

SAFETY GUIDELINES FOR EXTERNAL COMPANIES



WELCOME TO DOCTER OPTICS

We would like to welcome you to Docter Optics and thank you for your valuable support for our company.

To help ensure your and your employees' safety during your time on our factory grounds, in the following you will find our general safety information and guidelines. For your own safety, please read these rules and observe them throughout your visit without exception and without needing to be asked.

Docter Optics is certified according to many different management standards. The requirements and guidelines laid out in the standards must be observed at all times. To this end, the integrated management system stipulates, among other measures, a company policy that can be viewed at all times and is available at the reception. We would of course be very happy to answer any questions you may have.

RULES FOR EXTERNAL COMPANIES

1. Only enter company areas or technical facilities if you have been authorised to do so.
2. Adhere to all standards relating to safety and radiation, environmental, and occupational protection and respect the prohibition of alcoholic beverages, illegal drugs and smoking.
3. Coordinate with the client any activities that could impact safety. Activities such as welding or flame cutting may only be carried out with the written permission of the head of factory technology or his representative.
4. Avoid the use of hazardous substances. As a rule, instead use only those with low or no hazardous potential. For activities where the use of hazardous substances is unavoidable or that could lead to such substances being generated, coordinate safety measures with the client and follow any instructions.
5. Waste that is generated at Docter Optics has to be disposed in coordination with the waste coordinator or the internal waste officer.

RULES FOR EXTERNAL COMPANIES

6. Only start work after being briefed on the work area (special factors or considerations specific to the area, explanation of safety rules).
7. Immediately inform the client or coordinator in the event of acute or impending hazards.
8. Take note of all emergency procedures (instructions, first aid) and the alarm plan (emergency exits, escape routes, fire extinguishing systems). Actively support our integrated management system (quality, compliance, environment, energy).
9. Strictly observe the instructions you have been issued:
 - > Workplace safety information sheet for employees of external companies
 - > Coordination of work
 - > Visual and audible signals
 - > Instructions for “Emergency procedures and alarm plan”



Do not enter production areas unaccompanied. Please visibly display your visitor ID on the outside of your clothing.



In the event of fire or an alarm being sounded, make your way immediately to the assembly areas.



Photography is prohibited throughout the premises.



The use of mobile telephones is prohibited.



Keep to the designated routes.



Smoking is prohibited throughout the premises, with the exception of designated smoking areas.



Wear the protective equipment you have been allocated.



Do not touch any machinery, equipment, materials or containers.

First name

Last name

Company

Signature