

WOLL MASCHINENBAU GMBH

# Operating Regulations

RL003 – Operating rules for customers, visitors, and third-party companies

*Issued: 09/07/2023 – Rev.0 – created: Pascal Kasel | approved: David Seiler*

**Note:**

*Failure to comply with these regulations may result in immediate exclusion from the company premises and legal consequences.*

*We rely on the cooperation and understanding of all parties involved to ensure the safety and protection of our employees, machinery, and confidential information*



# 1 Access and stay on the company premises

## 1.1 Parking and driving

- Vehicles of visitors, and third-party companies may only park in the designated parking areas.
- The rules of the road traffic regulations apply within the company premises (10 km/h).
- Vehicles must be roadworthy.

## 1.2 Check-in / Check-out

- The company premises are to be accessed exclusively through the gate. Upon arrival, visitors must check in at the gate using the provided visitor badge at the terminal.
- Access to the company premises is allowed only with a valid visitor badge. The visitor badge must be worn visibly! Any loss shall be reported immediately!
- Leaving the premises should be done daily by checking out at the gate.

## 1.3 Areas of stay

- During their stay, visitors and third-party companies are only allowed to be in the designated area(s) and are not allowed to enter the entire company premises independently. The visitor will be instructed on this by his contact person at Woll upon arrival.
- The allocation of the designated area(s) is done at the gate through the visitor badge.
- The visitor badge shows in colour which areas may be entered according to the enclosed general plan.
- Access to further company areas is allowed exclusively in the company of a representative from WOLL MASCHINENBAU.
- It is not permitted to enter assembly areas where equipment is being installed.

## 1.4 General rules



Alcohol and drug consumption are prohibited on the entire company premises.



Food consuming is allowed only in designated eating areas (exception: beverages).



Smoking is allowed only in designated smoking areas.



Photographing and filming are prohibited.

- Any behaviour that could jeopardize the safety of our employees and the integrity of the machinery and equipment is strictly prohibited.
- Customers, visitors, and third-party companies must always follow the instructions of the safety personnel and WOLL MASCHINENBAU employees.

### NOTE:



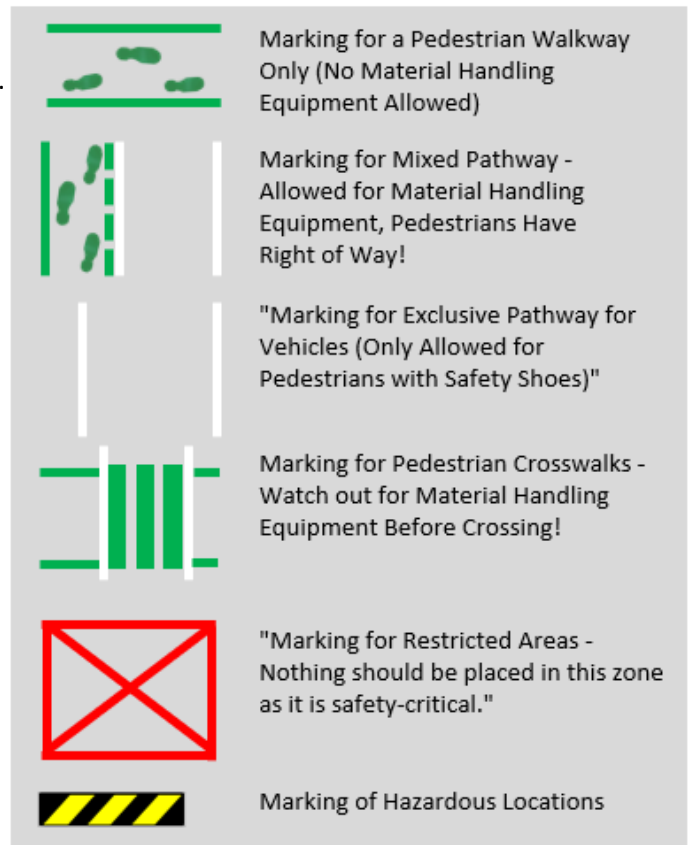
The company premises are under video surveillance

## 2 Safety

All visitors and third-party companies must adhere to the applicable occupational health and safety guidelines of WOLL MASCHINENBAU.

### 2.1 Pedestrian and transport safety

- Follow path markings.
- Cross roadways only at designated crossings.
- Do not cross intersections diagonally.
- Use crosswalks.
- Do not pass through drive-through gates.
- Use the doors.



### 2.2 Machine and equipment operating

- The independent operation of machinery and equipment, including commissioned machines in assembly or in commissioning status, is allowed only with written approval and determination of a defined scope of operation.
- To obtain permission for operation, the machine must be in a safe condition, and the operator must have received written training from an authorised person from WOLL MASCHINENBAU.
- The training and authorisation are always linked to the person and cannot be transferred.
- Without this training, it is strictly forbidden to operate a machine or equipment independently!

### 2.3 Rules for brought-in machines, equipment and tools

- Any equipment must be safe and functional.
- Inspection-required operating equipment must have a valid tag indicating its inspection status.
- The use of WOLL-equipment requires approval from WOLL.



## 2.4 Rules for hazardous substances

- Visitors and third party companies must notify their WOLL contact person about hazardous substances before entering the company premises.
- Hazardous substances must be declared in advance and stored in properly labelled containers.
- Safety data sheets and operating instructions for hazardous substances must be available and provided to the WOLL contact person upon request.
- The handling and storage of hazardous substances must follow the applicable regulations and safety rules and be done in consultation with safety personnel.
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## 2.5 Wearing of personal protective equipment

- The use of personal protective equipment (PPE), including safety shoes, is mandatory. Visitors without safety shoes are only allowed to walk on the designated green paths.
- Additional specific PPE is specified in the respective work areas by pictograms.



### In general:

- Safety shoes are mandatory in all production and storage areas
- Wearing safety glasses is mandatory while working with flying parts

## 2.6 Emergency procedures

Behavior in the event of accident	
keep calm	
1. Report the accident	
	Int. Phone: 550 949 Ext. Call: 112
Where did it happen? What happened? How many injured? What kind of injury? Wait for response!	
2. First Aid	
	Secure the accident location Take care of the injured Follow the instructions
3. Additional measures	
Instruct emergency services Remove onlookers	

Behavior in the event of fire	
keep calm	
1. Report the fire	
	Int. Phone: 550 949 Ext. Call: 112
	Where did it happen? What happened? How many injured? What kind of injury? Wait for response! Activate Fire alarm!
2. bring to safety	
	Take people at risk with you Close the doors Follow the escape routes Don't use the elevator Follow the instructions
3. Try to put out the fire	
	Use the fire extinguisher, wall hydrants and fire fighting equipment

### Evacuation

Go immediately with your WOLL contact person to the nearest assembly point.



Follow the escape route plans and the marked escape routes.



### 3 Fire safety

- Fire safety equipment and escape routes must not be obstructed.
- Temporary deactivation of fire safety equipment must be reported in advance to the WOLL contact person and coordinated with the fire safety officer.
- Welding, cutting, and similar activities outside designated areas are allowed only with approval of the WOLL contact person.
- Approved area: grinding booth in prefabrication.



### 4 Environmental protection and waste management

- External companies are always responsible for the disposal of their material residues. Disposal at WOLL is allowed only after prior coordination and agreement with the WOLL contact person.
- For household-like waste, avoid mixing different types of waste. Please observe the waste labelling.
- It is prohibited to discharge hazardous substances into the rainwater or wastewater system.
- Environmental damages must be reported immediately to the WOLL contact person.

### 5 Security and confidentiality policy

- Photographing or recording machines and production processes is only allowed with explicit permission of WOLL.
- Confidential company information and data are strictly confidential and must not be disclosed without prior approval.
- The use of external data carriers or devices on the machines is prohibited to ensure the security of our customers' information.
- It is strictly forbidden to enter machines or equipment owned by other customers or for which you do not have a work order.

