

F 1102 Sicherheitstechnische Unterweisung engl**General safety instructions for all employees, third parties and visitors**

(duplex printing – beidseitiger Ausdruck)

Name of the instructed person: _____

Company of the instructed person: _____

The employer or person responsible for a work area must inform the employees adequately and adequately about safety and health during their working hours.

Prior to commencing work, changing duties, introducing new procedures or substances, the employee must include topics of the risk assessment and be regularly reviewed at least once a year with the documentation of the content and the written confirmation of the instructor.

The basis for this are:

- Occupational health and safety law (ArbSchG vorw. §§15 bis 17), use only safety and good tools!
- Operational safety regulations
- Accident prevention regulations
- Other regulations such as the Ordinance on Hazardous Substances, Radiation Protection Ordinance
- IMS (Quality environmental, occupational safety and energy management)

- | | | | |
|--------------------------|---------------------|--------------------------|------------------------|
| <input type="checkbox"/> | Initial instruction | <input type="checkbox"/> | Visitors with approval |
| <input type="checkbox"/> | Repeat instruction | <input type="checkbox"/> | Foreign company |

Instructional subjects:

(The corresponding topics are to be ticked!)

1. General information

- Responsibilities and responsibilities (typical symbols)

- Competent persons are responsible for quality, safety, occupational health and safety, the environment as well as persons with special tasks (radiation protection officer, hazardous substance bearer)



- No Smoking (Visit only the smokingarea!), no alcohol and/or no drugs! (in combination)



- Cleanliness - Order - Safety (SOS)



- Protective clothing and personal protective equipment (especially wearable safety shoes, impact caps, goggles, gloves)



- Noise areas (Please use any ear protection)



- Electrical equipment (Never temporarily flatten / short-circuit tools, test label and inspect your tool)



- Ladder / steps (test label and inspect your tool)



- Wear, lifting (be careful)



- data protection (Don't use any social media!)

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- Trucking, Forklifter, walkways, etc. (Use only yellow painted walkways and take special care!)

2. Behavior in case of fire and danger

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- Behavior in the case of accidents (always keep calm)



-
- Behavior in case of fire (always keep calm)



-
- Fire extinguishers



-
- Freedom for firework



-
- Escape and rescue plan



-
- collective place



-
- The next phone



-
- First aid

3. Hazardous substances

-
- Handling of hazardous substances



-
- Rules applicable to all hazardous substances



-
- Hazardous material operating instructions



-
- Storage (SDS)



-
- Proper disposal

4. Hazards at work (caused by machine / equipment / product)

-
- Assessment of hazards



-
- Machine operating instructions

-
- hazard assessments



-
- Persons with longer hair must wear a hairnet on rotating machine parts

5. Special equipment and equipment with special hazards

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X-rays (work on these is only allowed with additional radiation protection instruction)



Laser measuring devices



High-current systems such as wire drawing, MSK (medium voltage cable) and test fields (risk for persons with heart pacemaker)

6. Others



Each injury must be entered into the association book (AMS system) call the shift master (dail - 959). The employee must **immediately** report any injury, even if it has no effect at the moment. Subsequent accident reports from previous days, **will not be accepted!**



When cutting with the cutter knife, the hand to be protected must be provided with a cut-resistant glove. The glove and knife plan must be



-----CUT HERE-----HIER ABTRENNEN-----

Unterweisungs-Beleg (Monteure); Instruction document (fitters)

Mit diesem Dokument, wird bescheinigt, dass der Beteiligte:
With this document, it is certified that the party involved:

(Name, Vorname und Firma); (Name, first name and company)

Die Unterweisung von **Formblatt 1102** getätigt wurde und durch dieses Schriftstück bestätigt.
Die Gültigkeit der Unterweisung ist begrenzt auf **einem Jahr!**

The instruction of form 1102 was made and confirmed by this document. The validity of the instruction is limited **to one year!**

The person in addition, the person acts in accordance with §15 of the Occupational Health and Safety at Work (ArbSchG, Obligations of the Employee) by using the PPE (Personel Protective Equipment), PPAaF (...against falling) and PPEaT (...against tension) provided for him as intended.

In addition, the person commits to the regulations of Waskönig+Walter GmbH u. Co.KG completely.

Date (dd,mm,yyyy)

Instructor /Supervisor

valid until (dd,mm,yyyy):

Stamp

This document shall be submitted to the instructed person upon request, without being requested to do so and, in the event of an extension, to pay attention to it and to terminate or to consult it.

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F 1102 Sicherheitstechnische Unterweisung engl**For employees/ students/ trainees/ interns**

I hereby confirm by my signature the special dangers at the workplace to be and to have understood this.

This safety briefing was carried out on the day of my first employment in the company. I have received a copy of this document.

_____ Date

_____ Signature of Supervisor

_____ Signature of Participants

Only for visitors / outside company

Through my signature, I declare that I have been instructed in the above topics. The I understand the content of the documentation.

I undertake to comply fully with the regulations of Waskönig+Walter GmbH u. Co.KG!

_____ Date

_____ Signature of Supervisor

_____ Signature of Participants

-----CUT HERE-----HIER ABTRENNEN-----

Contact persons

Here you will find a brief list of the contact persons you can reach during your activities. Please note that the telephone number +49(0)4498 / 88- ...must be preselected.

Maintenance (24/7)

Shift foreman

Contact person

Project Engineer

Occupational safety officer

Porter

metall

electric

metall
electrician

Mr. Cuccu

Mr. Möhlenkamp

Mr. Rumkamp

Mr. Buß

Mr. Schoon

Mr. Pawlak

Mr. Heyen

app. -877 o. 949

app. -878 o. 948

app. -959

app. -942

app. -4189

app. -4168

app. -4174

app. -4196

app. -804

app. -907

app. -899

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