



FIRE SAFETY REGULATIONS

for

STOELZLE Oberglas GmbH
Fabrikstraße 11
8580 Köflach, Austria

The following Fire Safety Regulations provide important information on behaviour to avoid endangering health and property and prevent damage caused by fires, as well as on behaviour in the event of a fire.

The provisions listed in the appendix must be strictly adhered to.

The fire prevention officer and their deputy are responsible for fire safety.

Fire prevention officer (FPO):

CFI Patrick Suntinger

+43 (0)664 / 823 56 56

Employees must immediately comply with all instructions issued by these persons relating to fire safety and must inform them of any defects they notice in the area of fire safety.

Each employee must take note of these Fire Safety Regulations, comply with them and confirm this with their signature (supplementary sheet).

The following provisions must be strictly adhered to, and failure to do so may result in civil and/or criminal penalties.

	Date:	Position	Name
Created:	04/12/2023	Fire protection officer	Suntinger Patrick
Verified:	27/03/2024	Plant manager	Lenk Wilfried
Approved:	27/03/2024	Fire protection officer	Suntinger Patrick



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I. General fire prevention measures

- I.1 Maintaining order and cleanliness is a fundamental requirement for fire and accident prevention.
- I.2 **Smoking** is absolutely **prohibited** on the factory premises! Exceptions are the designated smoking areas.
- I.3 Flammable waste, such as wood shavings, sawdust, wood dust, oil, cleaning agents and paint-soaked cleaning cloths, light metal shavings, etc. must be removed from the work areas and stored in a fireproof place by the end of work at the latest. Such waste must be stored in non-flammable containers with self-closing lids.
- I.4 Drives of e.g. electric motors, fans, refrigeration and air conditioning units, etc. must always be kept free of dust and dirt deposits.
- I.5 The use of open flames and fire is generally not permitted. The use of candles etc. may be authorised by the fire prevention officer. Care must be taken to use non-flammable bases and to maintain the necessary distance from combustible materials. Furthermore, a time limit can be provided for. Any type of candle or open flame must be constantly observed by persons and must be extinguished when leaving the room.
- I.6 Electric cooking appliances with open heating wires are prohibited. Fireplaces (including connectors, flue gas pipes), heating, cooking and warming appliances may only be installed and put into operation with the authorisation of the management and in accordance with the instructions of the fire prevention officer or the electrical department. They must be maintained and operated in accordance with the regulations (e.g. distances from flammable objects, non-flammable base, pull out the mains plug at the end of operation). The consent of the company must be obtained without exception in order to use electrical appliances of any kind brought in privately and not known to the company. The storage and drying of flammable objects (e.g. wood, packing materials and work clothing) in the vicinity of fireplaces, steam and exhaust pipes is prohibited.
- I.7 Electrical systems must be maintained in accordance with regulations. Modifications and repairs may only be carried out by authorised persons. The creation of temporary installations is prohibited, in particular the bridging of fuses.
- I.8 Machines and machine drives must be operated in accordance with the manufacturer's instructions. In particular, the lubrication schedules must be adhered to. All work equipment must be kept free of work waste and debris.
- I.9 Fire residues (ash, cinders) may only be stored in non-flammable containers with similar lids and stored temporarily.
- I.10 Open flame operations by external companies (welding, cutting, soldering, etc.) may only be carried out after prior authorisation (approval certificate as per appendix) by the fire prevention officer. Excluded from this are the designated and appropriate workshops. Follow-up checks must be carried out at least at the end, half an hour and 2 hours after completion of the open flame operation and hot work. These can be carried out by the FPO, by the external company itself or by STO personnel after assessing the hazard potential. An increase in these controls will be announced by the FPO and noted on the approval certificate.
- I.11 The electrical systems must be operated and maintained in accordance with regulations. Flammable materials and decorative materials must not come into direct contact with lighting fixtures.



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- I.12 The storage of combustible material in unauthorised quantities (observe the maximum permitted storage quantity!) in unauthorised locations (stairwells, corridors and other traffic routes, attics, near fireplaces, in garages, etc.) is prohibited. All pressurised gas packaging in use must be stored away from escape and traffic routes, in a cool, stable place and in such a way that it can be safely retrieved at any time in the event of danger or fire.
- I.13 The closing area of fire doors must be kept free of objects of all kinds. The self-closing devices must not be blocked or disabled.
- I.14 Fire extinguishers (wall hydrants and portable fire extinguishers) may not – even temporarily – be obstructed, hidden from view (e.g. by hanging clothing or decorative material over them), removed from the prescribed installation locations or used improperly.
- I.15 The parking of vehicles on the company premises must not obstruct escape routes or access routes for emergency vehicles.
- I.16 At the end of the working day, all work areas must be tidied up, combustible waste removed and electrical equipment switched off (as far as possible). Valves of gas systems that do not remain in operation must be closed.
- I.17 Notices displayed during operation that refer to the correct behaviour in accordance with the above provisions must be strictly observed and must not be hidden from view, damaged or removed. The same applies to warning and danger signs of any kind that have been installed on the company premises.

2

II. Existing fire protection equipment

II.1 Push-button alarm:

Push-button alarms (red boxes with a white background and black button) are installed at the exits, emergency exits and entrances to the staircases throughout the company. These detectors enable a fire alarm to be triggered. When such a detector is activated, an alarm is triggered in the plant (sirens and flashing lights), and the employees in the control room and the fire protection mobile phones (mould workshop, electricians and shift forklift drivers) also receive a notification. Every employee is obligated to memorise the location of the nearest push-button alarm and to activate it if a fire is detected.

II.2 Automatic fire alarm system

In all areas that are not occupied 24 hours a day, automatic fire detectors are usually installed on the ceiling, as well as linear detectors and smoke aspiration systems. These detectors trigger a fire alarm when a certain smoke concentration or temperature is exceeded.

To avoid false alarms from the fire alarm system, the fire prevention officer must therefore be informed before any work is carried out (e.g. welding, cutting, soldering, work with dust or smoke development), who will then take the necessary measures (e.g. switching off the respective operating group so that no false alarms occur, organisational measures).

There must always be at least 50 cm of free space around the fire detectors.

II.3 Extinguishing systems with gaseous extinguishing agents

Extinguishing systems with gaseous extinguishing agents (ARGON) are installed in the server room area (Office Building #2 Ground Floor IT Department) and in the server room (Office Building #1 First Floor). These extinguishing systems (controlled via the installed fire alarm system) automatically extinguish a fire.



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This extinguishing system is equipped with visual and acoustic warning devices.

- If this device is activated, the protected room/area must be left immediately and the door closed.
- The warning notices in front of the access doors and in the protected area itself must be observed.
- Areas protected by gas extinguishing systems may only be entered after prior instruction by trained personnel.
- After the extinguishing system has been triggered, the protected room/area may only be re-entered after clearance by the fire brigade.

Before working in the protected areas, it is essential to obtain the agreement of the fire prevention officer, who can take the extinguishing system out of operation to prevent any danger to persons due to unintentional activation.

III. General behaviour in the event of a fire

- Keep calm
- **ALARM** the fire brigade, sound the evacuation alarm, if necessary
- **RESCUE** and provide first aid
- **EXTINGUISH**
- Close the doors of the room containing the fire
- Close stairwell and escape route doors, open stairwell windows
- Switch off ventilation and air conditioning systems
- Do not use lifts

Leave the building when the evacuation alarm sounds or when instructed to do so. If this is not possible, remain in the room, close the doors, open the windows and make yourself known to the firefighters.

Open the access roads for the fire brigade, instruct the firefighters and follow their instructions. As a general rule, all employees must report to the assembly points so that their supervisors can check their attendance.

III.1 Alarm

If a fire is discovered, the nearest push-button alarm must be activated immediately – regardless of the extent of the fire and without attempting to successfully extinguish the fire yourself, but as soon as smoke develops or there is a smell of burning.

It is advisable (if possible) to also inform the fire brigade of the type and extent of the fire by calling the emergency number. **EMERGENCY NUMBER: 122**

III.2 Rescue and escape

After the alarm has been raised, it must be determined whether people are in danger. Rescuing people always takes precedence over firefighting.

Persons at risk must be warned. Do not allow people with burning clothes to run away, wrap them in blankets, coats or towels, lay them on the floor and smother the flames.

If people are trapped in a room, open or break the window and make yourself known to the emergency services by shouting.

Leave rooms via the labelled emergency exits. All doors must be closed behind you. Do not use lifts in the event of fire.



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III.3 Extinguishing

Use the available fire-fighting equipment (wall hydrants or portable fire extinguishers) to start fighting the fire.

The following must be observed when fighting fires:

- The extinguishing jet should not be directed into the smoke and flames, but directly at the burning objects.
- Easily flammable objects in the vicinity of the fire must be removed or protected from ignition by cooling with water.
- In the event of a flying embers or flying sparks, close all openings, especially doors and windows of endangered objects, especially in the attic.
- Make way for the emergency services to perform their duties and follow their instructions!

If it is not possible to extinguish the fire successfully with the existing equipment due to heavy smoke development or the extent of the fire, firefighting must be stopped in the interests of your own safety. Leave the room, close the room doors and windows behind you and wait for the fire brigade to arrive.

III.4 Measures after the fire

- Do not enter rooms affected by fire
- Report all observations that could help determine the cause of the fire to the fire brigade's head of operations, the supervisor or the fire prevention officer

When using the hose material provided in the sealed hose boxes, wall hydrants or fire extinguishers, a fire report must be written and handed in to the fitting-and-turning shop together with the fire extinguishers used. Fire reports can be found at the fitting-and-turning shop, entrance to the office or in the hose cabinets or can be obtained from the head machinist and head sorter. **Do not hang up fire extinguishers that have been used or put into operation.**

IV. Staff at reception, in the control room etc. (permanently manned position): What to do in the event of fire

IV.1 General information

In the event of a fire, the permanently manned offices have the following tasks:

- Forward the alarm message by telephone to the fire brigade (122).

IV.2 Alarm forwarding

If a fire or other alarm notification is received via the company's internal telephone system, the following must be notified immediately via

Emergency call 122 to inform the fire brigade.

To be indicated:

- where the fire is (company name and exact address);
- what it burning;
- whether there are injured persons.

If an alarm is sent to the fire protection mobile phone via the automatic fire alarm system (shift fitter mould workshop, shift electrician, control room and shift forklift driver), the relevant areas must be checked and the fire brigade notified in the event of a fire. **EMERGENCY NUMBER: 122**



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The areas are:

Shift fitter mould workshop:

- Mould storage and mould construction

Shift electrician control room:

- Production, transformer rooms, office building #1, server rooms and batch house

Shift forklift driver:

- Warehouses I to X

V. Evacuation – Evacuation alarm

V.1 General information

An evacuation alarm must be triggered on the instructions of the fire prevention officer or their deputy or a senior employee, but in particular on the instructions of the fire brigade's head of operations. Go through and ask people to gather at the assembly points.

This means that a fire has broken out anywhere in the building or that there is some other danger that makes it necessary to evacuate the building as a precaution.

V.2 The following must be observed in the event of an evacuation alarm:

- Keep calm at all costs! Exclamations such as 'fire', 'it's burning' or other panic-inducing exclamations should be avoided at all costs.
- Any customers present (external persons) must be taken to the assigned assembly points.
- All employees must leave their workplace immediately and go to the assembly point.
- If necessary, switch off machines using an emergency button or operate shut-off valves for hazardous media
- Department shift supervisors or their deputies must take shift lists with them to check employee attendance. Furthermore, the visitor list must be taken from the reception. The clock-in list must be printed out by the HR department and taken along.
- Before leaving the work area, lock or take valuables with you and computers should be locked. (DSG)

Assembly points are located:

- at the dispatch centre for sorting and dispatch;
- in the area of the Hemmerweg swing gate for machine operators;
- at the car park opposite the bicycle parking area for office buildings, workshops and visitors;

The assembly point may not be left without the authorisation of the management. This measure serves to determine that the presence of employees is complete.

Any missing persons must be reported immediately to the head of the fire brigade.

VI. Instructions for specially assigned persons (e.g. department shift managers, reception, marshals)

- Expect and instruct the emergency services at the access roads
- Open driveways and entrances
- Inform the emergency services on arrival about:



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- location of the source of the fire;
- any possibly missing persons;
- special hazards (pressurised gas cylinders, chemicals, etc.).

VII. Appendices and other applicable documents

- 1) Acknowledgement of the Fire Safety Regulations (see next page)
- 2) [FM 09.05.02 - Certificate of Approval](#)
- 3) [DOC 09.05.01 - Alarm Plan](#)
- 4) Overall fire protection plans ([X:\STO-FireProtection\Operational\Fire Protection Plans](#))



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ACKNOWLEDGEMENT OF THE FIRE SAFETY REGULATIONS

I _____ have read and understood the Fire Safety Regulations.

Place, date

Signature