

Leaflet for External Persons:
**External Technicians, Trainees,
Temporarily leased workers**
Security- and Hygiene Guideline
**for the Production Plant
Rehburg-Loccum**



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General Information

Intervention with the production process as well as removal of foodstuffs are strictly forbidden without agreement.

Instructions of the operating staff are to be followed at all times!

Registration

Before you will gain access to the plant or the factory premises of frischli Milchwerke you will have to sign that you received this information leaflet and understood its content. With your signature you acknowledge our rules of conduct and requirements according to the German infection protection law.

External persons will receive a visitor badge which has to be returned to reception at frischli after their stay. This badge has to be worn visibly and openly!

German Infection Protection Law (IfSG)

Should you have suffered from any of the mentioned illnesses within the past 14 days you must report this immediately after receipt of this leaflet.

(§ 43 German Infection Protection Law)






- Diarrhoea
- Gastrointestinal disorder
- Hepatitis A or E
- Typhus / Paratyphus
- Shigella dysentery
- Infectious skin diseases or other infectious diseases
- Infected wounds or skin diseases
- Fever
- Staphylococcus-infection
- Salmonellae-infection
- Cholera
- TBC (Tuberculosis)









In case of activities within the hygiene areas a valid instructional certificate according to §43 IFSG or a health certificate has to be submitted.

Hygiene areas (hygiene plan see last page)





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| <p>The inner part of all production lines with direct product contact <u>without</u> subsequent cleaning / sterilization of the plant (such as drying filter, the inner part of the bagging system).</p> | Hygiene-Area 1a |
| <p>The inner part of all production lines, tanks and machinery with direct product or drinking water contact <u>with</u> subsequent cleaning / sterilization of the plant (such as tanks in production hall), in addition: mixing areas and bagging area as walk-in areas.</p> | Hygiene-Area 1b |
| <p>The walk-in areas with increased hygiene requirements (such as milk drying in general – without bagging)</p> | Hygiene-Area 1c |
| <p>All production areas, the locks within the drying area</p> | Hygiene-Area 2 |
| <p>(All other operating areas: take care of a clean conduct (no littering, don't throw away cigarette stubs or the like)</p> | Operating Area |

Hygiene rules






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| <p>When entering the production area as well as after each use of the toilet hands have to be washed and disinfected.</p> |  |
| <p>Watches, rings, visible jewellery and piercings are to be removed. Loose parts in the pockets must be secured against falling out.</p> |  |
| <p>Hygiene clothing and hairnet (over the ears) are to be worn.</p> |  |
| <p>Only use metal detectible ballpoint pens in production areas.</p> |  |
| <p>Before entry of hygiene area 2 of the production (machinery room & production hall) shoe soles are to be cleaned on demand.</p> |  |

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| <p>Artificial fingernails are not allowed. Fingernails must be clean und unvarnished.</p> |  |
| <p>Cover small wounds with a coloured, detectable patch.</p> |  |
| <p>Do not cough or sneeze on food products or packaging material and don't spit on the floor.</p> |  |
| <p>The tools used in the plant must always be clean (i.e. free of dirt, allergens or foreign bodies). For repairs in the drying area, there is a tool case / trolley at the control room as well as at the bagging. Special tools that are not available in this area require a special permit from the department or project manager.</p> |  |
| <p>Within the hygiene area 1 of drying area additional shoe covers have to be used.</p> |  |
| <p>In hygiene area 1 of the drying area as well as in specially marked areas of the mixing areas a beard protection has to be worn (starting with a 3-day-old-beard).</p> |  |
| <p>In hygiene area 1b (the whole bagging area and specially marked areas within the mixing areas) a special hygienic clothing in the form of a light blue coat must be worn.</p> |  |
| <p>The hygiene area 1a (internal plant areas drying) may only be entered with the consent of a responsible person of frischli. Special hygiene regulations apply here!</p> |  |










Clothing

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| <p>Production and construction site may only be entered with long trousers and closed shoes without high heels.</p> |  |
| <p>You are obliged to wear only clean work clothes that are accepted by frischli.</p> |  |
| <p>Alternatively a closed disposable smock has to be worn over the clothes in hygiene areas.</p> |  |
| <p>While wearing hairnets care has to be taken to ensure that all hair and the ears are completely covered.</p> |  |









Food products

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| <p>Glass bottles or other objects of glass shall not be brought into the facility. Glass breakage will be documented, including spectacles or contact lenses!</p> |  |
| <p>It is not permitted to eat and drink in all hygiene areas. This also applies to candy and chewing gum.</p> |  |
| <p>Excluded from the drinking ban are so called „drinking islands“ in the production and drying area. In this areas drinking of water of the water dispenser is allowed.</p> |  |
| <p>It is prohibited to bring along and take medication or use injections (e.g. for diabetics) within the production area.</p> |  |
| <p>It is not allowed to take anything (also foodstuffs respectively products) out of the premises.</p> |  |










General Security Rules

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| <p>Smoking is strictly prohibited everywhere on the premises (only allowed in areas provided for this purpose).</p> |  |
| <p>As a general rule there is no admission for persons under the influence of alcohol or drugs.</p> |  |
| <p>It is obligatory to wear safety shoes (minimum German protection class S2) in production and storage area.</p> |  |
| <p>In all noise areas it is obligatory to wear noise protection.</p> |  |
| <p>The required personal protective equipment (PPE) has to be worn in the indicated areas or according to the operating instructions for hazardous substances.</p> |  |
| <p>In construction areas with head exposure it is obligatory to wear a helmet.</p> |  |
| <p>Any form of damage or shattering of glass and/or hard plastic must be reported immediately (glass breakage will be documented). This also includes spectacles or contact lenses!</p> |  |
| <p>If hazardous substances are used, the frischli representative must be informed by handing over the operating instructions for hazardous substances in good time. If hazardous substances from frischli stock are used, the respective operating instructions must be followed absolutely. Residual materials must be disposed of properly.</p> |  |
| <p>Water-endangering substances are to be used and stored in a way to rule out contamination of soil or water (e.g. collecting basins according to AwSV (German general building inspection approval))</p> |  |





Hazardous Situations / Construction sites

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| <p>Access to hazardous and security areas is only permitted after instruction by the frischli employee. It is forbidden to enter areas that do not belong to your area of use. Safety instructions (notices, signs) must be observed!</p> |  |
| <p>Should a hazardous interaction be possible during jobs, frischli generally introduces an occupational safety specialist or a health and safety officer to coordinate the work according to DGUV.</p> |  |
| <p>The necessary protective equipment (PPE) and safety shoes (at least protection class S3) must also be worn on construction sites. In construction areas with head exposure it is obligatory to wear a helmet.</p> |  |
| <p>Should potential hazards / malfunctions be detected they have to be reported to the responsible frischli employee or the occupational safety specialist.</p> |  |
| <p>In case of acute situations of danger to machinery the emergency shutdown must be activated and coordinated with the machine operator.</p> |  |
| <p>In case of evacuation alarm you have to go to the meeting point of the respective operating area (see plant layout) and obey the frischli staff.</p> |  |
| <p>The emergency telephone number of every frischli phone is 112.</p> |  |
| <p>Emergency escape routes, fire exits and fire extinguishing appliances may not be constricted and must be kept clear at all times. Find out about escape and rescue routes before starting work!</p> |  |



Approvals

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| <p>All work and operating equipment used has to be verified, meet the requirements and may only be used in the manner provided. frischli working equipment may only be used after permission. Using it is at your own risk.</p> |  |
| <p>Vehicles owned by frischli may only be used with a written assignment and with appropriate driving licenses.</p> |  |
| <p>Work with increased risk potential (e.g. work in containers and confined spaces, in explosive areas, earthworks, work on electronic systems, work with special safety measures) requires written approval after prior risk assessment by the company carrying out the work.</p> |  |
| <p>Lifting platforms and forklifts may only be used with operating commissioning and instruction. On lifting platforms seat-belt fastening is obligatory.</p> |  |
| <p>Welding- cutting-, soldering-, thawing-, abrasive cutting- and hot work require a written permission.</p> |  |
| <p>The permit for inflammable works has to be issued when necessary.</p> |  |
| <p>The installation of tools (e.g. cranes, scaffolding, work platforms) has to be executed in agreement with the respective person responsible at frischli.</p> |  |
| <p>External craftsmen have to dispose of generated waste equally extern or by agreement into the respective containers.</p> |  |
| <p>For the exchange or renewal of machinery components a permit by the technical management is required. The installation of parts and components out of the frischli spare parts storage is preferred to the installation of parts brought along. On principle the spare parts that are equal or higher in quality are preferable.</p> |  |




Accidents / First-Aid-Measures (DGUV Inf. 204-022 are to be implemented)

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| <p>First aid kits are marked with a white cross on a green surface and can be found easily visible in every department.</p> |  |
| <p>Defibrillators can be found in the warehouse, in the Obi-warehouse, in the production passage close to the laboratory, at the staircase to the changing rooms, in the administration building as well as at the gatekeeper.</p> |  |
| <p>In case of contact with hazardous substances (e.g. leach, acid) rinse the respective body parts with water as soon as possible for several minutes, inform the next possible frischli employee to notify the emergency doctor.</p> |  |
| <p>Every accident has to be reported to the frischli representative. All injuries have to be noted in to the nearest first aid register.</p> |  |




Pest Control

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| <p>Pest control measures on the premises (e.g. bait boxes) may not be opened, repositioned, blocked or disposed of.</p> |  |
| <p>Unsecured doors and windows have always to be kept closed. Doors have to be closed immediately after opening.</p> |  |


Traffic

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| <p>On the premises parking is only permitted on the designated parking area. Delivery and collection excepted.</p> |  |
| <p>On the premises the German traffic regulations apply and maximum speed is 10 km/h.</p> |  |
| <p>The prescribed paths (white marking) are either to be used by pedestrians or to be kept clear of vehicles.</p> |  |

Secrecy / Data Protection

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| <p>Information gained from your visit at frischli may not be passed on to third persons, used or processed unauthorized. This applies for the duration of your task as well as afterwards. Withdrawal or removal of all sorts of operational items or business documents require authorization by the respective contact person.</p> |  |
| <p>Using of cell phones, smartphones and tablets is only allowed with a permit.</p> |  |
| <p>Photography, filming and sound recording are only allowed with a permit.</p> |  |

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| <p>Parts of the plant are under video surveillance.</p> |  |
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Working hours

The regulation concerning working hours and the possible usage of the frischli time-recording system will be amicably coordinated with the frischli representative.



Workmanship

Before commencing work the labour issues have to be coordinated with the frischli representative. This includes all measures to prevent accidents as well as material and environmental damage.

Qualification

External craftsmen may only execute the respective tasks with an appropriate qualification. The frischli representative is required to spot check the qualification of the contractor, e.g. by showing of permits such as forklift licenses, welding permit. Therefore these documents have always to be carried along.

Energy consumption, energy efficiency and environmental protection

As part of our management systems, we have committed ourselves to environmentally friendly and sustainable management, which is why we ask you to ensure that your activities are as environmentally friendly and energy-saving as possible.

Any conspicuous features and observations regarding the use of energy sources and media such as electricity, steam, water, fuels and compressed air that could be improved should be reported to the technical management staff of frischli Milchwerke. Waste is to be avoided as far as possible and hazardous substances are to be used and disposed of sparingly and in accordance with their intended purpose.

In principle, all resources, in particular energy sources, must be used consciously and sparingly.

The provisions of the **Technical Agreement** apply. This can be handed over to you by your contact person on request. In the case of external companies, their management is responsible for compliance with the regulations. If foreign employees are employed, the contractor must ensure that there is sufficient communication (German or English).

For outside companies their management is responsible for compliance with the regulations. For foreign staff the contractor is responsible for sufficient communication (German or English).

All persons have to follow the general valid safety regulations and the accident prevention regulations (under the German law).

You will assume personal liability for possible damages resulting from **carelessness** or by **neglecting** the respective legal regulations for machinery and facilities as well as for persons.



Betriebsleiter



Qualitätssicherung

Plant Layout / Hygiene Plan



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| 1. Visitor parking | 2. Employee parking |
| 3. Reception / Administration | 4. Production hall |
| 5. Milk powder tower 1+2 | 6. Warehouse of finished products |
| 7. Laboratory | 8. Canteen |
| 9. Warehouse of milkpowder | 10. Storage of packaging and ingredients |
- Meeting point in case of emergency: in front of administration / in front of milk unloading hall / Warehouse parking

Important Tel.:
Emergency: 112
Safety officer: 346
Reception: 117