

## **Information sheet for foreign companies**

This information sheet applies to all employees of foreign companies (FC-employees) who are processing orders at M. Jürgensen's premises. This always includes our leaflet regarding safety instructions.

**We would like to point out that this information sheet including the safety instructions has to be passed to all employees operating at our company.**

The following instructions and regulations are made to guarantee work safety, fire protection, plant security, environmental safety and energy efficiency at our premises. We can request foreign companies to keep relevant employees away from our factory premises, if there are any violations of these regulations.

### **1. Stay in factory**

FC-employees generally have to register at the reception first. The FC-employee is entered in a visitor book and receives a visitor pass. Afterwards he will be picked up by his responsible contact person. After finishing the order the FC-employee has to give notice to his contact person and hand in a record of all worked hours for a signature.

### **2. Work safety**

FC-employees must generally pay attention to all safety instructions at M. Jürgensen's premises (s. attached safety instructions).

Using company-owned equipment and plants, e.g. cranes, fork-lift trucks or working platforms is only allowed after consulting authorised employees of the maintenance department. It is not permitted to use company equipment for other purposes than intended e.g. pallets as working platform.

Before working with fire, like welding, cutting and grinding or even burning operations in accordance with roof repairs it is necessary to obtain a permit issued by the maintenance department. This has to be kept visible while working at the construction area and handed back to the maintenance department after finishing.

Handling of water-hazardous or rather oxidising substances is only allowed with a permit of the compliance management (permit has to be obtained when placing the order).

### **3. Order regulations**

Confidentiality: FC-employees are not allowed to pass on information of company equipment, business transactions or operating methods to third persons. This confidentiality obligation is still valid after the order is completed. All documents (plans, written documents or construction drawings) provided by M. Jürgensen and all results received within the scope of order processing are property of M. Jürgensen. It has to be assured, that they are not inspected by third persons.

Property: Every FC-employee is responsible for his own property. M. Jürgensen can not be hold liable for any losses. Taking any property of M. Jürgensen is not permitted.

Waste disposal: All substances taken by FC-employees are to be disposed according to regulations or rather taken away after using.

### **4. Policy of environment, energy and work safety**

We commit ourselves to observe all relevant, legal obligations and other requirements regarding quality, environment, work safety and energy. Furthermore, our company's aim is to reduce negative environmental effects and work safety deficits in the most possible way it can be resolved by using the best available technology and considering instant improvements of our energy efficiency. We also expect this from all foreign companies working at our premises. Consequentially all FC-employees have to pay attention to the relevant laws and prescriptions. Electricity consumption on factory premises generally has to be stated at the reception.

M. Jürgensen GmbH & Co KG

sgd. D. Born  
Head of Compliance Management

# SAFETY INFORMATION



## WELCOME TO M. JÜRGENSEN

In order to make your stay on our premises as safe as possible, please observe the general as well as safety information. If you have any questions, please ask your accompanying person.

We hope you have a safe stay at our company.

## IMPORTANT CONTACTS



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**Reception** +49 4635 299-202

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**Compliance Management** -250  
(Sicherheit und Umwelt) -251

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**M. JÜRGENSEN GmbH & Co KG**  
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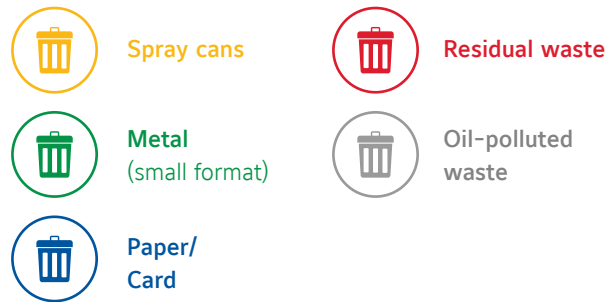
## SAFETY INFORMATION

- Entering production area is only permitted with protective jacket and sturdy shoes
- Please pay attention to shown obligation for use of safety glasses
- Leaving main paths without safety shoes is prohibited
- Please pay attention to the prohibitory, mandatory and warning signs
- The shown obligation for use of ear protection does not apply when exclusively passing through the areas in question
- Fire doors may not be wedged open
- Please take special care due to forklift traffic on entire company premises
- Particular caution should be exercised in the foundry due to liquid iron and hot surfaces!
- People with cardiac pacemakers and implants may not come near foundry ovens

## GENERAL INFORMATION

- Please always check in at reception
- Please ensure that your visitor pass is clearly visible
- Without previous instruction by your accompanying person, you are not permitted to stay on premises
- Follow the instructions of your accompanying person
- Alcoholic drinks and other intoxicating substances are prohibited on the entire company premises
- Photography and video recording is prohibited
- The Road Traffic Act (StVO) applies across the entire premises, walking pace maximum speed (5 km/h)
- Secured premises: Driving allowed only with permission and on own risk, only short-term parking for loading and unloading

### Information regarding waste disposal:



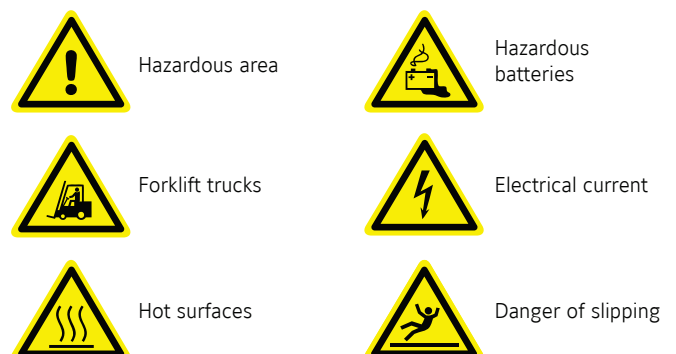
## PROHIBITORY SIGNS



## MANDATORY SIGNS



## WARNING SIGNS



# SAFETY INFORMATION



- ① Hall 1: Production
  - ② Hall 2: Production
  - ③ Hall 3: Material- & quality control
  - ④ Hall 4: Despatch
  - ⑤ Hall 5: Maintenance
  - ⑥ Hall 6: Production
  - ⑦ Building 7: Foundry
  - ⑧ Building 8: Administration
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- ▲ Main entrance
  - ▲ Deliveries
  - E Reception
  - P Car park
  - ▲ Emergency exit
  - Meeting Point
  - First aid point
  - Defibrillator

## PROCEDURE IN CASE OF FIRE

Remain calm

**1. REPORT THE FIRE**

Fire service on 112 or via pushbutton alarm

**Who** is reporting?  
**What** has happened?  
**Where** has it happened?  
**How** many people are affected?  
**Wait** for questions!

**2. ATTEMPT TO EXTINGUISH**

- Ensure that you are protected
- If possible without further danger, use available fire extinguishing equipment
- Observe extinguishing technique information

**3. GET PEOPLE TO SAFETY**

- Take endangered persons with you (do not forget your own safety)
- If possible without further risks, close windows and doors on leaving the rooms
- Use the nearest possible emergency exit and go to the meeting point immediately
- Pay attention to instructions!

## PROCEDURE IN CASE OF ACCIDENTS

Remain calm

**1. REPORT THE ACCIDENT**

Ambulance on 112

**Who** is reporting?  
**What** has happened?  
**Where** has it happened?  
**How** many people are affected?  
**Wait** for questions!

**2. ADMINISTER FIRST AID**

- Secure the scene of the accident
- Help the injured (support)
- Observe instructions!

**3. FURTHER MEASURES**

- Inform one of M. JÜRGENSEN's employees
- Inform emergency services of what has happened
- Ensure onlookers keep a distance
- Stretchers are located at the door to administration in hall 1 as well as in front of the changing room in the foundry