

Instructions for external companies

The safety, health and wellbeing of employees is a central concern for Datwyler Schweiz AG. All employees, as well as outside contractors and subcontractors working in our area, are obliged to follow instructions regarding protective measures, occupational safety, health and hygiene, and environmental protection.

These regulations apply to all work carried out in and on buildings, as well as on the entire Datwyler Schweiz AG site in Schattdorf.

Dätwyler Schweiz AG
Business Area Industrial Solutions



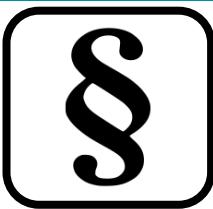
Reto Burkart
Standortleiter Schattdorf



Thomas Hauri
Head Safety & Environment

	Datum	Durch	Änderungsgrund	Seite
Erstelldatum	27.08.2024	Thomas Hauri	Supplement with instruction LOTO	1 / 10
Letzte Änderung	30.06.2025	M. Gisler	Parking, Communication, new template and video surveillance	
Vorlage Dokument: 20QFO06/Rev. 01				

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Consequences and Liability

In the event of a violation against the statutory safety regulations and against these "General Instructions for external Companies", the supervisor is entitled to forbid the counteracting persons the stay in the company premises.

The external company is liable for all damages or costs arising from non-compliance with this directive.



General Information

For any questions or further information, please contact your contact person or the reception.



Parking

Dedicated visitor parking lots and e-charging stations are available in the reception area and can be used without parking permission card. A parking permission card is required for all other parking lots. Yellow marked parking lots may not be used.

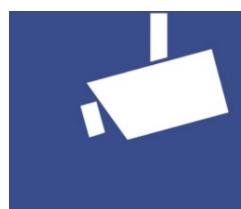


Access / Registration

The operating area can only be entered and left via the main entrance.

Before entering the business premises, you must register at the reception. If you work for several days, you will need to register every day.

Building doors must always be closed.



Video surveillance

For security reasons, the entire outdoor area of Datwyler Switzerland Inc. is under video surveillance. Video data is stored for a defined period of time and then deleted.

Certain production areas can be monitored for quality control purposes.

The monitored zones are clearly labelled. For quality control purposes, certain production areas can be video-monitored. These zones are clearly labelled.

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**External company ID card/access authorisations**

The "external" company ID card' must be worn visibly at all times while on the company premises during working hours.

It must be returned to the reception desk.

Any loss must be reported immediately. The external company is liable for any loss or misuse.

**Worker Safety**

The work may only be started after safety instructions and work approval. Specific health and safety regulations must be followed.

The workplace must be secured at all times.

**Environmental Protection**

It is prohibited to use machines and equipment that emit environmentally hazardous substances (such as detergents, oil, etc.). The use of these substances must be limited to the minimum necessary.

The contractor is responsible for a proper disposal.

**Hazardous substances and chemicals**

Hazardous substances and chemicals (cleaning agents, lubricants, adhesives, paints, etc.) must be labeled and reported to the responsible project manager in consultation with the Datwyler quality manager during the planning phase.

If the use of unknown substances by the external company is planned at the Schattdorf site, these substances must be reported to the food safety group before work commences (incident report). Example: Only food-safe substances are to be used in Food & Beverage production.

**Personal Protective Equipment**

The contractor is responsible for the personal protective equipment. This is to be worn in accordance to regulations.

In general, long pants and shoulder-covered clothing must be worn throughout the site.

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Residence Permit

Do not enter restricted areas or touch controls of any machinery.



Cleanliness and Tidiness

Waste material must be disposed of daily by the external company itself. Exceptions apply after consultation and instruction of the project manager of Dätwyler Schweiz AG in accordance with the waste concept. The workplace and construction site must be left clean and tidy.



Hygiene and Cleanliness Requirements

Hygiene and cleanliness requirements

Requirements regarding hygiene, food suitability and cleanliness in the various work areas must be complied with.



Tools - Machines - Devices

Brought in devices must comply with the rules of technology and be operated in accordance to the regulations.

In case of loss or damage, the contractor is liable.

The use of technical devices of the Dätwyler Schweiz AG is only allowed with permission and instruction. Use at your own risk.



Working on Machines

Machines must be secured when taken out of service so that they can not be put into operation by unauthorized persons.

Shutdown devices must be secured against reconnection with a personal padlock.

Protective devices must never be manipulated, bypassed or removed.



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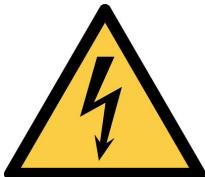
**Working at Heights**

Only certified ladders and working platforms with verification may be used.

The work area must be secured so that nobody can be injured by falling objects.

**Confined Spaces**

The entry into confined spaces (shafts, channels, pits, boilers, tanks, etc.) is only permitted with approval of your contact person.

**Electrical Work**

Work on electrical systems > 50V AC or 120V DC may only be carried out by companies with an installation or connection permit. Opening the switchgear by laypersons is prohibited.

Otherwise, the electrical service of Dätwyler Schweiz AG must be contacted in advance → 079 644 93 62

The electro-safety concept of the Dätwyler Schweiz AG must be observed.

**Supply Lines - Utility**

Work on supply lines (electricity, water, compressed air, etc.) requires a permit.

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**Photographing and Filming**

Photography and filming is prohibited throughout the entire facility.

**Food and Beverages**

For health, hygiene and safety reasons, eating and drinking is only allowed in the break rooms or outdoor areas designated for this purpose.

Peanuts and peanut products are prohibited throughout the site.



The carrying and consumption of medication in the Food & Beverage area is prohibited.
Exceptions may be granted by the client.

**Alcohol and Drug Ban**

The consumption of alcoholic beverages or drugs on site is strictly forbidden.

In case of violation, legal consequences follow.

**Smoking**

No smoking on site except in official designated smoking areas.

**Communication**

For the use of office and communication equipment (telephone, copier, etc.) please contact the supervisor or reception.

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Personal Injury or Property Damage

Accidents or damage to property must be reported immediately to the supervisor or to the reception.



Fire Protection / working with open fire / EX-zones

The handling of open fire is prohibited on the entire operating area.

Welding, soldering, heating and burning work require a written welding license.

In marked, potentially explosive areas (EX areas), additional regulations apply. Please contact your supervisor.



Asbest – Dangers

When drilling through asbestos-containing wall- and floor coverings the supervisor (project manager, contact person) must be contacted in advance.



Emergency Exits / Emergency Behaviour

Emergency exits, fire extinguishing facilities, traffic routes, staircases and electrical distribution boards are to be kept free at all times.

Employees of external companies are obliged to inform themselves about escape routes and existing safety equipment (eg. fire detection and fire extinguishing equipment, SOS emergency call boxes, collection point, etc.) before starting work.

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For behavior in case of an emergency, see backside of contractor ID

Behavior in case of personal injury / accident

remain calm

1. Report accident  emergency phone (big red button)
Company ambulance is automatically alerted (Mon-Fri 07:00-16:00)

2. First Aid  secure accident site
 care for injured
 organize defibrillator

3. Further measures  pick up External ambulance at main entrance

Company ambulance:

079 707 80 72

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Behavior in case of fire, smoke

remain calm

1. Alert  operate alarm button
 or tel. Alarmgroup

2. Evacuation  take people with you
close doors
 use escape routes
do not use elevator
 go to assembly point
follow instructions

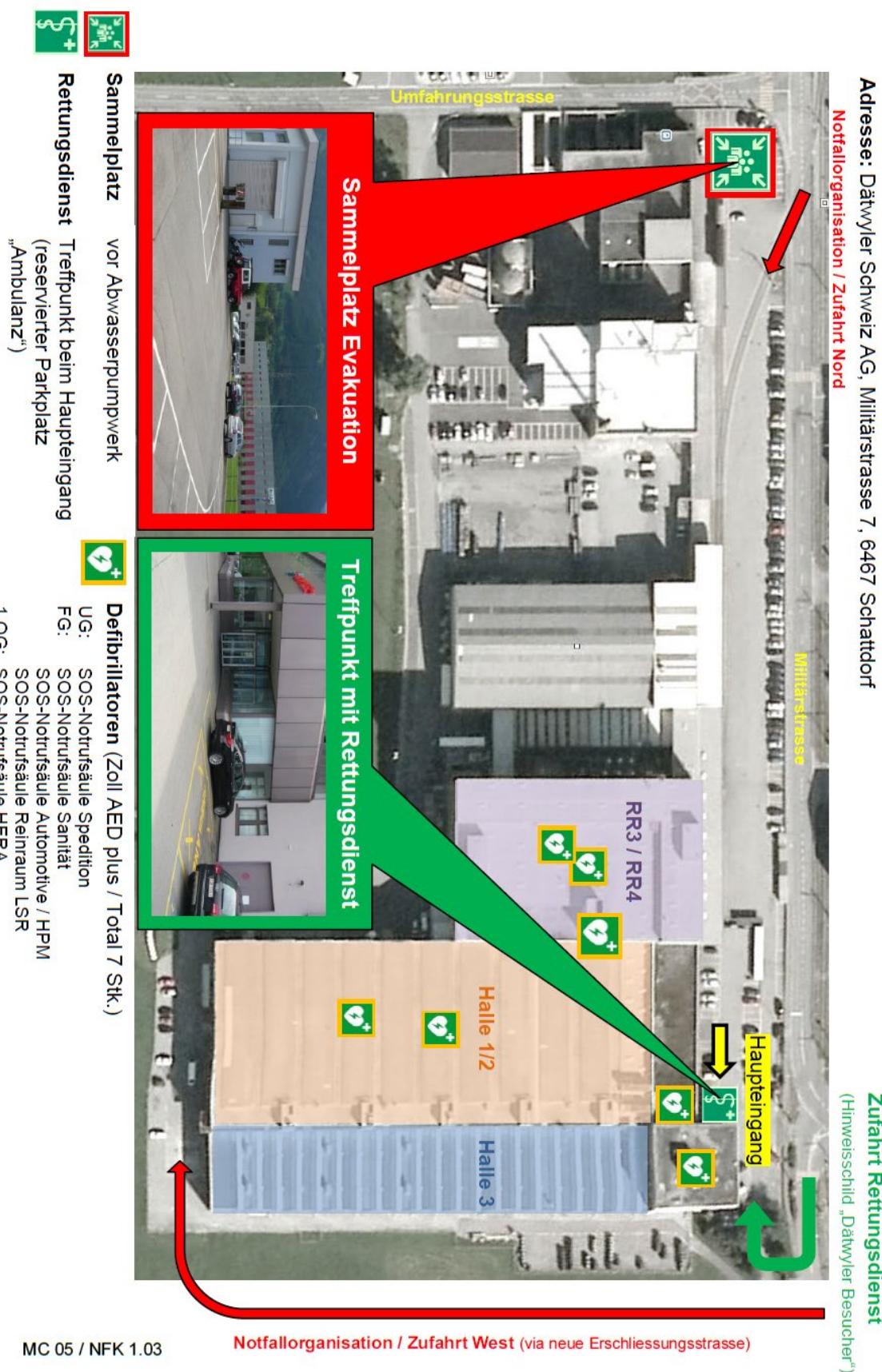
Alarmgroup:
079 644 47 73

Behavior in case of damage

Storm, water, leakage (oil / chemicals)
Alarmgroup (7d/24h)

Alarmgroup:
079 644 47 73

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We wish You a pleasant and safe stay at Dätwyler!