

Basic Training

Please observe at any time the following important information:

1. Important contact persons and phone numbers:

CEO:	Mr. Markus Fecker Deputy. Mrs. Roswitha Lowinger	Tel. 08 31 / 512 506 - 0
Responsible:	Hr. Hans Rösler	Tel. 08 31 / 512 506 - 13
Safety officer:	Herr Brunner Sven Firma Secum gmbh Holzbachweg 14, Kempten	Tel. 08 31 / 96 03 94 - 0
Company doctor:	B-A-D Kempten Zwingerstraße 18, 87435 Kempten (Allgäu)	Tel. 08 31 / 523 49 - 0

General:

The safety officer and the company doctor advise the CEO of HRsolution on all matters related to health, safety and welfare of the employees. The safety officer works /operates on all the tasks and paper work related to the health and safety regulation that have to do with the employee's risks (training, legal background, regulations & policies, documentation of the occupational health and safety protection). The company doctor is in charge with all tasks concerning the direct health status of the employee, such as general medical examination, health problems caused at the workplace (e.g. postural, skin, hearing problems etc.) or mental disorders.

Your employment is insured at the VBG: Tel. 040 / 5146-0

Preventive screening (Regular occupational health / Medical examination after exposure):

Compulsory precaution: Without an examination proving the suitability, the forthcoming activities may not be performed, e.g. G20 (Noise – when the level arises above 85dB), G24 (Skin – if wet work is performed more than 4 hours). Compulsory precaution is always necessary, when high exposure occurs which cannot be reduced by other measures. The physical condition must be properly.

Offered precautions: The investigations are in accordance with the guidelines and will be explained to the employee related to his working environment. The employee can voluntarily carry out at his own request with appropriate investigations, e.g. G20 (under 85 dB), G24 (occasional work with hazardous substances), G26 (respiratory protective devices), G37 (computer monitor workplace) or G39 (welding smoke). The exposure in this area is at a tolerable level.

Aptitude test: The employer determines whether an aptitude test is necessary for the upcoming activities, e.g. G25 (driving a forklift, crane) or G41 (proof of ability to work at heights). The results of the suitability are reported to the employer, for the employee's safety and the security of co-workers affected by his duties.

Occupational and work-related road accidents must be reported immediately after the event to the relevant manager in the company and to your contact person at HRsolution (see above). You are obliged to the statutory accidental insurance preventive regulations and rules for safety and

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health protection including reporting immediately any work-related injury and health damage. **Please note that there is an important reporting obligation!**

Each injury is to be recorded in the respective register. In case of consequential damages, this serves as evidence for the accidental insurance. Therefore, get informed about the nearest location of first-aid and get the overview about the first-aiders in your working area. Get all the information about the rescue procedures in case of emergency. In an emergency, every second counts.

Operational Information:

Identify and observe the safety labels/signs/marks at your workplace and in the surrounding area! (see the examples on the next page). You must get informed in your working area on the locations of the first-aid equipment, fire extinguishing equipment, first-aiders, possibility of executing alarms and be given instructions accordingly.

You are obliged to follow the safety instructions from your superior, as well as the operational safety and accident prevention rules! These will be provided to you on site, during the basic theoretical and practical training. These rules must be also documented in writing.

For your safety you have to use personal protective equipment (PSA), such as ear protectors, protective clothing (e.g. for welding), protective gloves and protective shoes! In order to receive your protective equipment, please contact your responsible supervisor.

Use the available protection equipment for all dangerous operations. Don't skip, block or override any safety installations (e.g. protection doors, barriers, safety switches, etc.). Report any apparent defect immediately to your supervisor.

Do not consume alcohol or any other substances having influence on your senses during the working hours! Do not show up in drunken or intoxicated condition at your workplace at any time.

Always keep your workplace clean and tidy.

Do not perform any work that may harm your health and don't act careless. Do not perform any activity for which a special permit, expertise or training is required. If you are in doubt, always check with your dispatcher. Think of your insurance coverage...

Inform your dispatcher in each case over serious deficiencies or activities you do not trust to perform.

Use only suitable tools in good condition. Always perform a visual check before starting to work (e.g. slings, ladders, electrical devices, etc.). Please pay attention to the inspection labels and manuals.

Support at all times the operational fire protection rules. Keep strictly the ban on smoking in the restrictive non-smoking areas. If the situation requires, remove all fire hazards things (e.g. before welding or flexing).

Match your clothes to the weather and climatic conditions! Slip accidents happen in winter very often: make sure that you wear proper shoes and pay special attention.

The general basic instructions do not replace the specific training at the workplace. Get always instructions before you execute specific activities for the first time. or before starting the future tasks. It may be necessary that you need a duty order for performing special tasks (e.g. operating a forklift or other equipment).

Specific activities such as operating a forklift or a crane, require special training, physical and mental condition and require the possession of a license. Therefore, only qualified employees are allowed to control this equipment.

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Ensure before any work/task with which materials you are working or of what are such materials made off. Each hazardous substance must be labeled accordingly and provided with a hazardous substance instruction.

Pay particular attention to following warning, mandatory, prohibition, escape, rescue and hazardous substances marks:

- Warning signs:



- Mandatory signs:



- Prohibition signs:



- Fire, escape and rescue marks:



- Hazardous substances marks:



We wish you a healthy and successful work all the time!