

The following points are intended to convey the fundamental principles that govern safe and environmentally conscious work within the SMB assembly area. These are binding for all SMB employees and SMB assigned individuals.

Safety

Our occupational safety philosophy

The occupational health and safety of all employees within the company are an essential cornerstone of our company's philosophy. We strive to deliver on the continuous improvement of working conditions, in order to create an accident-free work area. Such endeavours are equated with our high standards of productivity, quality, cost efficiency and environmental protection. Every employee within our company is equally committed to this goal.

Checks to be made before starting work:

- Who are the designated operational supervisors, foremen, site managers, project managers?
- Who is responsible for occupational safety?
- Company identifier, company division
- Next phone (location number and emergency numbers)
- Location of the first aid facility and fire extinguishers
- Prohibited continual access to certain areas
- Particularly hazardous zones or work (involving the customer / other companies / SMB)
- Prohibition of smoking
- Prohibition of the unauthorised operation of machinery, equipment, facilities, etc.
- Written and verbal work permits (customer, SMB)
- Hazardous substances
- In-house and work-related points
- The meeting point in the event of an incident is the office container, unless otherwise agreed

Do I personally have sufficient protection in place?

- Please note that a general obligation applies to wear safety shoes and safety helmets when on construction sites
- Safety vests only as required
- If necessary, please also ensure to wear: protective goggles, ear, hand and respiratory protection, as well as a protective apron, welding shields or goggles, flame-retardant suits, safety harnesses, etc.

Am I endangering others?

- Do not endanger other persons or machines, equipment etc. with your own work

Is there a clear work order in place?

- Your supervisor must be informed at all times as to when, how, and with what materials you are working, otherwise he or she is unable to fulfil their health and safety responsibilities

Conduct in the workplace:

- Always pay particular attention to ensuring that cleanliness and order prevail
- Observe any hazard signs and instructions issued by health and safety personnel
- Safety- and protective devices must never be removed without prior authorisation
- Escape- and traffic routes for emergency services and the fire brigade must always be kept clear
- Please comply with our blanket ban on the consumption of alcohol, medicinal drugs and narcotics on the premises
- Check each tool for any signs of damage before use, and take the following steps in case of defects:
 - Label the tool (e.g. broken, locked)
 - Prevent its reuse (if possible, store in the office container)
 - Report any defects to your supervisor
- Only use tools and equipment for their intended purpose
- Should you need to use new tools, please ensure to first familiarise yourself with their function
- Work involving electrical machines, systems and equipment may only be carried out by a qualified specialist
- Please ensure to only work with professionally installed building distribution boards (observe any and all weekly checks for the residual-current device)
- Hazard warnings, first aid instructions and conduct guidelines when working with hazardous substances must be understood and complied with at all times
- When operating drilling or lathe machines, the wearing of gloves is prohibited
- Any unsafe actions and situations are to be reported immediately to your supervisor

Hygiene and cleanliness:

The workrooms, the working environment, the sanitary facilities and the breaktime / changing rooms are to be kept clean and tidy.

Environmental protection**Please observe the following environmental protection measures:****Waste and residual materials**

- The incineration of waste is prohibited
- Please make every effort to reduce the quantity of waste
- Hazardous substances are to be replaced by less dangerous variants
- The proper disposal of waste / residual materials must be discussed with the customer on site

Waste disposal

- If the process of waste disposal is not dealt with on site, the site manager must instruct an authorised waste disposal company to dispose of waste and any residual materials
- Waste separation must be carried out (residual waste, glass, metal, organic waste, light fractions, paper, etc.)
- The mixing or blending of waste is prohibited
- Proof that an authorised waste disposal company has been commissioned must be stored in the construction site folder

Water and sewage

- Please use water sparingly and only in the quality deemed absolutely necessary
- The storage and use of substances that pose a hazard to water is prohibited, without the deployment of adequate protective measures
- Sewage, grease, oil etc. should not be discharged into the ground
- Brine solutions must be properly disposed of
- The discharge of hazardous substances into the sewage system is prohibited

Hazardous substances

- Please endeavour to replace any hazardous substances with less dangerous variants
- Only hazardous substances, the properties of which are sufficiently known, may be used (please note any and all instructions listed on the packaging and hazard data sheet)
- When working with hazardous substances, please pay particular attention to:
 - Potential hazards
 - First aid measures
 - Fire-fighting measures
 - Measures in the event of an accidental release
 - Handling and storage
 - Exposure limitation and personal protective equipment (PPE)
 - Physical and chemical properties
 - Stability and reactivity
 - Information on TOXICOLOGY
 - Information on ECOLOGY
 - Important information regarding disposal
 - Transport information
 - Statutory regulations
 - Other Information

Noise

- Please ensure to implement all technically feasible noise protection measures on machines and tools
- When working in designated noisy workplaces, appropriate ear protection must be used
- Any and all internal operating regulations and noise protection regulations must be observed and complied with
- Noise levels in excess of 80 dB (A) pose a risk to hearing; hearing protection must be used
- When working with noise levels in excess of 85 dB (A), workers are required to use the hearing protectors provided by SMB