



Apply protective measures!

The Dinkhauser and Aristos companies take many measures to ensure a safe and healthy working environment.

Contribute to the safety of our entire team by consistently following all safety guidelines and work instructions. Carry out your work attentively and carefully.

Keep your workplace clean and tidy to prevent accidents.



Report hazards and accidents

Report faults and defects in machines, systems or the building as soon as you recognise them.

The following accidents must be reported to the manager immediately:

- Accidents at work
- Near misses: any event that almost led to an accident
- Accidents on the way to work: Accidents on the way to work and on the way home



No alcohol, drugs or strong medication

There is an absolute ban on alcohol and drugs in the workplace.

Anyone working while impaired by alcohol, drugs or medication is a danger to themselves and others. Working in an impaired state is prohibited.



Smoking only in smoking areas

Smoking cigarettes and e-cigarettes is prohibited in all company buildings!

Smoking is only permitted in the designated outdoor areas on the entire factory premises. Dispose of ash and cigarette butts without exception in the fire-retardant ash containers provided for this purpose. Smoking is only permitted during breaks.



Mobile phone use at the workplace

There is a general ban on mobile phones during working hours (apart from company mobile phones).

It is forbidden to use the telephone while operating transport vehicles (forklift trucks, low-floor vehicles).



Wear work clothing

The work clothing provided by the company must be worn by all employees in production.



Long hair must be tied up and no jewellery may be worn (except for religious reasons). There is a risk of injury, e.g. from being pulled into a machine.

Safety shoes (S1P) must be worn in the production areas.



Prepare for an accident

Find out where the first aid equipment is located in your department so that you are prepared in the event of an accident. There are trained first aiders in every area of the company who will be called in the event of an accident (list with names on display).

You will be instructed once a year on the correct behaviour in the event of an accident. The procedure plan is displayed in the department.



Prepare for a fire

Find out where you can find a fire alarm and fire extinguisher in your work area and where the emergency exits are located. You will be instructed once a year on the correct behaviour in the event of a fire. The procedure plan is displayed in the department.



Keep escape routes clear!

Escape routes lead to a safe area in the event of an emergency such as a fire. Escape routes (escape doors, stairwells, corridors, etc.) must always be kept clear and must not be obstructed.



Minimise the risk of fire

Attentive behaviour can reduce the risk of a fire starting and spreading:

- The fire doors must be kept closed at all times! Do not wedge them open with objects.
- Do not dispose of hot or self-igniting waste in the waste bins.
- In storage areas, the prescribed storage heights must be adhered to maintain the functionality of the sprinkler system.

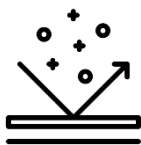


Warning by alarm

An audible and visual alarm alerts you to a (possible) fire / emergency. Leave the building immediately via an escape route, regardless of whether you can see a fire or not.



Do not make any intermediate stops and do not use the lift. Go directly to the assembly point (car park north, behind plant 3).



Announce work with a lot of dust

Inform the fire safety officer if considerable dust is expected to be generated during work.

The smoke alarm may give a false alarm.



Safety signs on machines

Various safety signs can be attached to machines or systems. These include prohibition signs (red border), mandatory signs (blue) and warning signs (yellow). Familiarise yourself with the signs before working on the machine.



The yellow warning sign with an exclamation mark generally indicates a danger zone.



Emergency stop switch on machines

Make sure you know where the emergency stop switch is located before operating a machine. It must be activated if you or another person is in immediate danger.

Safety devices on machines

Safety devices (e.g. grilles, panelling, contact switches) are used to protect people from accidentally touching a source of danger. Safety devices must not be removed, disabled or arbitrarily modified!

It is forbidden to bypass the safety devices, e.g. by climbing over them (also with the aid of ladders) or crawling under the running machine!

In the event of defective safety equipment, work must be stopped immediately and the damage reported to a manager without delay.





Danger of being pulled in!

There is a risk of entrapment on machines with rotating tools or machine parts. Do not wear gloves or loose clothing when working on the machine.

Never carry out cleaning work on the feed side of the rollers

Rollers or rollers may only be cleaned with the sponges provided for this purpose.



Risk of crushing!

There is a risk of crushing injuries on some machines due to moving machine parts that move towards each other. Pay particular attention during your work.



Warning of electrical voltage

The machine or system is live.

The electrical components (distributors, switches, etc.) on machines and systems may only be wiped with a damp cloth, never sprayed with large amounts of water.

In the event of damage to electrical equipment, the affected machine must be taken out of operation immediately and the supervisor informed. No temporary measures (e.g. wrapping damaged cables) may be carried out. Repairs must be carried out by qualified electricians.



Maintenance of machines

Cleaning and maintenance work on machines may only be carried out by authorised persons.

Machines undergoing maintenance must be switched off and secured against being switched on again (labelling / lock switch).



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Hazardous substances

When working with hazardous substances (e.g. cleaning agents, printing inks, adhesives, etc.), they must be handled in accordance with the manufacturer's instructions and the safety data sheet. The prescribed protective equipment must be worn. Hazardous substances may only be stored and used in containers that comply with the regulations.



Fall and fall prevention

Keep the floor as clean and dry as possible. Always react if you notice a hazard (tripping, slipping). Take initial measures yourself or inform a responsible person.

When working overhead, climbing aids (ladders) must be used and must not be improvised. Ladders must be set up safely. Defective ladders must not be used and any damage must be reported immediately. Approved work baskets are also available for working at height.



Work in the high-bay warehouse may only be carried out by authorised and trained persons. Fall protection equipment must always be worn.



Attention to factory traffic

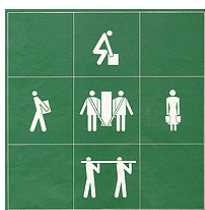
Various transport vehicles such as forklifts, low-floor vehicles, etc. operate on the company premises. The road traffic regulations apply. Internal company traffic signs and regulations must be observed.

The use of low-floor vehicles and forklifts is only permitted to persons with an authorisation (internal driving licence). Internal training is required.

As a pedestrian, pay particular attention to forklift and loading traffic. Keep a safe distance from vehicles and move with increased caution, especially in blind spots.



Riding on all transport vehicles is strictly prohibited.



Back-friendly working

Lifting and carrying loads incorrectly puts strain on the body. Pay attention to the following techniques to avoid complaints such as back pain:

- If possible, transport aids should be used to transport heavier objects (bag rollers, transport trolleys)
- A second person must be called in to assist with heavy lifting.
- It must not be lifted jerkily.
- Bend your knees when lifting, keep your back straight
- Do not lift and turn at the same time