

## Unterweisung entspricht interner Fahrerlaubnis

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In addition to the „Safety Instructions for Visitors, Drivers and Suppliers“ of Worthington Cylinders Austria the following instructions have to be observed without any exception.

**Non-compliance with these instructions may result in being immediately expelled from the premises of our works.**



1. Even if you enter and leave our premises several times a day you have to report this to the porter by indicating the names of the persons entering and leaving the premises of our works.
2. The Motor Vehicles Regulations (StVO) apply within the entire premises of our works. The speed limit of **30 km/h** has to be kept.
3. In front of doors, gateways, and staircases parking is generally prohibited.
4. **Smoking and drinking alcohol** is absolutely **prohibited** at the premises of our works, including the parking areas. Members of the work force are not allowed to put themselves into a state in which they may endanger themselves or other persons by alcohol, medicine or addictive drugs, Austrian Protective Labor Act - ASchG §15 (4)  
Persons under the influence of alcohol, medicine or addictive drugs are not permitted to set foot on the premises of our works. Taking alcohol and addictive drugs into the premises of our works is strictly prohibited!
5. In case of an evacuation alarm - an interrupted acoustic signal (a sound of a siren for five seconds and a break for two seconds) - please follow the escape routes or the works employees.
6. Taking photos without any permission is prohibited at the entire premises of our works. The same applies to unauthorized entering of other production halls /warehouses which do not fall within the range of the order.
7. Operating players such as radio, CD-player, cassette recorder, MP3 player, walkman, mini-radios (mobile phone) and similar gadgets is prohibited at the premises of our works.
8. Furthermore, the undersigned undertakes to maintain strict silence vis-à-vis third party persons on everything he perceives within the premises of our works, in particular concerning machines, means of production, and manufacturing processes.
9. Wearing the **personal protection outfit (PSA = abbreviation for the German word „persönliche Schutzausrüstung“)** provided for with WCA is **compulsory**. Attention! People wearing optical glasses have to use **optical safety goggles** or spectacles which they put over their optical glasses. Furthermore, safety boots S1P or S3 have to be used. If outside company staff members don't dispose of personal protection outfits of their own, these protection outfits will be put at their disposal by our company and charged to them, if such protection outfits are available. Working without a personal protection outfit is prohibited!
10. On building sites wearing a helmet is compulsory.
11. The **height limit of 4,80 m** at the gas line (pipe bridge) at the area of the FAG-Halle / electro-workshop corner has to be observed.
12. Video surveillance of the entire factory premises.
13. If an emergency call from a mobile phone has to be made, also our Switchboard (call number 07485 - 606) has to be informed.

### ATTENTION



- Carry out only work which you have been instructed for and which you are expressly authorized to!
  - Stay only in the area which is designed for your work!
  - Keep away from facilities and machines which are not part of your responsibility!
  - Pay attention to the dangers caused by internal transportation (forklift trucks, trucks, crane systems and conveyor plants)!
  - In case something is not clear to you, talk to the master responsible for this section. If nobody can be reached, dial the number of the switchboard!
- => The switchboard can be reached around the clock by the extension 121. (In case of emergency a physician, the ambulance or the fire department is called from there!)

## Contact persons at the works

### **Egger Johann**

Internal phone number 342

Mobile phone 0664/214 8852 **Head of maintenance / Safety officer** .....



### **Spendlhofer Franz, graduate engineer**

Internal phone number 338

Mobile phone 0664/214 8864 **Management Systems / Safety engineer**



### **Gruber Kurt**

Internal phone number 776

Mobile phone 0664/214 8855 **Maintenance of electrical appliances** .....



### **Hochauer Ferdinand**

Internal phone number 455

Mobile phone 0664/214 8850 **Maintenance of mechanical devices**



### **Lengauer Willibald**

Internal phone number 340

Mobile phone 0664/214 8849 **Safety officer** .....



### **Salber Martin**

Internal phone number 745

Mobile phone 0664/214 8840 **Head of the construction department, waste management**



### **Gfrerer Martin**

Internal phone number 457

Mobile phone 0664/82 54 340 **Turnery** .....



### **Teufel Stefan**

Internal phone number 776

Mobile phone 0664/21 48 873 **Maintenance of electrical appliances**



### **Längauer Dietmar**

Internal phone number 456

Mobile phone 0664/214 8846 **Maintenance of mechanical devices** .....



### **Enner Roland**

Internal phone number 461

Mobile phone 0664 / 21488 68 **Maintenance of mechanical devices**



### **Glinserer Gerhard**

Internal phone number 443

Mobile phone 0664 / 8254335 **Maintenance of mechanical devices** .....



### **Heigl Gerhard**

Internal phone number 744

Mobile phone 0664/817 33 06 **Construction department**



### **Schager Ernst**

Internal phone number 775

Mobile phone 0664/825 4334 **Maintenance of electrical appliances** .....



### **Schagerl Franz**

Internal phone number 776

Mobile phone 0664/214 8854 **Maintenance of electrical appliances**

**PORTER - Switchboard TELEPHONE NUMBER: 07485/606-121**  
**Mobile phone number - 0664/8173 308**

These **General Instructions** apply to **all outside companies and all their staff and subcontractors** working at the site of Worthington Cylinders GesmbH Austria. – Therefore it is absolutely necessary to pass them on to the persons concerned!

The purpose of these instructions is to prevent accidents and/or to reduce the seriousness of accidents.

**Relevant Employment Protection Acts and Regulations** (such as for instance the "ASchG" Employment Protection Act, the Coordination Act for Construction Work, etc.) have to **be strictly adhered to in any case!**

Pay attention to the Worthington Cylinders - **Fire Protection Regulations!**

Before the commencement of work Release Certificates for heat work have to be gathered from the person giving the order!

**Flame chipping on the roof is generally PROHIBITED!**

**When working with the man-carrying platform the safety belt has to be used!**

All accidents at work and all incidents which would have nearly led to an accident as well as danger spots discovered have to be reported immediately to the master and/or the superior.

**ORDER creates SAFETY – DISORDER causes DANGER!**

**Everyone** has to ensure safety at work!

The first step is to **ensure safety**,  
the second step is to carry out the work!

**BEFORE** the commencement of heat work (welding, separation cutting, etc.) an application for an internal **heat work certificate** has to be put in with the maintenance master, the person responsible for the fire protection or the person responsible for safety!

**Observe the Employment Protection Act and the Instructions!**

**Make sure that you wear your personal protection outfit (PSA)**

Wear safety goggles	Closed work clothes	Wear safety boots	Wear safety gloves	Use ear protection	Use a safety helmet
					
COMPUSLORY WEARING IN GENERAL	COMPULSORY WEARING IN GENERAL	COMPULSORY WEARING IN GENERAL	IF NEED BE (pointed, sharp objects; dangerous substances (liquids,...))	IN GENERAL AT THE ENTIRE PRODUCTION AREA OF OUR WORKS	IN GENERAL ON BUILDING SITES otherwise depending on the PLANT INSTRUCTIONS

## Fire Prevention Precautions

Welding, cutting, soldering, warming, thawing, flame chipping, abrasive cutting, etc. always constitute a fire hazard.

Bear in mind:

- Combustible material may catch fire also behind a non-combustible facing (sheet metal, mortar, etc.) by means of thermal conduction!
- Canals, shafts, pipelines, dead floors, and similar hollow spaces further the spreading of the fire!

Therefore inspect your place of work as well as your close surroundings in the immediate vicinity of your place of work in order to be able to behave correctly, and let yourself be informed about specific dangers by the person giving the order.

### **Before the commencement of work:**

1. Check the devices for smooth working and choose the suitable position of the cutting and the welding installation in order to be able to switch off the gas or power supply if need be.
2. Protect combustible, non-removable parts against ignition by means of incombustible mats.
3. Have the automatic fire detector (where available) switched off only at the immediate work area and inform the fire department of the company of it (Switching-off the fire detector is always documented in a book especially provided for that purpose).
4. Supervision of the work area and the immediate vicinity of it if necessary by an assistant, in case of a particular danger the fire department of the company will provide the guard.
5. Always have a first fire extinguisher at your disposal - adapted to the size of the heat work and the dangers, but have at least one full fire extinguisher containing a biodegradable agent (red with green stripes) at your disposal.
6. Seal gaps in the wall, floor, and ceiling, dead floors, joints and slots as well as open ends of tubes connected with the work area in adjacent rooms with non-combustible material. Watch out for potential thermal conduction!
7. Move away combustible insulation at both sides of the place of work far enough.

### **During work:**

1. Permanent, conscientious observation of the flames, flying sparks, the thermal flux caused by heated materials, etc. and if necessary sprinkle areas constituting a fire hazard once again with water (fire extinguisher containing a biodegradable agent).
2. Dispose of the electrode stubs piling up and molten metal dripping off in water buckets or sand containers in areas constituting a fire hazard.

### **After finishing work:**

1. Cool and/or sprinkle heated component parts with water once again.
2. See to it that the fire detector is switched on again.
3. Periodical check up to four hours after completion of work (smoke of a fire?, smell of low temperature carbonization?, ...). => intervals for check-ups approximately 30 minutes, by installation staff and/or porter.
4. After completion of the work no gas, oxygen- propane cylinders as well as combustible detergents (petroleum benzine, etc.) are allowed to be left at the workplace!
5. Feedback to the person having issued the Release Certificate and/or the superior, master, etc.

**IN CASE OF FIRE: => ALARM via telephone **Extension 121** => Porter**

**Or direct emergency call "122" (external)**

**or if this is not possible by pressing the push-button signal at the fire department of the Company.**

- **RESCUE PERSONS ENDANGERED**
- **ATTEMPT TO EXTINGUISH THE FIRE BY MEANS OF FIRST FIRE EXTINGUISHERS**
- **ORGANIZE GUIDES FOR THE FIRE DEPARTMENT**

## RELEASE CERTIFICATE for activities where fire hazard is involved No.: 200. /.....

Fire and heat work, in particular: welding, cutting, soldering, warming, burning-off of paint, thawing, flame chipping, abrasive cutting

<b>1) RELEASE</b>  Person giving the order                      Person carrying out the order Name: ..... Name: ..... Signature:..... Signature:..... (Master or foreman)																																							
<b>2) Special precautions:</b> Fire extinguisher containing a biodegradable agent    Fire-proof ceiling    Other precautions ..... Switching-off the fire detector:                      Yes .....                      No..... Fire department necessary:                      Yes .....                      No..... Release by the fire department: (Name) .....																																							
<b>3) Area affected</b> Building / Department / Workstation ..... <b>Kind of work:</b> <input type="checkbox"/> Welding <input type="checkbox"/> Cutting <input type="checkbox"/> Grinding <input type="checkbox"/> Soldering/Warming <input type="checkbox"/> Thawing <input type="checkbox"/> Flame chipping <input type="checkbox"/> Burning-off of paint Date: ..... Time: from ..... to ..... o'clock		<b>Release by the department</b>  Name: .....  Signature: ..... (Fire Protection Operator, Master)																																					
<b>I undertake with my signature to comply with the FIRE PREVENTION PRECAUTIONS stated on the back of this sheet.</b>																																							
<b>4) CHECK-UPS</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Date</th> <th style="width: 25%;">Time</th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Signature</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>				Date	Time	Name	Signature	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
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<b>Operation process of the Release Certificate</b> As for 1: Filling out of the Certificate by the persons carrying out the work (fitter etc.) and their superiors or by the internal fire protection operator 2: First indicate the necessary precautions, only afterwards the release can be given by the department 3: The place has to be indicated by the department and/or the person giving the order 4: Check-ups by persons described in the Fire Prevention Precautions. 5: Four hours after the completion of the work a feedback has to be given to the master or foreman.																																							