



## SAFETY INFORMATION FOR VISITORS

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### 1. IMPORTANT EMERGENCY PHONE-NUMBERS

#### From all phones:

Ambulance / Fire department	112
Police	110

#### From internal phones:

Reception	222
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## 2. INTRODUCTION

### Welcome

Welcome to Harburg-Freudenberger Maschinenbau GmbH.

In our company, the safety of our visitors and employees has a high priority. In our joint interest, we ask you to read and observe the following safety instructions!

Please wear visibly the visitor's badge received at the reception during your entire stay! While working or residence in the manufacturing area please also wear a high-visibility vest.

Please do not leave your group and stay with your HF-contact person or your group of visitors during the entire visit of the company premises!

The safety-related instructions of our staff, especially your respective contact person, must always be followed.

## 3. RULES OF CONDUCT

### 3.1 Access restriction



The entry of rooms and facilities as well as the use of machines and devices is prohibited unless this is necessary for the fulfillment of your visit!

### 3.2 Machine operation



Switching and reaching into machines and systems is prohibited. Never touch machines! There may be hazards due to moving or rotating parts.

## 3.3 Ban on smoking



An absolute smoking ban consists in all rooms!

## 3.4 Ban on alcohol



The consumption of alcohol and other intoxicants on the company premises is prohibited!

## 3.5 Recording images and sounds



There is a ban on photographing, filming and sound recordings throughout the company premises. Please use the provided camera sticker to avoid disorientation.

## 3.6 Personal protective equipment



During your visit to the company premises, wear sturdy shoes within the marked traffic routes, safety shoes outside these paths! Leaving the marked traffic routes is only permitted after prior agreement and accompanied by the responsible HF-contact person!

## 3.7 Dealing with chemicals



For safety reasons, the safety distance specified by the HF-personnel must be observed when handling chemicals. The contact of chemicals or chemical containers must be avoided at all costs.

## 4. HAZARD WARNINGS



### Suspended loads

Do not step or stand under a suspended load!



### Hot surfaces

Machinery and production parts can be sharp-edged or hot. They must not be touched without explicit permission!



### Grinding works

Watch out for any flying sparks!



### Locked areas

Do not enter locked areas and use the marked paths!



### Stumbling

Hose lines and cables are tripping hazards. Therefore, pay special attention to where you are going!



### Slipping hazard

Liquids (due to leakages) on the floor pose a risk of slipping!



### Works transport

Always pay attention to traffic on roads and hallways. This is especially true at the hall gates!

## 5. CASE OF EMERGENCY

### Behavior in case of fire, accidents and other hazards:

Report accidents, observed fires and other hazards to an HF staff member immediately and warn everyone in the area.

Please leave the danger area immediately, and in the case of fire go to the fire assembly point at the employee parking lot.

### 5.1 Emergency call



Inform first aiders, fire protection assistants and officials of Harburg-Freudenberger Maschinenbau GmbH. In an emergency trigger the **emergency call 112!**



**From all phones:**  
**Ambulance / Fire department 112**

### 5.2 Escape

In case of fire, pay attention to the signs of the escape and rescue routes.



Immediately leave the danger area, warn people at risk and take helpless people with you.



Follow the marked escape routes and find the fire assembly point.

## 6. SIGN OUT

After your visit, we kindly ask you to hand in your visitor badge and high-visibility vest to the registration or your HF-contact person. You can also now remove the camera sticker.



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