



# Welcome to Vetter!

**Safety and environmental regulations for external service providers**

**As of 20.03.2024**

# Safety training



**Safety, fire protection and hygiene have the highest priority at our sites.**



**Please comply with the legal requirements and hygiene regulations applicable on our company premises at all times.**

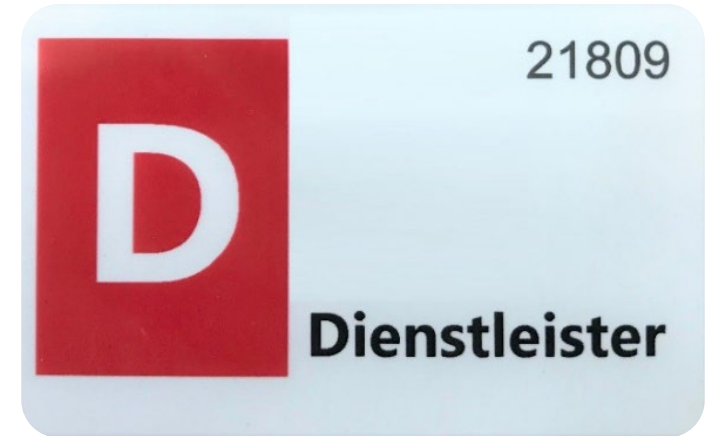


**A Vetter contact person is assigned to you for the duration of your stay and will be available to answer any questions you may have.**



# Safety training

- Before entering the company premises, please check in at the gate / reception desk.
- The ID card handed out to you must be worn visibly.  
No second person may be admitted with this badge.



All information from Vetter is to be treated confidentially and may not be disclosed.



# Safety training



Persons with symptoms or manifestations of acute infectious diseases and/or severely scaling skin diseases should inform the Vetter contact person, as access to the hygiene zones with such diseases is not permitted!



# Safety training



Consuming alcohol or drugs on the company premises is generally prohibited. Persons under the influence of alcohol or drugs are prohibited from entering the company premises.



Smoking is only permitted in designated areas.



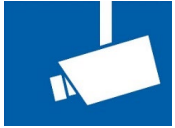
The transport of open drinks across the floors and outside is prohibited.



Eating and drinking is prohibited in all engineering, production and laboratory areas.



# Safety training



The entire premises as well as certain production areas are subject to video surveillance.



Filming and taking photographs is generally prohibited.



Mobile phones are strictly prohibited in the entire production area. Place the mobile phones into the lockers provided.



Any theft will be reported to the police! Observations are to be reported to the plant security.



# Safety training

Road traffic regulations apply on the premises. The permitted speed limit on the company premises is 10 km/h.



# Safety training

- Traffic and emergency routes, fire extinguishers, fire service accesses and gates must be kept free at all times.
- Only park your vehicle in the designated parking spaces.





# Safety training

Keep calm in the case of fire, leakage of hazardous materials or accidents and request help via our internal emergency number.

For the emergency number, please refer to the internal bulletins.

The respective building emergency numbers (request for first aiders) are also printed on each first-aid kit.



# Safety training

- Do not use elevators in the case of fire.
- Get yourself and others to safety. Take care of injured persons until the fire department arrives. Initiate first-aid measures.
- Leave buildings via the marked emergency routes and proceed to the next assembly point. Stay there until it has been ensured that all persons have been evacuated safely.



# Safety training

Firewalls may only be opened or work on the fire alarm equipment only be carried out in consultation with your Vetter contact person. The fire alarms are directly connected to the fire department!

Other work which generates dust, for example, can also trigger fire alarms. Clarify with your contact person whether the relevant fire alarms need to be deactivated for the duration of the work.

A Vetter permit must be issued for this work.



# Safety training

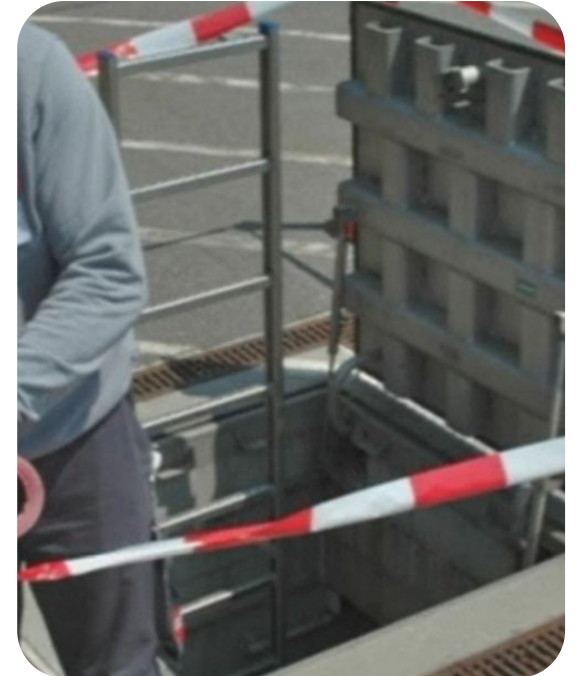
Welding and work with an open flame must always be coordinated with the Vetter contact person. This also applies to dangerous tasks such as working at the roof edge or climbing into containers.

A Vetter permit must be issued for all these types of work.



# Safety training

Danger zones such as open pits must be visibly closed off.



# Safety training

Personal protective equipment, such as



safety shoes with protective cap



safety helmet



safety gloves



safety glasses

etc., must be worn according to the specifications, such as the safety data sheet or labels.



# Safety training

- Stepladders and ladders must have a valid approval mark.  
If the working height exceeds four meters, aerial work platforms or suitable scaffolding with a valid approval mark must be used.
- All electrical equipment must have been checked according to DGUV V3 (German Social Accident Insurance).  
In the case of work with the risk of humidity penetrating into the devices, splash-proof operating equipment must be used.
- Pressurized gas cylinders must be protected against toppling over.  
Before transportation, protective caps must be screwed onto the bottles and a suitable transportation device must be used.



# Safety training

- All hazardous materials must be registered with the department of Environment, Health and Safety before bringing the goods onto the company premises.
- When handling hazardous materials, the required protective equipment must be used.





# Safety training

- Tools and materials which are brought along must arrive clean and can only be used in a clean condition.
- The workplace must be kept clean. Contamination must be avoided; all waste and packaging materials must be taken along when leaving.
- Waste, mopping water and cleaning agents of any type may not be disposed of into the rainwater drains under any circumstances.

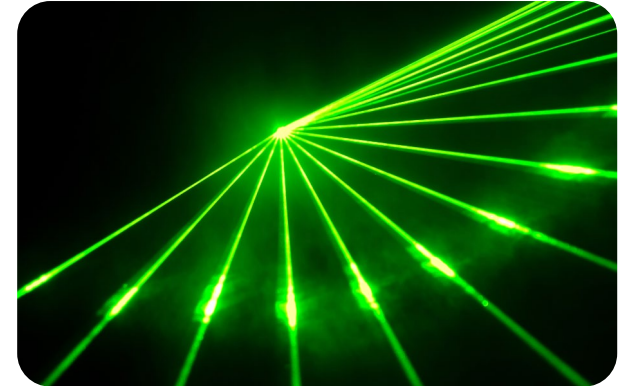


# Safety training

Use of class 2 lasers

Application area

Target and guide laser (leveling laser) for surveying purposes or in water trucks – laser class 2



Hazard potential

There is no direct hazard potential for the eye. However, according to radiation protection principles, the horizontal view directly into the beam/radiation source should be avoided because a safe automatic eyelid closure reflex is not always sufficiently available and only an exposure time of up to 0.25 s is harmless to the eye.

Actions

Labeling of hazard zone, e.g. doors during the activities :

**Vorsicht!**

Derzeit finden Tätigkeiten mit einem Laser der Klasse 2 statt.

Direkten Augenkontakt vermeiden.



# Safety training

Opening ceiling plates is generally prohibited. If this is absolutely necessary, it must be coordinated with the Vetter contact person.



# Safety training

All work must be coordinated with the assigned Vetter contact person.

This applies particularly for work performed:



after 5 pm



on freeze-drying equipment



on cleanroom ceilings/the plenum



when removing filters



when switching / opening valves, media lines and other supply devices



when switching / deactivating systems or control cabinets

# Safety training

- Deactivated systems must be labeled and secured against reactivation.
- Your contact person will provide the signs.



# Safety training

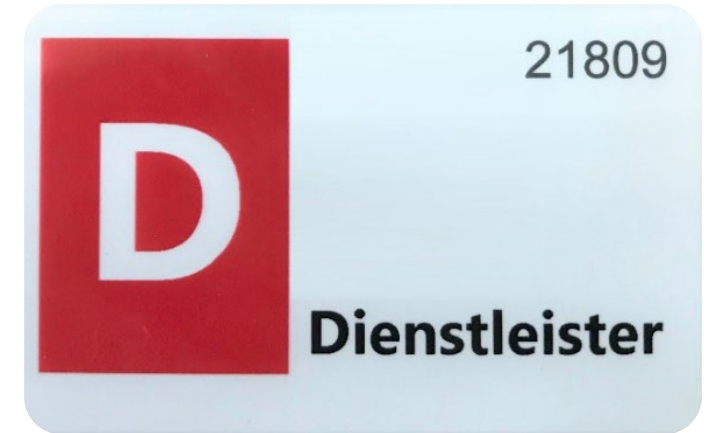
If damage to equipment and systems occurs during maintenance / project measures, this must be reported immediately to the Vetter contact person.

Dismantling of equipment / systems is only permitted after consultation and approval with the Vetter contact person. After completion of the work, the original condition is to be restored and the correct function is to be checked in consultation with the Vetter contact person.



# Safety training

Before leaving the company premises, always return your service provider ID card at the gate / reception.



Please proceed now to the reception to get your visitor badge.

If you have completed this training as part of the online check-in in advance, you will receive your visitor badge when you register at the reception at the beginning of your visit to Vetter.





Thank  
You!