

This policy is the precondition for safety of products and safety of persons on site.

Within this policy rules given by FSSC 22000 and by local working law are implemented.

		Rules by standard
	<p>Clean & Tidy Keep your place clean and tidy. Remove waste, spare parts, tools, etc. when having finished work. <i>Put the waste only into the dedicated containers.</i></p>	
    	<p>Personal Protective Equipment - PPE Safety shoes have to be worn at the whole site. (Exception: parking space, signed lanes, offices) Safety glasses have to be worn in the production area and in the workshops. Earmuffs have to be worn in the signed areas. Reflective clothing has to be worn in outside areas. (Exception: signed lanes, parking space) and while working at the rail in Pöchlarn Helmets might have to be worn in construction areas. Pay attention to such signed areas.</p>	§15 ASchG
 	<p>Working Clothes <i>Provided working clothes</i> have to be clean and in good condition. Working clothes have to be worn in the production area and in the workshops. Shorts are not allowed <i>on the whole plant-area, excluded office employees.</i> Hairnets have to be worn at the Cold End, while maintenance work at the Cold End, while resorting and while working in the hard glass area in Pöchlarn.</p>	TS 22002 4.10.4
	<p>Diseases and Injuries People known or suspected to be infected with, or caring, a disease or illness transmissible through food are not allowed to enter the production. People with wounds or burns are required to cover them with blue dressings.</p>	TS 22002 4.10.5
	<p>Washing hands Before starting to work, after returning to work place, after maintenance work, after using toilets, after a lunch break, after smoking, after working with contaminated material</p>	TS 22002 4.10.6
	<p>Hands Nails are short and clean. Wearing nail polish or artificial nails is not allowed.</p>	TS 22002 4.10.7

	Sneezing Sneeze only in the crook of the arm and away from products.	TS 22002 4.10.6
	Spitting Spitting (expectorating) is not allowed on site.	TS 22002 4.10.6
	Eating and Drinking Eating or drinking is only allowed in the dedicated areas (break rooms). Drinking of water from signed and lockable bottles is allowed while working on the line. Chewing gum and sweets are neither permitted. At the site alcohol or drugs are not allowed.	TS 22002 4.10.7
	Jewellery Wearing jewellery or watches is not allowed within the production area. Artificial eyelashes are also not allowed within the production area.	TS 22002 4.10.7
	Smoking Smoking is not allowed at site apart from defined places. In the offices smoking is not allowed.	§ 30 ASchG
	Personal devices Personal devices such as mobile phones, private clothes, pockets, smoking devices, medicine (despite those prescribed by the doctor), etc. can be stored in lockable bags in the break rooms but not directly in the production area	TS 22002 4.10.7
	Small parts Small parts such as drawing pins or staples are not allowed in the production area. Screws and other small parts used at maintenance work have to store in a safe way.	TS 22002 4.10.7
	Safe Production Work has to be done in a way that there is no danger of contamination for raw materials or products. If this is not possible, covers have to be used. Cleaning should be done in a way that dust/glass is not flying through the air. Use broom and paddle instead of compressed air.	TS 22002 4.5.4
	Glass breakage of windows Inform the shift leader/factory master about glass breakage at windows.	
	Animals Animals are not allowed on the whole site.	
 	In case of an evacuation: Use emergency exits and go to the meeting point. You should always be aware of: <ul style="list-style-type: none"> • emergency exits • meeting point • emergency shower • first aid facilities • fire protection devices 	
Emergency Telephone	Pöchlarn	Kremsmünster
Internal during day	Porter DW 368 Control station DW 315 od. DW 316	Porter DW 555 od. DW 666 Control station DW 136
Internal during night	Factory master DW 354 od. DW 355 Control station DW 315 od. DW 316	Shift leader DW 4132
External day and night	112	112

	Speed Limit Maximum speed limit is 15 km/h. Go at an adapted speed. Fasten your seat belts.
	Traffic on Site Pay attention to the traffic on site (fork lift, lorries, loaders, etc.). Road traffic regulations are valid on site.
	Parking Cars have to be parked in a way that nobody is handicapped. Emergency exits, doors, firefighting devices have to be free accessible. Marking has to be respected.
	Feeder line Pöchlarn Entering the area of the rail is forbidden, excepted for those working in this area. Before working in this area the head of the feeder rail line has to be informed.
	Working next to power supply lines Be aware of power supply lines. Get in touch with your contact person. Special attention to power supply lines while working with cranes.
	Protocol for disconnection from the mains <i>Manipulation at electrical devices is only allowed after written approval.</i>
	Construction site safety Construction site must be guarded that nobody can be hurt. After finishing work the construction site has to be cleaned up. Flammable substances have to be stored in an appropriate way; electric devices have to be switched of.
	Working in closed rooms (Approval for „Arbeiten in Behältern“) While working in closed rooms (such as cavern, silo) unexpected danger might occur (loss of oxygen, dangerous gases, etc.). A supervisor might be necessary. This kind of work is only allowed after approval.

Further rules for external companies

While working for Vetropack all legal regulations have to be fulfilled.

Name contact person / project manager	Telephone number of the site		phone extension
.....	Pöchlarn 02757 / 7541	Kremsmünster 07583 / 5361
Project / work			

	Authorisation for the work Before starting to work get in touch with your contact person.
	Instructions Follow the instructions of Vetropack employees.

	<p>Welding (Approval for “Heißarbeiten”) Welding is only allowed after approval by the head of the respective department or by the project manager. Be aware of flammable substances next to you. While welding firefighting devices always have to be kept next to you.</p>
	<p>Working on roofs (Approval for working on roofs) While working on roofs there are special dangers (crash, break through). Therefore it is necessary to use fall protection. This kind of work is only allowed after approval.</p>

The following points are part of the briefing for employees of external companies:

- Define where people are allowed to stay and where not
- Explain the special dangers of the working area
- *Evaluation documents available under:*
 - \\vetropack\workgroups\KRM\Safety-VPA\Arbeitsplatzevaluierung_KRM
 - \\vetropack\workgroups\POE\Safety-VPA\Arbeitsplatzevaluierung_PÖ
- Define protection measures that employees of outside companies *and Vetropack employees* can work in a safe way (e.g. turn machines of and avoid resetting, install covering, etc.).
- Use of Vetropack machines only after approval and briefing
- Tell where private clothes and tools can be stored
- Show toilets and washing areas
- Explain which kind of Personal Protective Equipment - PPE has to be used
- Define place where tools, machines and PPE can be kept
- Explain firefighting measures (fire extinguishers evacuation signal)
- Mention emergency exits, meeting point and behaviour in case of danger
- Show first aid devices
- Mention safe behaviour with working substances
- Prevention against psychic stresses and strains, explain behaviour in case of a conflict (e.g. talk in an appropriate way, avoid violence)
- Explain behaviour in case of an accident (First aid, note)
- Tell internal and external emergency phone numbers (see page 2)
- Tell names of contact persons for safety at work given in:
KRM-0101-01-FOR-019-DE - Ersthelfer-Standorte der Erste Hilfe Kaesten
POE-0101-01-FOR-019-DE - Ersthelfer-Standorte der Erste Hilfe Kaesten
- Mention duty of note of near accidents and dangerous situations
(VPA-0101-01-FOR-027-DE - Gefahrenquellenbericht und Beinaheunfall)
Found dangerous places have to be guarded
- Mention possibility of suggestion for improvement (KVP)

The documentation of the briefing is done by using the form „Schulungsnachweis“ (VPA-0201-06-FOR-008-DE)

People not sticking to the rules might have to stop working or have to leave the site in case of repetitive disregarding the rules.