

**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 §§15 bis 17) and German Social Accident Insurance (DGUV), 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)

Initial instruction

Visitors with approval

Repeat instruction

Foreign company

**Instructional subjects:** (The topics addressed must 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 smoking area!), no alcohol and/or no drugs! (in combination)



- Cleanliness - Order - Safety (SOS)

Schlüssel: 11000000-2208

Stand: 11.06.2026







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Revision: 09









Freigabe: Jörg Heyen, Jürgen Pawlak

Ersteller: Jörg Heyen


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

### 2. Behavior in case of fire and danger

-   Behavior in the case of accidents (always keep calm)
-   Behavior in case of fire (always keep calm)
-   Fire extinguishers
-   Freedged for firework
-   Escape and rescue plan
-   collective place
-   The next phone
-   First aid

### 3. Hazardous substances

-   Handling of hazardous substances

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**F 1102 Sicherheitstechnische Unterweisung engl** Rules applicable to all hazardous substances Hazardous material operating instructions SDS (Safety Data Sheet) or MSDS (Material Safety Data Sheet) Waste from hazardous substances must be taken away again!**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** 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) Employees should ensure that they only work with tested devices**6. Others** **Every injury must be entered in the first-aid book (AMS system). The employee must immediately report every injury, even if it currently has no effect, to the 'Master on Duty' (MvD) (App.-959) or have it entered.****The transport of injured persons in private vehicles, carried out by yourself or by employees/outside, is prohibited!****Subsequent reports from previous days will no longer be accepted!**

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- 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

**7. Energy consumption**

We are legally obliged to record and delimit larger quantities of electricity from service providers. For this purpose, you will be provided with a suitable electricity meter if required.

- Do you use appliances that are powered by electricity?
- Do you operate devices that need to be permanently connected to the power supply?  
e.g.: construction dryers, refrigerators, (refrigerator in caravans), long-term test equipment
- Do not operate large household appliances or machines  
e.g.: cherry picker
- If your stay is longer than two weeks

If Yes is ticked once, an electricity meter must be issued. At the end of your activities, the meter must be handed in to your contact person or the porter.

**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.

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<b>Waskönig + Walter</b>	Formblatt
	öffentlich
<b>F 1102 Sicherheitstechnische Unterweisung engl</b>	

\_\_\_\_\_ 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

**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. In addition, the person undertakes to fully comply with the regulations of Waskönig+Walter GmbH u. Co. KG and to use an energy meter when using large non-household appliances and machines or permanently operated devices.

\_\_\_\_\_ Date (dd,mm,yyyy)

\_\_\_\_\_ Instructor /Supervisor  
Stamp

\_\_\_\_\_ valid until (dd,mm,yyyy):

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****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**

metall

metall

electrician

**Mr. Husmann****Mr. Möhlenkamp****Mr. Rumkamp****Mr. Sassen**

app. -877 o. 949

app. -878 o. 948

app. -959

app. -4170

app. -4189

app. -4168

app. -4195

**Project Engineer****Occupational safety officer****Porter****Energy management**

electric

**Mr. Pawlak****Mr. Heyen****Mr. Böning**

app. -4804

app. -4907

app. -899

app. -4952

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