Safety & hygienic instructions

This process is part of our internal prevention program.

Health and wellbeing are primary factors for our employees.

„Everything can be replaced except the individual“– „better safe than sorry “

All facilities were built based on state of the art in terms of technological and safety standards and are fully equipped with security measures. There is also continuous improvement through regular exchange and assessment with external professionals. Nevertheless, not all parts can be fully secured against unintentional manipulation or occurring hazards.

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

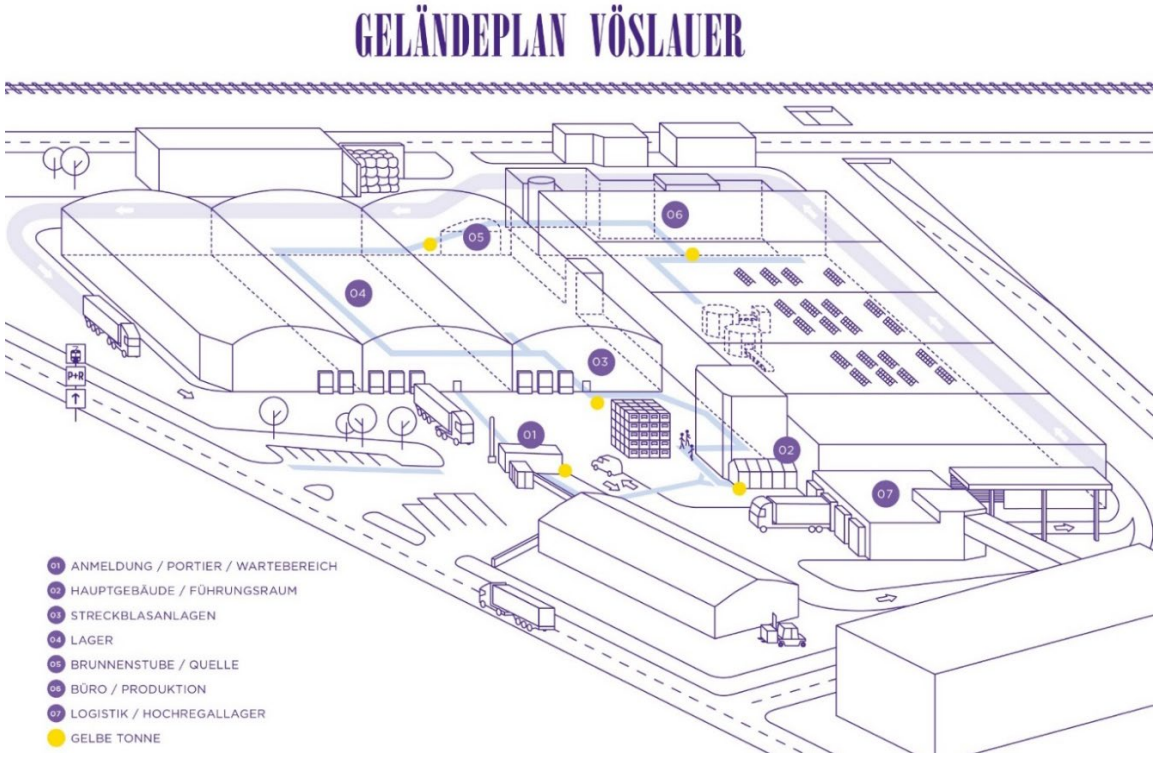
Before starting to work, you must check in with your responsible contact person. On arrival at our site, the security staff at our reception will provide you with authorization equipment and will give you information relating your contact person. On demand of Vöslauer staff, this authorization must be shown immediately. When leaving the site all identification equipment needs to be returned to our receptionist or to your contact.

In general, the regulations of the Austrian law for employee safety (ArbeitnehmerInnenschutzgesetz ASchG) are valid.

For all activities on site there must be an evaluation of the working place through the assigned company, which must be shown on request.

In case of technical assignments, the following rules are valid. Every worker who does not follow those rules must expect consequences, e.g.: an immediate ban from the facility.

With a signature on the „Sammelliste “, you confirm that you`ve understood the instructions above and that you'll fully comply while working with Vöslauer.



SAFETY RULES

Use appropriate tools, safety equipment and personal protective equipment like safety goggles, working garment, protective gloves, safety belts, ladders, service platforms.



Follow any safety rules, danger signs, giving order signs, additional work instructions and personal protection pictograms.

Workwear:
Mandatory within the production, the warehouse, the workshop & the laboratory:



- Long, clean trousers and outer clothing which signals sufficient identification (e.g.: company branded gear / logo) – otherwise borrow a Vöslauer visitor garment
- Safety shoes with the appropriate classification (at least S1P)
- Hygiene caps are mandatory within our production & syrup room and any kind of headgear (such as hoods, caps or bandanas) in the warehouse, the workshop & the laboratory



- Wear ear protection in the whole bottle filling zone, the bottle blowing zone and the compressor room.
- Safety goggles are mandatory within areas where additional hazards through bursting glass-bottles could occur. When cleaning up broken glass, wear special cut resistant gloves.
- If you`re wearing a beard, you must equip a hygienic beard cover within the syrup room or if you intend to access any hygienic housing or equipment allowing you direct contact with raw materials or beverage products.



Wearing visible jewelry and cosmetic articles is not permitted, e.g. rings, watches, earrings, chains, piercings, artificial fingernails, fake eyelashes or any other accessories.

Machinery:
Circumvention of safety processes and facilities are strictly forbidden!
Safety sensors, emergency shutdowns and other security measures need to be upheld at all times. Missing or defective facilities are to be reported immediately and replaced as soon as possible. If there are immediate hazard risks, shut down the machine and visualize the insecure state to other individuals, use a note or a sign directly attached to the machine (best practice: directly over the operating panel, if available).



Keep your hands out of operating machines. (e.g.: don`t try to grasp damaged packages). Don't store tools, cleaning supplies or any other equipment within machines or in their direct surroundings.
Maintenance is only allowed with cut power supply or after removing fuses.
In exceptional cases the safety equipment can be turned off by authorized staff. Electric control enclosures must be accessible but ought to be kept shut all times. Only skilled personnel may open or manipulate them. After finishing maintenance, the machine must be officially consigned to the operator. All safety measures must be intact and working as intended by the manufacturer.



Be aware of hot surfaces and of the usage of chemicals at particularly marked machines, for example the bottle washers or while working in the chemical store.



Working equipment:

Platforms & ladders

Always use proper working platforms or ladders. Prior to work, control these utilities in terms of damages and stability. If there is any kind of damage that effects the safety, avoid its use and inform the technical department. If you need to work at a height above 3m please inform your contact regarding special conditions. When working on service platforms you must use a protective helmet and a safety belt.




Tools

Cutters with snap off blades are prohibited within the production, the warehouses, the maintenance department and the laboratory. Within production and syrup room only tools with handles made of carbon, stainless-steel or hardened plastics are allowed.




Lubrication

Don't use your standard lubrication without showing it to the maintenance department. Vöslauer may provide you with an appropriate substitute.
When using lubrication be aware of any safety instructions shown in the safety data sheet of the compound and apply them accordingly.



Lifting devices

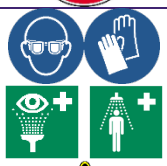
The transportation of individuals using a forklift, or any other lifting devices not intended for special handling is strictly forbidden! Using a lifting device is only permitted with a special driving license and an in-house accreditation granted after a special training. Don't use low lift trucks as scooters or alike.



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").
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 comply accordingly.
While cleaning, make sure not to affect electrical facilities with cleaning solutions.

Spillage of solutions or compounds, 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 block established routes through the facility.





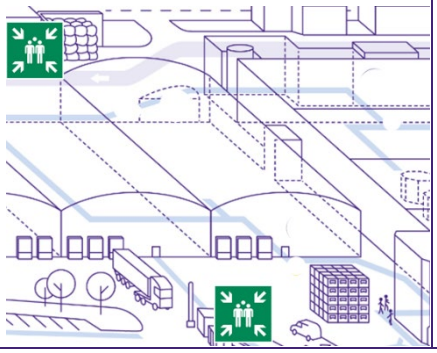

Fire prevention:

It is strictly forbidden to block transportation ways, emergency exits, fire extinguishers and fire hoses. 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 (Brandschutzordnung).
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. You are obliged to obey set fire prevention rules.
Emergency assembly points, if there is an acoustic siren alarm:





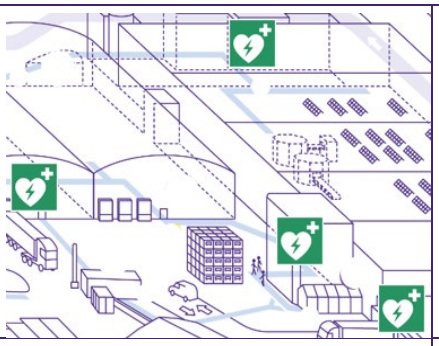

- Next to the security point for the warehouse department & office building
- Near the PET- cube storage for the production-, workshop- & laboratory department



Contact your responsible person immediately after getting to the assembly point. Don't leave the assembly point until further notice from the fire department or Vöslauer staff.



First Aid:
You can find first aid kits by neuralgic points throughout the Vöslauer site.
The procedure for critical situations can be found in the emergency-alarm-plan, which are situated near all emergency exits and at neuralgic points.
There are 4 defibrillators installed, located at:
production staircase 2nd floor / warehouse B – office first floor / office building first floor / shipment building.



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

HYGIENE RULES

All staff from external companies must comply with our high degree of personal cleanliness rules. Note that clean working clothes are a vital part of this.
Tidiness and following the hygienic rules are mandatory. Notice that these rules are also valid in break rooms and lockers. Every technician contributes to the safety of our products.
In case you have an infectious disease or if there is a suspicion of an infectious disease, you must not enter the plant. The scheduled work must be canceled immediately.

Hand hygiene & sanitation:
Before entering the production, you must wash your hands with water and soap and sanitize them afterwards using alcohol. This rule is also valid after using the restrooms, after smoking or eating.

Mandatory notification in case of illnesses or injuries:
If there is a reasonable suspicion you or one of your relatives have an infectious disease such as: infectious gastroenteritis, cholera, typhus or paratyphus, hepatitis A, bacterial dysentery, amoebic dysentery, shigellosis, salmonellosis, campylobacteriosis or tuberculosis; you must report it immediately to your Vöslauer contact person. In such a case, further working is prohibited in accordance with the existing hygiene requirements
If you have a small wound, clean it carefully and use a blue patch. When working in the wet section of the production area or in the syrup room, wear a disposable glove and change it frequently during your workday. If there is a severe bleeding wound follow the emergency procedures: First aid at the place of accident, clean & disinfect the contaminated area. All contaminated products or packaging materials must be disposed.

Consumption of beverages & food:
In the production, the technical department, the warehouses and the laboratory the consumption of food and beverages is prohibited (exception Vöslauer products in PET bottles). Eating is only permitted in break rooms. Don't withdraw any beverages from the production. Beverages can be found in public fridges in break rooms – ask your contact person. The consumption of alcoholic beverages at our companys' site is strictly forbidden.

Smoking regulation:
Smoking is only permitted in 5 defined smoking areas. Ask your contact for further details. Always wash and sanitize your hands after smoking.

Entering facilities of Vöslauer:
Unattended entry for visitors or foreign staff into the production, the technical department, the warehouses and the laboratory is prohibited. Enter only on permission by the head of the respective department.
Taking pictures, videos or any other recordings is only allowed after approval by the respective head of department. The same rules apply for material or product samples.

Animals:
Pets are not allowed within our facility.

Attachments / Further applicable documents

- 7.4_D_Brandschutzordnung_VMG & 4.4.1_D_Präventivprogramme