



## STOELZLE GLASS GROUP

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Revised on:	<b>23/05/2023</b>	Created by:	Christian Haik (SFK)

### **Instruction for External Companies in Accordance of Austrian Law**

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When entering the premises of Stoelzle Oberglas GmbH, the following rules of conduct must be observed without exception. All instructions from company employees must be followed at all times.

1. Smoking is absolutely prohibited on the factory premises. Smoking areas are specially labelled.
2. There is an absolute ban on alcohol and addictive substances/drugs on the factory premises. Bringing and consuming alcohol and addictive substances/drugs on the company premises is prohibited.
3. The Austrian Road Traffic Act [*Straßenverkehrsordnung, StVO*] applies on the factory premises, as does a speed limit of 10 km/h.
4. The parking of company vehicles on the factory premises is only permitted if absolutely necessary and with the consent of the factory management.
5. Works traffic (forklift trucks, wheel loaders, ...) always has priority. Any obstruction of factory traffic must be avoided.
6. For hot work, a hot work approval certificate must be issued before starting work.
7. For work in containers, an access permit must be issued before work begins.
8. Damaged work equipment, machines or hand tools must not be used.
9. All ladders used must have a test mark (EN 131, ÖNORM Z 1008) and be free of any damage.
10. Hearing protection must be used in designated areas without exception. Hearing protection must also be used for noisy work (grinding, cutting, etc.) and in the area of the shard storage.
11. When working at a height or in places where there is a risk of falling, it is mandatory to wear PPE against falls from a height. This applies, for example, to roofing work from a fall height of 3.0 m in favourable weather conditions or to work on platforms with a fall height of over 2.0 m.
12. When working with cherry pickers and telescopic boom lifts, wearing PPE against falls from a height is mandatory.
13. A forklift or crane licence is required to operate forklifts and cranes. The lifting gear used for the work must be labelled and checked for proper condition before use.
14. For excavation work at a depth of 1.25 metres or more, measures must be taken to ensure personal safety (bolting, embankments, shoring).
15. Scaffolding must be erected in a stable position and inspected in accordance with the regulations. The inspection books must be available on the construction site.
16. All provisions of the Austrian Construction Workers Protection Ordinance [*Bauarbeiterschutzverordnung, BauV*] and the Austrian Employee Protection Act as amended



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must be complied with.

17. You have been instructed by your employer in the last 12 months about the dangers of the working materials and equipment you use and have the qualifications required to carry out the work.
18. Any waste produced must be properly separated and disposed of. Information on this can be obtained from the **Stoelzle Oberglas GmbH** waste management officer.
19. Special regulations apply to PPE and protective clothing in the individual work areas at the plant. External companies must inform themselves in advance about these regulations and comply with them (see **Annex PPE** – page 3).
20. You will carry out your activities in a plant where glass containers are manufactured for the pharmaceutical and food sectors. Strict hygiene regulations must be observed to protect the primary packaging materials. If you suffer from the following illnesses or symptoms, we will only allow you limited access to our production facilities. Please inform us immediately during your entire period of employment if you:
  - suffer from flu-like symptoms such as fever, cough or cold;
  - have had contact with influenza patients;
  - are currently suffering or have suffered from diarrhoea and/or vomiting in the last 7 days;
  - have skin problems on your hands, arms or face;
  - have boils, styes or open/festering fingers;
  - suffer from discharge from the eyes, ears or gums/mouth;
  - suffer from chronic skin or ear problems;
  - suffer from chronic intestinal problems;
  - are a carrier of typhoid or paratyphoid fever or have had contact with carriers in the last 21 days.

Violation of the above regulations may result in expulsion from the factory premises and therefore the loss of the order.









### Important telephone numbers:

Position	Name	Telephone number
Plant management	Lenk Wilfried	+43 (0)664 / 22 29 114
Energy & Environmental manager; facility manager	Mayrold Thomas	+43 (0)664 / 82 35 678
Safety specialist / waste	Haik Christian	+43 (0)664 / 78 76 73 60
Fire protection officer	Suntinger Patrick	+43 (0)664 / 82 35 656
Head of the Electrical Department	Kolb Herbert	+43 (0)664 / 46 52 255
Head of the Maintenance Department	König Ferdinand	+43 (0)664 / 82 35 692
Control Room	Skrbinjek Volker	+43 (0)664 / 82 35 685
<b>Red Cross / Rescue</b>	Voitsberg	<b>Emergency number:</b> <b>144</b> or 112
<b>Fire brigade / company fire brigade</b>	Köflach / STO	<b>Emergency number:</b> <b>122</b> or 112
<b>Police</b>	Köflach	<b>Emergency number:</b> <b>133</b> or 112



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### ANNEX – PERSONAL PROTECTIVE EQUIPMENT

PPE	Description
	Hearing protection must be used without exception in the designated areas.
	A bump cap / head protection must be used without exception in the marked areas.
	If there is a risk of splashing (liquid splashes, metal/glass splashes) and when working with the high-pressure cleaner, protective goggles or a protective visor must be used.
	Cut-resistant gloves must be used when working with sharp objects (glass, knives, etc.).
	Heat-protective gloves are to be used when working with hot objects, on hot machines or hot surfaces.
	When working at a height or where there is a risk of falling, appropriate PPE against falls from a height must be used without exception.
	<b>Long trousers</b> must be worn throughout the factory premises. <b>Long sleeves are mandatory</b> when working on the entire hot end and the cold end (sorting). Rolling up sleeves is not permitted.
	The personal protective equipment must be adapted to the respective area of activity and the task. Pay attention to the signs displayed in the respective work area and the applicable regulations for your PPE.



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## PARTICIPANTS' List - Instruction of External Company

Company: \_\_\_\_\_

Safety instruction \_\_\_\_\_

Documents: A-04-V05 / **Instruction for external companies**

Contact Person STO: \_\_\_\_\_

Dauer: ca. 30 Min.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Trainer: \_\_\_\_\_ Signature: \_\_\_\_\_

With the signature it is confirmed that the instruction according to ASchG §14 Abs.1 in connection with §8 Abs.2 Z1 was carried out, understood and the regulations are followed without exception

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