

Safety Instructions for staff of external companies

In order to ensure safety and order in our plant as well as the security of our employees we ask to follow the instructions below:

1. Before work starts:

For all employees of contractor companies, all NOSTA regulations concerning protection of health, safety rules, regulations concerning hygiene, quality and environmental protection are valid at all times, may it is a single visit or a work assignment of longer duration.

People who do not belong to NOSTA staff have to carry a badge which will be issued at the entrance office. If they are at the production area or at the loading or unloading area, they have to wear safety shoes and a safety vest.

For the execution of all manual labor at NOSTA, a personal protection equipment (safety shoes, safety vest, clean working clothes, ear plugs in certain areas, hardhat or bump cap for crane drivers, protection goggles for grinding and cutting work) has to be used or carried.

The execution of work has to be carried out as energetically efficiently as possible.

Discrepancies of the working schedule have to be agreed by the coordinator.

The work may be carried out only after:

- a) An agreement has been made with the responsible person for the department.
- b) Health and Safety protection is ensured
- c) Industrial hygiene is guaranteed, i.e. avoidance of dirt or the installation of protection devices

In case the measures concerning the hygiene of the respective area are not sufficient, the concerned facility has to be shut down in accordance with the person, who is in charge .

2. General Rules:

- All employees must observe the industrial safety regulations for the area in which they are working
- Emergencies and First-Aider – follow according to notice
- The closest telephone and First-Aid Kit, which are installed at marked places, will be shown by the coordinating person.
- Work equipment which has been provided by NOSTA has to be used with care and exclusively according to purpose.
- Only work equipment that has been checked may be used (for ex. electrical devices, ladders and steps, forklifts etc.)
- A prior permission from the building owner will be needed for the storage of building material or the installation of temporary buildings, construction site caravans, or containers.
- Dangerous or flammable substances may only be used or stored with prior consent of the site manager or NOSTA- coordinator.

- Pits, shafts or holes in the ground or similar have to be secured, so that no person is endangered. This applies especially by leaving the workplace. The dangerous site has to be covered, or shielded or otherwise secured.
- Entering those areas, which do not belong to your assigned working-place, or any secondary areas is not permitted.
- Tools that have been used shall be put down in such a way that no one who works close to them may be jeopardized. After the work has been finished all plugs of electrical tools have to be removed from the sockets.
- It is necessary to secure the workplace with suitable means as well as the secure placement of materials used. Flammable liquids must be stored in closed containers with a clearly visible marking of content on them.
- Keep clear escape ways and doors as well as passageways.
- Works close to electrical installations or lines always have to be coordinated with the electrical department. They define the necessary security measures. Keep to these instruction when working on electrical installation or working under voltage.
- Construction work or other work which can endanger colleagues shall be secured by the executing company (for example install lighting when works have to be done in the dark on public or private roads.)
- The workplace has to be left cleaned.
- The removal of tubes or cords and pipe lines, working at loading points for forklifts or near dangerous substances (note marking plates) as well as works on supporting structures requires a special permit of the coordinator.

3. Personal Protective Equipment

- All employees who enter the production areas, warehouses, logistic areas and workshops have to wear the compulsory protective working clothes, protective boots, a safety vest and goggles.
- In all areas where entrance doors are provided with the symbol for ear protection, plugs have to be worn.
- A helmet or a bump cap, a safety vest and protective boots have to be worn during loading or unloading of lorries with hovering parts.
- Exposed body parts (i.e. face, arms, hands) have to be covered by protective clothing, gloves, face masks or goggle during all works where it is possibly dangerous that particles or splatter may get on these parts.
- For works with cleaning or solving substances please wear protective gloves.
- For works with hot injection please wear heat insulated gloves
- For works with danger of cutting injuries, wear cut prove gloves
- Scalp hair has to be covered completely by a cap or hat so it cannot be seized accidentally by a machine.

4. Tools and Installations

- Fire- extinguishers and fire alarms have to be freely accessible. Fire extinguishers have to be replaced immediately after use.
- Unauthorized people are not allowed to handle any tools or installation of the factory
- For works on Installations (maintenance, repairs etc) the main switch has to be turned off, air has to be cut off or safety blocks or spacer has to be put in.
- The main circuit breaker has to be secured against usage by unauthorized people.
- Generally the regulation DGUV A3 'Electrical Installations and Tools' applies at all times as well as the NOSTA safety regulations.
- No cranes or forklifts may be operated without valid permit
- Every vehicle or installation has to be checked visually before use. Do not use any damaged tools or installations.

5. Non-smoking area

- Smoking is forbidden on the whole enclosed area of NOSTA GMBH. There are provided special smoking areas.

6. Fire-ban

- On the whole NOSTA factory site, fire is forbidden! A new permit (FB 9.03) for each workplace is required for welding, cutting or soldering. These are issued by the NOSTA-coordinator. Work must not be begun prior to this permit.

7. Alcohol and drugs

- Use of alcohol and drugs is forbidden.

8. Work - Equipment

- All work-equipment which are used on the area of NOSTA GMBH (tools, scaffolds, ladders etc) has to comply with the NOSTA safety and accident prevention regulations.

9. Hygiene

In order to fulfill the hygienic requirements on our products, the following binding rules are valid in all production areas as well as in technical and logistic departments:

- The required working clothes have to be worn by entering the production rooms.
- Working clothes and shoes have to be kept clean and have to be changed regularly.
- Pockets above the beltline have to be kept closed or should be inside clothes to avoid the falling out of objects.
- Personal items as bags, clothes, newspapers, drinks or food have to be kept in the areas reserved for this and must not be anywhere near the machinery.
- On entering the production rooms, hands have to be washed and disinfected. This is very important, especially after visiting the toilets, after meals or smoking.

- All people who carry contagious infections or illnesses which are subject to notification, as well as people who have serious skin diseases or open wounds have to inform their host about this fact. If he rates the condition as dangerous to production hygiene, he has the right to deny entrance to the premises or to special areas.
- Doors, gates and windows have to be kept closed. Exception on the grounds of special environmental conditions have to be agreed with the coordinator. Only the personnel doors may be used for entering the production area.
- No foils or cartons may be put on the floor.
- Cleaning agents and disinfectants only may be used if they are food safe and have been released by the material purchase department. Food safe lubricants have to be used, as far as possible. This is valid also for testing purposes.
- During maintenance or reparations, cleaning or reconstruction works, the neighboring machines have to be protected from contamination.
- After the maintenance, repair, reconstruction or cleaning works, the production facilities have to be checked on foreign objects. Loose parts (screws etc) have to be removed
- Packing devices (cartons, boxes, plastic bags) as well as self produced devices may not be put to use for any other purpose than intended (container for loose small parts, chips, water, grease, waste, scrap, screws, tools etc)!

10 Environment

- Work has to be done without any damage resulting to the environment.
- Works on containers or tubes for substances which are dangerous to water are only possible for personnel of WHG-licensed companies. At least one employee, who executes this work has to prove his knowledge according the WHG-law (certificate of attendance in a WHG Seminar)
- Disposal of dirt water from building cleaning (without oil) may only be done by drains which are connected to the local sewage conduit, (WC for ex.).
- Wastewater that is contaminated with oil has to be disposed by a contractor.
- All other remainders and waste have to be taken away by the executing company.
- The work has to be done with the lowest possible waste of energy.

11. No photos or films/videos

- On the whole area of NOSTA company it is forbidden to take pictures or films/ videos !

12. Transport on the factory premises

- On the factory premises of NOSTA GmbH the accident prevention regulations (DGUV of BG Elektro Textil Feinmechanik) and legal rules concerning factory safety and hazardous substances (Betr.SichV/GefStoffV) are valid.
- Also the German Road Traffic Act (StVo) is valid on the factory premises, parking areas and construction sites. Walking speed has to be observed
- Speed limits have to be observed.
- All hindrance of circulation has to be avoided. The access lanes for the fire brigade have to be kept open at all times.
- Parking is forbidden in front of hydrants, entrances, gates or similar narrow points.
- Driving on the factory premises is only allowed for short periods and only for loading and de-loading purposes (material or heavy tools)

These traffic rules have to be observed:

- Walking speed has to be observed
- Drive on the right side
- Lifting forks have the right of way
- Movement of people has to be observed
- *-Give way to the right-* rule
- Do not drive or park on keep out areas
- Otherwise the German Road Traffic Act (StVo) is valid
- Long time parking on the factory premises will be organized by the coordinator.

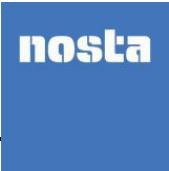
13. Confidentiality

All information about NOSTA which contractor companies have received about NOSTA must be treated confidentially.

14. Rules/documents, which are valid together with these safety instructions

FB 9.20 Information for visitors
Industrial Safety Regulations
Supplier contracts
Accident prevention rules

Safety Instructions for staff of external companies



German Ordinance on Hazardous Substances
Quality Manual of NOSTA GmbH
FB 9.03 Permit

These rules have to be passed on to all sub-contractors as well.