

WHAT TO DO IN CASE OF MALFUNCTION



You can detect a hazard by:

Technical faults, leakage of chemicals, transport accidents, odour perception, physical reactions like nausea and irritation of the eye

Keep calm

 **+49 3332 8376790**

Report hazard

WHO is reporting the hazard?
WHAT happened?
WHERE did it happen?
HOW MANY injured persons?
WAIT for questions/instructions!

 **In case of leakage of products**

Contain leakages
Press emergency cut-out button
In case of wetting of the eyes
use eye wash

WHAT TO DO IN CASE OF ACCIDENT



Keep calm

Inform first aiders

Mr Klomfaß, Mr Krause, Mrs Kaufmann

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Report accident

WHO is reporting the accident?
WHAT happened?
HOW MANY injured persons?
WHERE did it happen?
WAIT for questions/instructions!

 **Give first aid**

Secure area of the accident
Treat injured persons

Further measures

Direct ambulance
Direct fire brigade

WHAT TO DO IN CASE OF FIRE



Keep calm

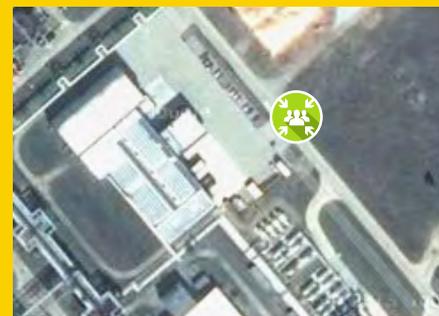
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Report fire

WHO is reporting the fire?
WHAT happened?
HOW MANY injured persons?
WHERE did it happen?
WAIT for questions/instructions!

 **Evacuate**

Warn people at risk
Take helpless persons
Close doors
Follow marked escape routes
Proceed to assembly point



 **Try to put out the fire, if possible**
Use fire extinguisher
Personal safety before property damage

Safety rules and what to do in case of an emergency

Information for visitors and external companies



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Welcome,

You are a visitor or temporarily working on our company premises. We attach great importance to industrial safety, health protection and environmental protection. We ask you to study the following safety information carefully and to obey all safety instructions.

ARRIVAL AND START OF WORK



Please, register and identify at the reception or in the logistics office.

Beginning and end of work are to be registered in the record book for external companies. You are only allowed to enter the areas in which you are working.

Please request information about all relevant safety precautions and measures to protect the environment as well as all personal protective equipment that must be worn from your contact person.

Pay attention to all safety labels and ask for any dangers existing in your working area.

FACTORY TRAFFIC



Your contact person knows where you can park. The Road Traffic Act and a speed limit of 30 km/h (18 mph) must be observed throughout the premises of the PCK refinery.

There is a general ban on import and export, exceptions must be approved by the HAI fuels company.

Evidence about brought materials and work equipment is to be provided. The HAI fuels company is not liable for any loss of property. Any vehicles and industrial vehicles which participate in internal traffic must be driven/operated by trained and authorized persons.

HAZARDOUS SUBSTANCES



You are obliged to report the use of hazardous substances to your contact person in advance. The utilization of toxic or cancerogenic hazardous substances is regulated by contract. It is only allowed to store, transfer, and use hazardous substances on the factory premises with permission of the HAI fuels company. Hazardous substances that have not been released by the HAI fuels company must not be used on the company grounds.

Released substances are to be processed and stored according to the instructions of the safety data sheet and the operating manual.

You are obliged to wear and use the appropriate personal protective equipment when working in the presence of hazardous substances.

Pay attention to your personal hygiene before eating or drinking as well as after the end of the working day.

DANGER OF FIRE/ EXPLOSION



We work with combustible and highly flammable liquids.



On the factory premises of the PCK refinery and the HAI fuels company, smoking is strictly forbidden, also in cars.



In rooms and areas that are labelled with the warning sign for explosive atmosphere (Ex) there is a risk of explosion.



Fire, open flame, welding, any activity producing sparks as well as carrying lighters or matches is prohibited. The production of sparks is to be avoided.



Any works that may cause fire are to be approved in written form (fire authorisation certificate). In explosion-risk areas only explosion-proof tools and machines are to be used.

Wear personal protective equipment that is approved for the explosion-risk area. Earth/ground containers, devices (e.g. funnels) and pipelines.

Containers with flammable content must always be kept closed and protected from direct exposure to sunlight.



Mobile phones without permission for explosion-risk areas must not be carried in explosion-risk rooms or any other labelled rooms.

INDUSTRIAL SAFETY



In the production area and the depot, safety shoes must be worn.



In several areas, additional protective equipment like helmets, safety goggles, ear protection, etc. are required.



Contaminated clothing must be changed immediately.



The necessary personal protective equipment is provided by your company.



Mark and secure your workplace to protect other employees.

Only use working materials that are in perfect condition and that comply with the regulations concerning accident prevention.

Electrical working materials must carry a certificate of the latest inspection (e.g. inspection tag).



Alcohol and drugs are prohibited.



Eating and drinking is prohibited in the production facilities.



Always keep traffic routes, escape and rescue routes, emergency exits, safety equipment and access to electrical devices, free.

The use and operation of technical facilities, machines, forklifts and lifting gears is prohibited and requires permission.

Use of energies (electricity, water, compressed air) by prior arrangement only.

ENVIRONMENTAL AND WATER PROTECTION



Substances hazardous to water are to be used and (temporarily) stored, according to all applicable laws and regulations.

Leakages must be reported as malfunctions and must be avoided.

Substances hazardous to water must not be stored outside.

Water contamination must be avoided.

It is prohibited to drain waste water outside on streets and public places.

If waste water is produced while working, the waste water disposal must be coordinated with the HAI fuels company beforehand.

ORDER AND CLEANLINESS



Order and cleanliness are a natural course of action at the HAI fuels company.

Workplaces and assembly stations are to be kept clean. Materials and tools are to be locked away securely.

All kinds of waste produced by works, are to be disposed at the expense of the external company. The waste containers that are used and approved must be marked adequately.

The disposal in the waste containers of the HAI fuels company is prohibited.

CONFIDENTIALITY



As someone not related to the company you are only allowed to use those pieces of information related to the HAI fuels company which are necessary to fulfil your contractual obligations.



Any kind of publication and the disclosure of information concerning the business unit of the HAI fuels company, particularly, concepts, business relations, business transactions, etc. are inadmissible and highly confidential, also when having finished your occupation.



Any filming, photography, recording on sound carriers and making of records is strictly prohibited on the premises of the HAI fuels company and the PCK refinery.