



Welcome to AGRANA Stärke GmbH Pischelsdorf plant - Safety and hygiene instruction for external companies

Created	Tested	Released	Output QM
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Printouts must be checked on actuality before use!



PISCHELSDORF PLANT



absolute smoking ban



Obligation to wear a helmet



Photography ban



Obligation to wear protective clothing



Eating and drinking is only permitted in the social areas

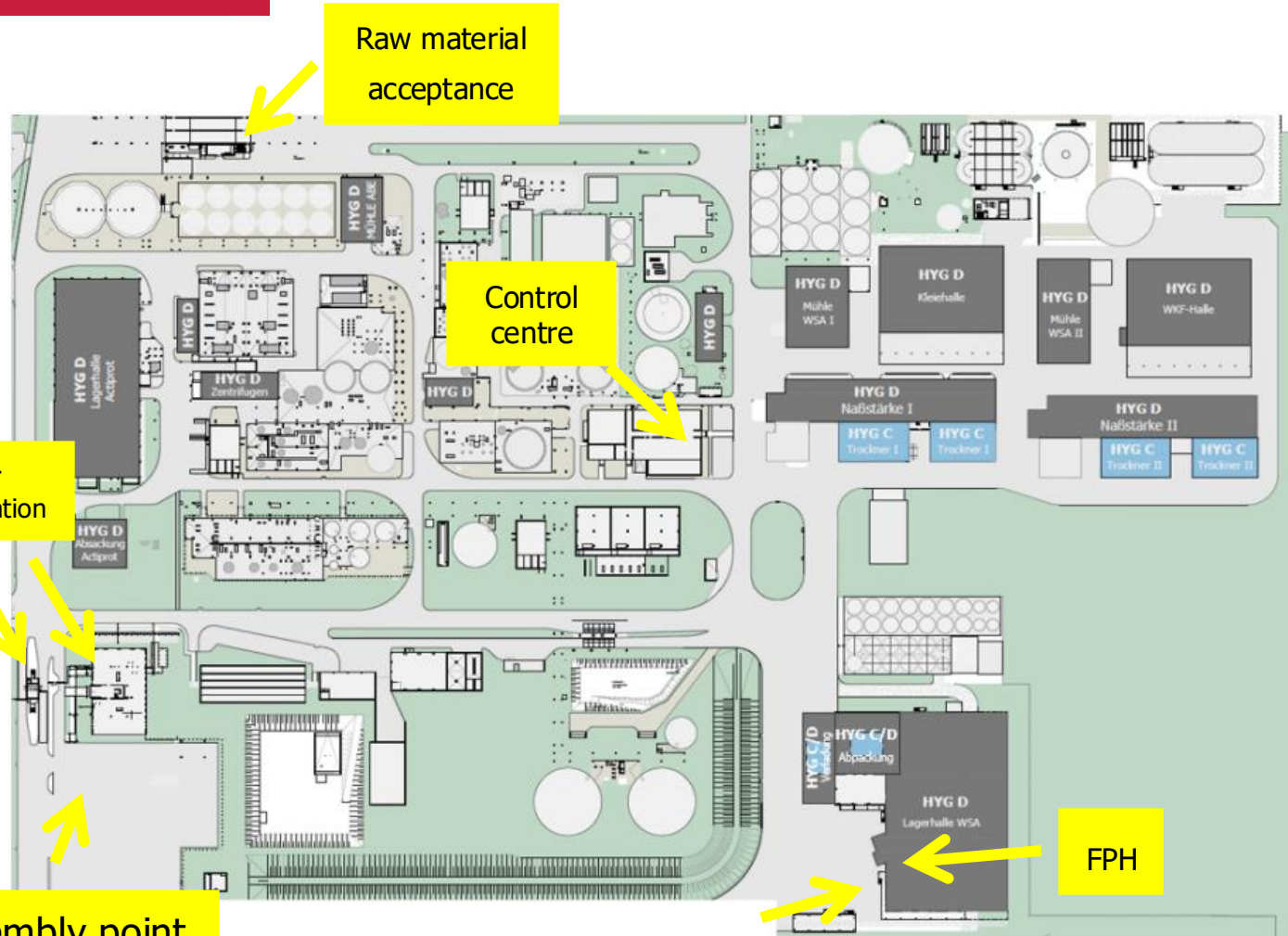


Wear hearing protection in the noise zones



Wearing signal colours in the factory

Safety covers and barriers must never be removed or walked through without prior consultation!





PISCHELSDORF PLANT ACCESS



Every person entering the plant must first **register** with the Donau Chemie porter and then with the AGRANA porter.

External companies **receive a pass chip** (card) from the AGRANA porter.

Every entry to and exit from the factory premises must **be registered** using a pass chip (card)!

When leaving the premises **for the last time** (end of order), the **pass chip** (card) must be **handed** in to the porter.

In an emergency +43 2277 90303 **13100**
Shift leader +43 2277 90303 **13150**

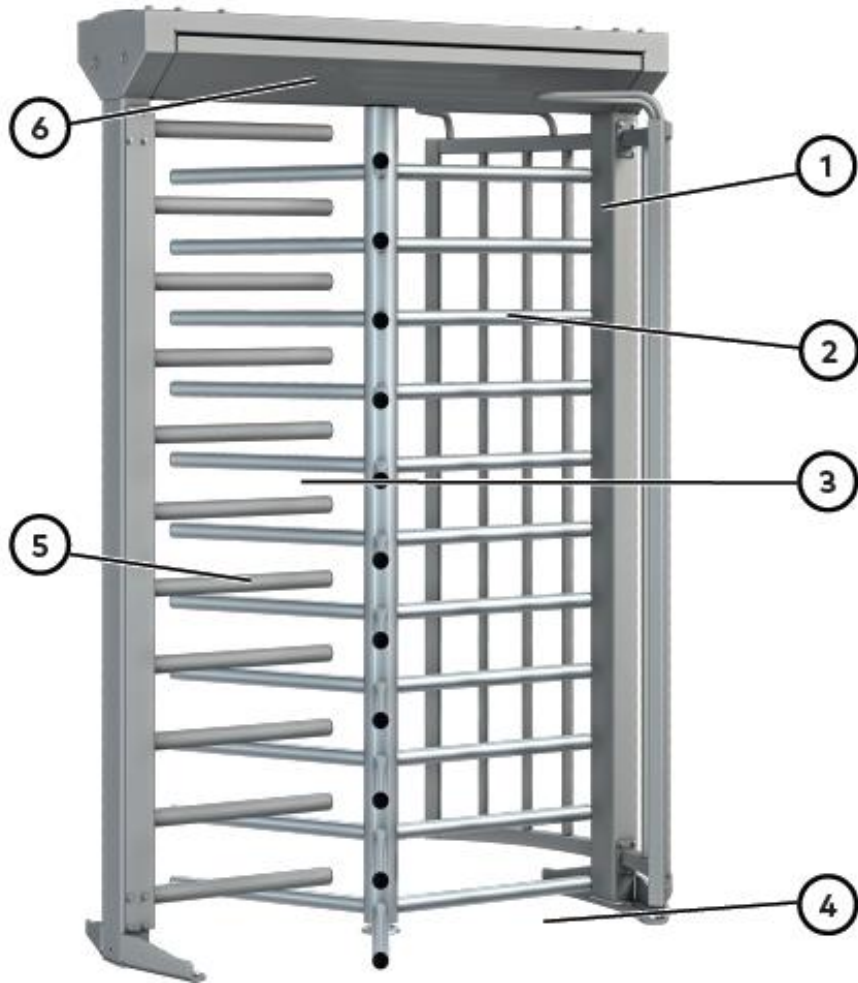


Observe **explosion protection zones!**



The STVO applies throughout the factory premises! **Forklift trucks always h**

PISCHELSDORF PLANT ACCESS (TURNSTILE)



Possible danger spots

1. Risk of crushing fingers and hands
2. Danger of bumping
3. Danger from collection points
4. Risk of collection points in connection with point 3
5. Risk of entrapment
6. Danger of gaining momentum in strong wind conditions in conjunction with points 2 and 5

In principle, **access systems** are designed **to be passed through at a reduced speed.**



PISCHELSDORF PLANT

Entering parts of the building:

Entering areas that are not related to your work assignment is prohibited!

A filter mask must be used when working in dusty areas.

A release certificate is required for work on the process engineering system.

Driving into containers, pits and collector corridors is only possible with a permit to drive after a clearance measurement has been taken.

If activities involving a fire hazard have to be carried out, this is only permitted with a valid hot work licence.

Alcohol is prohibited on the premises. Entering the company premises under the influence of alcohol/medication or drugs is prohibited and will be penalised with immediate expulsion.





MORE THAN JUST RULES

Eight lifesavers :

- 1. Plan work carefully**
- 2. Do not improvise**
- 3. Switch off and secure the system**
- 4. Secure stored energy**
- 5. Do not take any risks of falling**
- 6. Use professionals for electrical work**
- 7. Avoid fires and explosions**
- 8. Ensuring good air in confined spaces**

So that we return home healthy in the evening



SAFETY OFFICERS AND PREVENTIVE SERVICE

The safety and health interests of the employees at the Pischelsdorf site are represented by

Florian Fischer | Safety officer

Margret MÜLLNER | Safety Officer

Johannes UNDEN | Safety officer

Peter PAWELKA | Safety officer

Erwin ZEH | Safety officer

Support and advice in the field of occupational safety and ergonomics:

Ewald Vukits Plant safety specialist (SFK)

Mobile: +43 676 8926 13344

Dr Claudia PRENNER | Occupational physician (AM)

Mobile: +43 676 4196831

Several times a month, Wednesdays 07:15 to 12:15



RULES FOR SAFE WORKING

Responsibilities:

A competent person in charge must be appointed for each working group of an external company.

This responsible person must:

- Be authorised to issue instructions to his employees
- Mastering the German language
- Always be on site
- have access to all training courses for its employees and present them on request.

If it is not possible for the person to be on site at all times, a deputy must be appointed and the responsible contact person at the AGRANA plant must be informed of the deputy.

GOLDEN SAFETY RULES



RESPECT



I follow the rules, and I lead by example.
I walk on the right path and wear my PPE where it is required.
I am responsible for a safe and clean workplace.

AWARENESS



I pay attention to other people's safety.
I stay alert and respect safety warnings.
I say „STOP“ if needed when the safety situation requires it.

COMMITMENT



I think first and then consciously act safely.
I contribute and motivate my coworkers to improve safety.
I report all incidents and encourage others to do so.

SAFETY FIRST
Because You matter.





SAFETY INSTRUCTIONS

The contractor's responsible person must obtain information about the special safety measures in the relevant system from the responsible contact person before starting work. This applies separately for each individual assembly, cleaning and construction project.

The end of the work must be reported daily to the contact person.

Based on this information, it is the responsibility of the contractor to instruct all of his own employees who are required for this work and to keep records of this.

For non-German-speaking employees, a German-speaking contact person must be provided by the contractor both for the instruction and for the entire construction period.

If the number of personnel changes during an assembly, cleaning or construction project, the contractor shall be responsible for proper instruction and recording.



BEHAVIOUR IN THE EVENT OF ACCIDENTS

ALARM REGULATIONS

Behaviour in the event of accidents

1) INITIATE IMMEDIATE LIFE-SAVING MEASURES:

- Securing or rescuing the casualty from the danger zone
→ **Self-protection comes before external protection!**
- Determining consciousness
- Clear the airways ⇒ Carry out FIRST AID measures

2) MEDICAL EMERGENCY CALLS:



- Raise the alarm:

Shift manager +43 2277 90303 13100
Rescue 144 via DECT and landline telephones 0 144

Information for the emergency call:

Who is calling?
Where is the scene of the accident? **What** happened? **How** many casualties?
When did the accident happen?

- Inform first aiders:

Contact: 02277 90 303

Company laboratory	13 169
Finished product handling	13 277
Control centre	13 150
Raw material acceptance	13 156
Administration building	13 112

- Brief the emergency services!

3) NOTIFICATION OF THE FOLLOWING PERSONS:

- Porter on duty (for briefing the emergency services) 13 200
- Plant management, responsible head of department, safety specialist, (via SafeReach)



BEHAVIOUR IN CASE OF FIRE

ALARM REGULATIONS

Behaviour in case of fire

1) REPORT FIRE:

- Press the push-button alarm
- Notify control centre 02277 / 90 303 13 100
- Notify the company fire brigade 02277 / 90 500 42 22

Specification of:

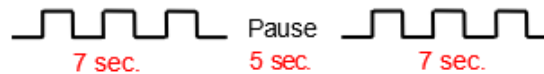
Who is calling?
Where is the fire? What is burning?
How many casualties?

2) WARN PERSONS PRESENT

3) LEAVE THE DANGER ZONE

ALARM SIGNAL:

Interrupted two-tone signal



4) CLOSE THE FIRE ROOM DOORS

5) SWITCH OFF THE VENTILATION AND AIR CONDITIONING SYSTEM

6) FIGHTING INCIPIENT FIRES

(Self-protection comes before external protection!)

7) BRIEFING THE EMERGENCY SERVICES



BEHAVIOUR DURING EVACUATION

ALARM REGULATIONS

Behaviour in the event of an evacuation

1) EVACUATION SIGNAL:

ALARM SIGNAL:

Continuous two-tone signal



2) BEHAVIOUR:

- Porter ~~blocks the entrance area~~
- Switch off electrical appliances; close windows and doors
- Inform employees, visitors and external companies!!!
- The evacuation officers (EB) are the last to leave the area and are responsible for evacuation
- Every employee leaves the factory premises via the access gates using a Kaba chip and arrives at the car park in front of the porter!



Contact: 02277 90 303

EB Control Centre/Production	Shift supervisor	13150
EB Administration	Secretariat	13112
EB Raw material reception/DDGS warehouse/ Bioagenasol hall	Shipper	13156
EB Workshop	EMSR/MB	13160/13158
EB Finished product handling	Worker	13277
EB Porter	Portier	13200

EB → Evacuation officer

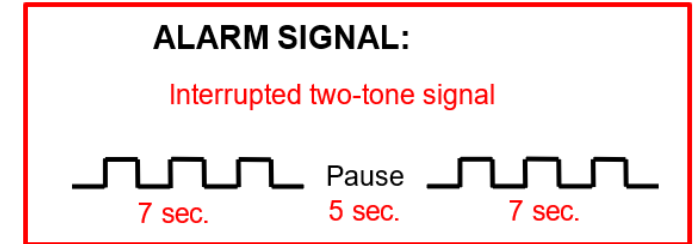
The collection point may not be left independently.
Further procedures will be announced by the operations management.



FIRE PROTECTION AND WORKING MATERIALS

Fire protection:

- A hot work permit is required for hot work.
- Fire doors must not be blocked.
- When the evacuation alarm sounds, leave the building immediately and go to the nearest assembly point. Assembly points are located by the porter at the car park. **The alternative assembly point in front of the FPH warehouse should only be used if instructed to do so (wind direction).**
- In the event of an alarm, each area has its own evacuation officer.
- The hydrant network in the plant is operated at a pressure of 14 bar; the control centre must be consulted before each withdrawal; a pressure reducer must be used if necessary.



Hazards due to working materials:

- Various hazardous substances are used in the production process and for cleaning the system. These substances may only be handled by specially trained personnel.
- During CIP operation in the wet starch factory protective equipment must be worn at all times.





MICROBIOLOGY

HEALTH REQUIREMENTS FOR PERSONS IN HYGIENE AREAS

Employees of external companies are not permitted to work in the hygiene areas if they are involved in

- **infected wounds**

(Pus)

- **Skin diseases**

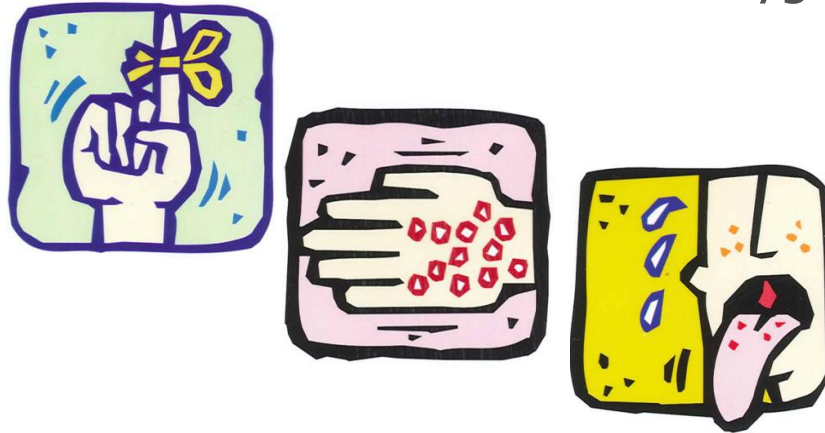
(Eczema)

- **notifiable diseases**

(e.g.: Typhoid fever, cholera, infections caused by salmonella, shigella, campylobacter, yersinia, toxin-producing bacteria, etc.).

Escherichia coli, viral food poisoning such as noroviruses, enteroviruses or rotaviruses: noroviruses, enteroviruses or rotaviruses, transmissible dysentery

(amoebic dysentery), infectious hepatitis A and E or the excretion of the corresponding pathogens).



or if they are **carriers of pathogens!**



HYGIENE ZONES

OVERVIEW OF THE HYGIENE REQUIREMENTS

Zone D represents the basis

Zone C → Additional hygiene regulations

The entrances to the zones are marked in the corresponding colour:



D

C



C



C

Zone D:

- Wheat starch mills
- Wet starch areas Wheat starch plants
- Finished product hall for wheat starch plants
- Bran hall + WKF hall
- ActiProt warehouse

- Bagging ActiProt
- Centrifuge building Bioethanol plant
- Pelletising bioethanol plant
- Mühle bioethanol plant
- Enzyme storage bioethanol plant
- Demangansation plant

Zone C:

- Wheat starch plant dryers
- Loose loading of wheat starch plants
- Bagging wheat starch plants



HYGIENE ZONES

OVERVIEW OF THE HYGIENE REQUIREMENTS

HYGIENE ZONE D

If you are visiting or working in an area that is in Zone D or has been temporarily defined as Zone D, wear clean (work) clothing. **Eating, drinking, chewing gum, spitting and wearing jewellery is prohibited.**

HYGIENE ZONE C

If you are visiting or working in an area where hygiene zone C is upright, wear a **hairnet** and, if your beard is longer than 0.5 cm, a **beard bandage**. Put on a **disposable coat** or a visitor coat over your clean clothing and either put **on disposable overshoes** or **clean your shoes** in accordance with the local regulations. Wash and sanitise your hands before entering.



ORDER AND CLEANLINESS IN THE WORKPLACE

Order and cleanliness must be ensured at every workplace.

If the Contractor fails to fulfil its obligation to keep the workplace clean, AGRANA may have the necessary disposal and clean-up work carried out by third parties at the Contractor's expense.



- Always keep doors and windows closed
- Remove foreign bodies and any loose parts at the end of each working day (do not flush down the drain!!!)
- Removal of appliances, tools and equipment
- Proper waste separation and disposal
- Only wear hearing protection with a cord lock
- In the event of glass breakage, be sure to inform the Agrana contact person



SPECIAL REQUIREMENTS IN THE WORK AREA

- **On-site briefing by Agrana employees at the beginning:**
 - Insertion and removal of work equipment (where, how)
 - Access (how, where)
 - WCs (where, which)
 - Food and drink (where)
 - specific topics (which ones)
 - Waste separation and disposal (where)
 - Lowering the hygiene zone (where, what requirements)
- **Completion of work:**
 - Remove foreign objects and any loose parts
 - Dispose of rubbish, clear away tools
 - Restore the hygienic conditions of the plant immediately
 - Daily acceptance by Agrana contact person



WORK ON THE SYSTEM

WORK RELEASE

To obtain a **release note**, register with the **responsible office** (control centre, FPH or raw material reception), if necessary consult your contact person.

The responsible employee at the issuing centre can inform you whether approval is required for the area or the work you have registered. To do this, you must inform the AGRANA employee of **the type and location of the work**, the required **working materials and work equipment**.

The **safety measures** marked on the approval certificate **must be observed** during work.

At the end of the work or validity of the release, the completion report must be signed and the certificate returned to the release certificate issuing office!

FREIGABESCHEIN ARBEITSFREIGABE Ausgabe durch 013751

Betriebseinheit	Equipment	Ausführung durch (Name, Firma)	Gültig am von bis					
Auszuführende Arbeiten			<input type="checkbox"/> SAMA-Eintrag Nr.:					
Gefahren durch Arbeitsstoff		Arbeitsstoff Bezeichnung						
							
<input type="checkbox"/> explosiv <input type="checkbox"/> brennbar <input type="checkbox"/> brandfördernd <input type="checkbox"/> ätzend <input type="checkbox"/> karzinogen <input type="checkbox"/> reizend <input type="checkbox"/> umwelt-schädigend		BAW beilegen, CIP Reste berücksichtigen						
Gefahren durch die Anlage								
<input type="checkbox"/> Über- oder Unterdruck im Apparat <input type="checkbox"/> Ex-Bereich <input type="checkbox"/> Brandgefährliche Stäube/Gase/Flüssigkeiten im oder um den Apparat <input type="checkbox"/> Erstickungsgefahr, schlechte Be- und Entlüftung, räumliche Enge		<input type="checkbox"/> Verwechslungsgefahr <input type="checkbox"/> Bewegte Teile <input type="checkbox"/> Heiße/kalte Medien oder Oberflächen <input type="checkbox"/> Andere gespeicherte Energien Löscheinrichtungen <input type="checkbox"/> Gefährdung durch Zulauf/Ablauf <input type="checkbox"/> Lärm oder Vibration						
Gefahren durch Tätigkeit								
<input type="checkbox"/> Besteht die Gefahr des Entstehens von Funken (Hämmern, Bohren, trennen, Schleifen, Schweißen)? <input type="checkbox"/> Besteht die Gefahr des Freiwerdens von Gasen, Dämpfen, Stäuben? <input type="checkbox"/> Fallen, Herunterfallen Arbeitshöhe bis 2,5m <input type="checkbox"/> Andere Tätigkeiten daneben / darunter / darüber								
Sicherheitsmaßnahmen durch den Betrieb								
<input type="checkbox"/> Anlagenteil außer Betrieb <input type="checkbox"/> Anlagenteil entleert <input type="checkbox"/> Anlagenteil gasfrei <input type="checkbox"/> Anlagenteil abgetrennt Zusatzmaßnahmen:		<input type="checkbox"/> Anlagenteil gespült <input type="checkbox"/> Anlagenteil entspannt <input type="checkbox"/> frei von gefährlichen Stoffen <input type="checkbox"/> Zusatzmaßnahmen erforderlich Messwert: Unterschrift Betreiber						
Sicherheitsmaßnahmen durch EMSR								
Folgende Teile sind auszusichern:		Ausgesichert durch: Unterschrift EMSR						
Sicherheitsmaßnahmen während der Arbeit								
<input type="checkbox"/> offenes Licht & Rauchen verboten <input type="checkbox"/> Helmpflicht am gesamten Gelände <input type="checkbox"/> Gehörschutz <input type="checkbox"/> Handschutz <input type="checkbox"/> Schutzbrille geschlossen <input type="checkbox"/> Chemie Schutzanzug <input type="checkbox"/> Absturz-sicherung <input type="checkbox"/> Atemschutz Schutzklasse		<input type="checkbox"/> Funkenfreies Werkzeug <input type="checkbox"/> Gasmessgerät am Körper Sicherheitsmaßnahmen verstanden und durchgeführt						
<input type="checkbox"/> Arbeitsbereich absperren <input type="checkbox"/> Heißarbeitschein Nr.: <input type="checkbox"/> Befahrerlaubnischein Nr.: <input type="checkbox"/> Zusätzliches:								
Datum	Ausführung durch (Name, Firma)	Auszuführende Arbeit	Unterschrift Ausführender	Heißarbeitschein	Befahrerlaubnischein	Unterschrift Betreiber	Unterschrift Fertigmeldung	Sonstiges Bemerkungen
Verlängerung der Gültigkeitsdauer		Bei einer Änderung der Gefährdungen ist ein neuer Freigabeschein auszustellen!						
Fertigmeldung								
Arbeiten durchgeführt, Sicherheitsabdeckungen ordnungsgemäß angebracht, Sicherungsmaßnahmen entfernt, die gesamte Arbeitsmannschaft ist abgezogen.								
<input type="checkbox"/> Anlagenteil unter Energie: <input type="checkbox"/> Spül- /Lösch- /Steuer- /Abreinigungsmedien <input type="checkbox"/> Nicht überwachte Handklappen in Betriebsstellung <input type="checkbox"/> Anlagenteil für die Produktion freigegeben		<input type="checkbox"/> Sicherheitsmaßnahmen durch EMSR aufgehoben Unterschrift Betreiber						
Im Notfall +43 2277 90303 13100 wählen In dringenden Fällen +43 2277 90303 13150 wählen								
AGRANA Stärke Version 05, 22.05.2018 Bezeichnung: FML Freigabeschein Arbeitsfreigabe								



THE SPECIAL DANGERS OF THE **WORKSTATIONS AT HEIGHT**

Ladders and scaffolding:

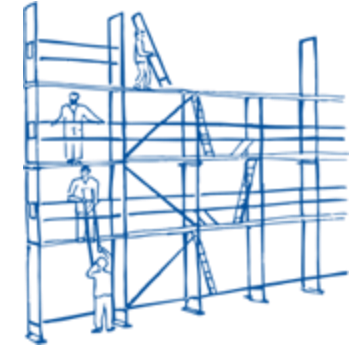
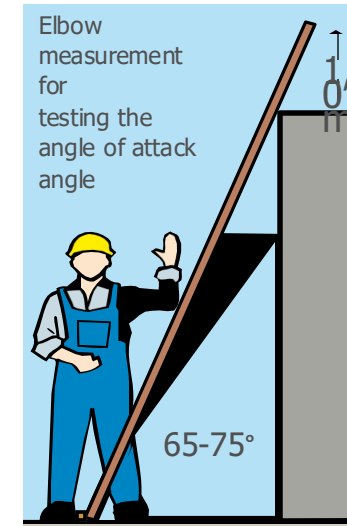
Ladders and scaffolding must be used in accordance with the relevant statutory provisions.

If work is only possible outside the scaffolding in the structure, all workers must be secured with safety harnesses.

Work may only be carried out on authorised scaffolding.

Aerial work platforms:

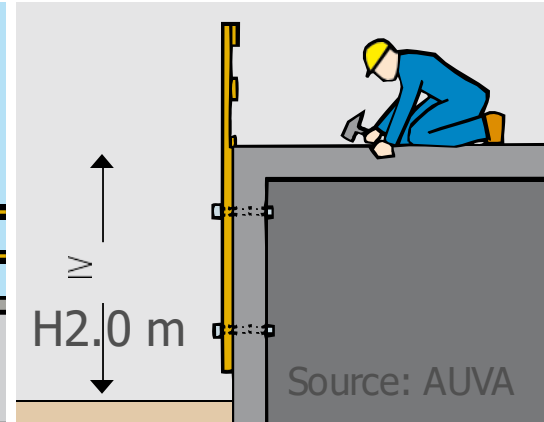
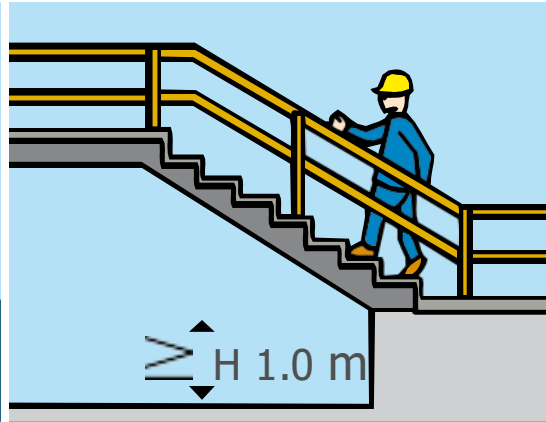
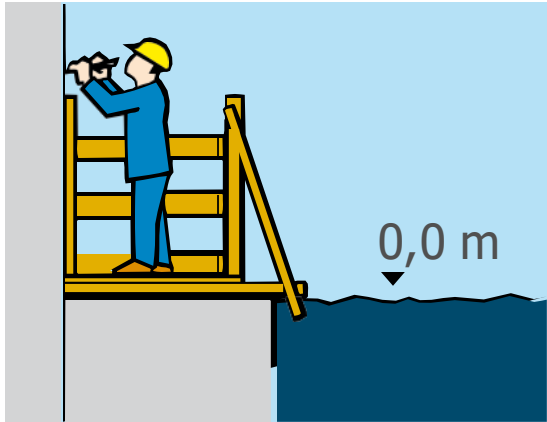
When working with the working platform, always use suitable PPE in accordance with the regulations. Ensure that the ground is suitable! The access aids must be in a proper and tested condition.





SCAFFOLDING, LADDERS, PLATFORMS, PLANT COMPONENTS, LANDINGS, ROOFS, CONTAINERS

WORKSTATIONS AT HEIGHT



Work at height, only with fall protection (if there is a risk of sinking, always use suitable fall protection). If no railing is available, a safety harness must be used.

Working on top of each other without a protective roof poses a particular hazard. It is therefore prohibited for employees to work on top of each other at the same time. Falling objects increase the risk of accidents.

Scaffolding must be erected in accordance with the relevant statutory provisions. Work may only be carried out on approved scaffolding.

Always ensure good footing. Scaffolding is always preferable to a ladder



[AGRANA Starch GmbH](#)

WELCOME TO AGRANA

In the interests of your health and safety, please observe the following safety measures throughout your visit to the plant. Occupational health and safety are part of our company's philosophy and are important factors for the motivation and job satisfaction of our employees.

[AGRANA Starch GmbH](#)

HYGIENE GUIDELINES



Prohibition of eating, drinking, chewing gum and spitting in the production area. Medication and strong-smelling substances must not be brought in.



Wearing jewelry in the production and storage areas is prohibited.

[AGRANA Starch GmbH](#)

SAFETY REGULATIONS



Helmets are compulsory throughout the plant.



For your safety and to protect our products from unwanted foreign bodies or contamination, a high-visibility vest must be worn throughout the premises.



Visitors must wear sturdy footwear and may only walk on the marked paths! Persons carrying out work in the plant are obliged to wear safety shoes.

[AGRANA Starch GmbH](#)

SAFETY REGULATIONS



Smoking is prohibited throughout the plant, including inside vehicle cabins. Smoking is permitted in the designated smoking areas.



Photography and filming are prohibited throughout the entire plant.



Access restrictions must be observed, this applies in particular to the track systems.



The maximum permitted speed of 15 km/h must not be exceeded. Industrial trucks have priority.



Keep away from any leaking liquids.



Alcohol is prohibited throughout the plant!



The use of safety goggles is mandatory in the chemical storage area - in the wet area during cleaning (CIP).



Special attention must be paid to the use of personal fall protection equipment for all work at height.



Visitors must sign in and out with the porter. Employees of external companies who have an access chip must sign in and out each time they enter and leave the building.

[AGRANA Starch GmbH](#)

IN CASE OF DANGER

pay attention to the green signs.



Escape route



Assembly point: Parking lot porter



Emergency shower



Eye wash



First aid kit

In an emergency
Shift supervisor

02277 90303 13100
02277 90303 13150

If your own life is in danger, refrain from rescue attempts and make the emergency services aware of the persons in danger.

If you have any questions or require further information, please get in touch with your contact person!

Thank you very much!