

## **Information leaflet for visitors**

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Author: A. Wüthrich Version: 8 March 2017

Distribution list: visitor group contacts, guides Replaces: 12 December 2005

Dear Visitors

We are delighted that you would like to visit our site. The safety of our visitors is extremely important to us and you are therefore only permitted to enter the works premises if you are accompanied by a guide. Compliance with the rules and regulations in force at our premises will ensure your personal safety and avoid any disruption to normal operations. We would therefore ask that you carefully read and follow the requirements, rules and regulations listed below.

Thank you.

### **Basic regulations governing works tours at Stahl Gerlafingen AG**

At the beginning of the tour, all visitors receive a visitor badge, a coat, a pair of safety goggles, a helmet and ear protection. Since the works premises are very extensive, up to 20 minutes must be allowed for travelling between the individual parts of the plant. These distances are covered on foot and therefore require a certain degree of fitness. For organisational reasons, the visitor group is limited to the people registered by name. The works tour must be coordinated in detail with each part of the plant, so it is not possible to make last-minute changes to the programme.

The works premises in Gerlafingen comprise a large industrial site and pose specific risks that must be borne in mind. Please therefore observe the following safety instructions:

- Please wear long clothing for the tour: closed-toe shoes with a sturdy sole (no high heels), long trousers and a long-sleeved shirt/jumper.
- The works tour is not suitable for people with impaired mobility or sight or other restrictions. The tour does not include any breaks and there will not be anywhere to sit down. What is more, some parts of the plant are only accessible via steep steps.
- Touching machines, technical equipment or products in any parts of the plant is strictly prohibited.
- Please remain on the designated paths at all times and follow the guide's instructions.
- Care should be taken when walking along the roads at the site. Bikes, cars, forklift trucks, lorries and rolling stock are in use at the works site.
- Leaving the group during the tour is prohibited. Please remain with the group and the guide at all times.
- Children under the age of ten are not permitted to take part.
- In the event of an alarm or emergency situation, please follow the guide's instructions.
- Any instructions given by the guide or works personnel must be followed at all times.

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Important restrictions and instructions:



Telephones and other electronic devices must be switched off before the tour (flight mode is not sufficient!).



There is a complete ban on alcohol and drugs at the works site.



People with pacemakers are not permitted to enter the steelworks.



Everyone is required to wear a helmet in all areas of the works.



It is mandatory to wear safety goggles in the various parts of the plant. Personal prescription glasses without any side protection do not count as safety goggles. Anyone wearing glasses will be provided with overspecs that are worn over personal prescription glasses. Contact lenses are no substitute for safety goggles.



Please wear the badge you will be given in a visible place throughout your visit to the works site and return it to the guide in charge once the tour is over.

As a visitor, you are required to comply with the regulations described in this information leaflet. You hereby acknowledge that the guide in charge is authorised and obliged to discontinue the visit and accompany you to the exit immediately if you fail to comply with these regulations. We shall only be liable for any personal injury or damage to property if all safety regulations have been complied with.

We hope you find your visit to Stahl Gerlafingen AG interesting.

I have read and understood the instructions above.

Date: .....

Name: .....

Signature: .....

**Please bring your signed form with you on the day of the visit!**