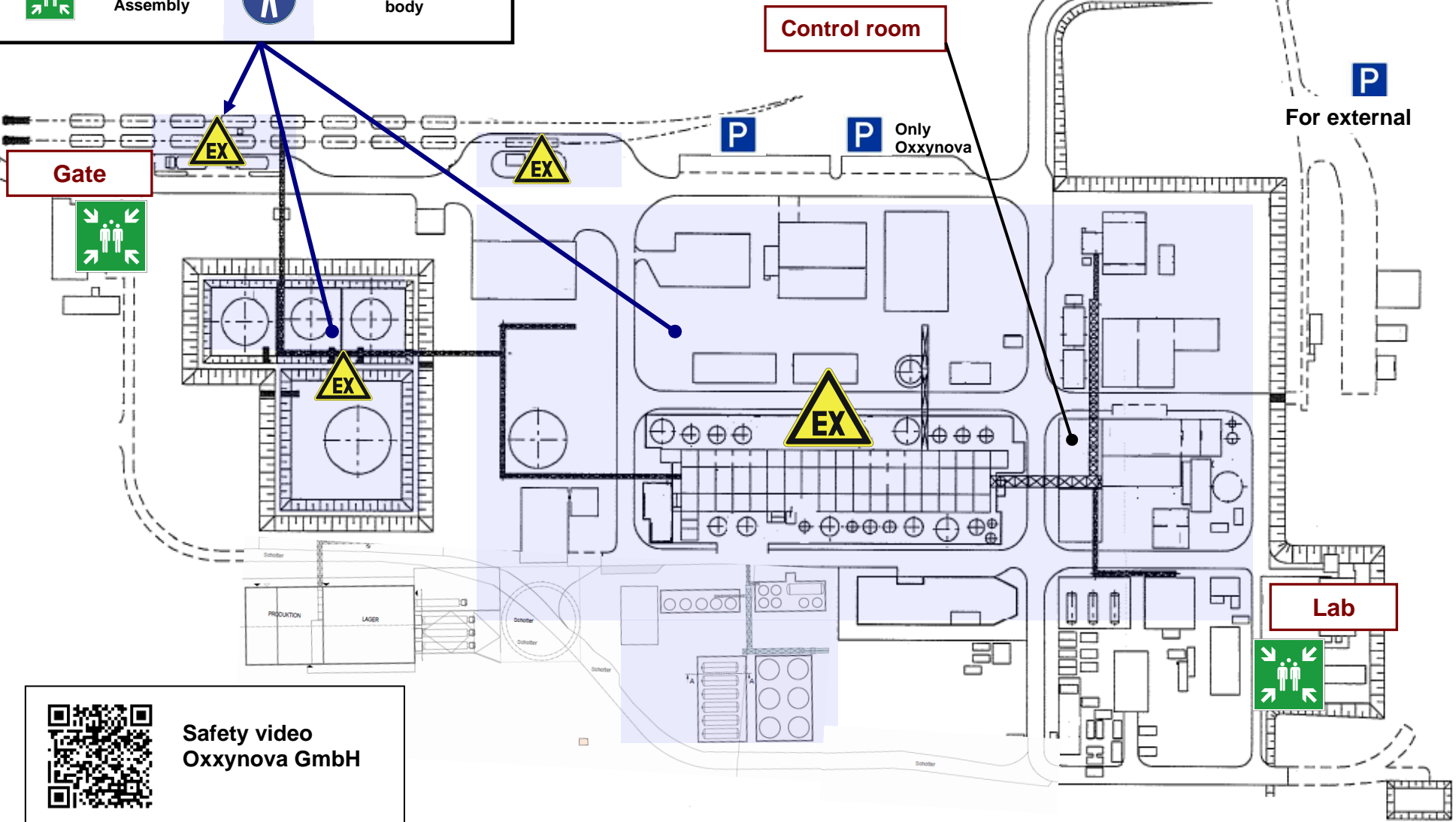
**P** 

**Technical department**

**Warehouse**

**Admin department**

**Measurement and control technology**





**Safety video**  
Oxxynova GmbH