

HOUSE RULES & FIRE SAFETY REGULATIONS FOR WERKSTÄTTE WATTENS

WERKSICHERHEIT (PLANT SAFETY)

D. Swarovski KG

Version: 18.11.2015 / SI

1. Purpose, scope

1.1 These house rules and fire safety regulations apply to the tenants and subtenants (hereinafter Tenants) of the premises (Werkstätte Wattens) rented by Destination Wattens (DW) from D. Swarovski KG (DSW). They form an integral part of the Rental Agreement and apply to the entire premises, including offices and workshops, any areas under construction as well as the property grounds.

2. Use

2.1 Use by the tenants is restricted to the buildings referred to in the Rental Agreement. The property grounds must not be used, except for access and during breaks. Storing items of any kind on the property grounds is prohibited.

2.2 Any special use of the property grounds must be approved by DSW Plant Safety (Werksicherheit). The requirements of Plant Safety must be observed at any time.

2.3 Any placement of benches, tables, etc. on the grounds must be approved by DSW.

3. Behaviour in emergencies

3.1 In case of medical emergencies, the Tyrolean ambulance headquarters (144) must be called. Outside normal operating hours, DSW Plant Safety (05224 500 2409) must also be informed.

3.2 In case of fire, the DSW alarm centre must be called (05224 500 977).

4. Safety and order

4.1 Any defects detected in buildings as well as in operating and protective equipment and hazard areas must be reported immediately to DSW Plant Safety (05224 500 2409).

4.2 All doors, emergency exits, escape routes, fire extinguishers, hydrants, first aid kits, service valves and switch boxes must be readily accessible. Emergency and escape route lighting must be clearly visible.

4.3 Decanting and use of environmentally hazardous substances on the property grounds is prohibited.

4.4 Waste must be carefully separated and disposed of in the respective containers.

4.5 Tenants are responsible for taking household waste (including office waste) to the collection point on the premises. DSW will remove waste from the collection point.

4.6 Tenants are responsible for the proper declaration and disposal of hazardous waste.

4.7 A connection to the sewer system is provided by DSW. Only municipal (domestic) wastewater may be discharged into this system. Tenants must obtain the appropriate permits for any non-domestic wastewater.

4.8 Smoking is only permitted in designated smoking areas. Cigarettes must be disposed of exclusively in the designated ashtrays.

4.9 All windows and doors shall be closed at the end of the workday.

4.10 Carrying weapons of any kind is prohibited.

5. Hazardous substances / gases

5.1 The Plant 2 fire brigade must be informed about the storage of hazardous substances and gases.

5.2 If the provision of special extinguishing agents is prescribed by the authorities, the costs shall be borne by the Tenants.

5.3 In case of gas leakage, the DSW alarm centre (05224 500 977) must be notified immediately.

6. IDs and keys

6.1 All IDs and keys are the property of DW. In the event of loss, DW (05224 55486) or, outside opening hours, DSW Plant Safety (05224 500 2409) must be informed immediately.

7. Access, parking and driveway

7.1 During opening hours the premises are freely accessible. Outside opening hours a valid ID is required for access.

7.2 Outside the opening hours external visitors may only enter the premises when accompanied by Tenants.

7.3 Entering the buildings and property grounds that are not assigned to DW is prohibited. No photos

may be taken of or within buildings and grounds not assigned to DW.

7.4 Children may only enter the premises under the supervision of their parents or guardians. Parents are liable for their children.

7.5 Dogs may only be brought to the premises with prior approval by DW.

7.6 The parking lot for Werkstätte Wattens is located west of the Wattenbach river and is designated as such. The DSW visitors' car park is not available to Werkstätte Wattens and its visitors.

7.7 Delivery vehicles have permission to enter the premises. Parking within the premises is only allowed for the duration of the delivery. Free movement of goods and persons as well as fire brigade access must be guaranteed.

7.8 The StVO Austrian road traffic regulations must be observed on the entire DW premises as well as all associated parking areas. Specified speed limits must be observed.

7.9 The tonnage restrictions must be observed for all transports. Details can be obtained from DSW.

7.10 The winter service is usually carried out Mon-Thu between 7:30 am and 3:30 pm and Fri between 7:30 am and 11:00 am.

8. Access of maintenance personnel / fire brigade / Plant Safety

8.1 Maintenance work is carried out by appointment during normal opening hours.

8.2 Plant Safety patrols are restricted to the property grounds.

8.3 An emergency key is available from DSW Plant Safety and DW.

9. Fire protection

9.1 The commander or deputy commander of the Plant 2 fire brigade are responsible for the fire safety of the premises. They are in charge of monitoring and compliance with the fire protection measures prescribed by the authorities and the provisions of the fire safety regulations.

9.2 The use of open fire and fire lamps is prohibited on the entire premises except for the zones approved by the company fire brigade.

9.3 Heaters, cooking and heating appliances shall be properly commissioned and maintained. Storing and drying combustible objects (e.g. wood, packaging material, work clothes) on these appliances is prohibited.

9.4 Any form of hot work outside the designated workshops may only be carried out after prior approval by the company fire brigade (hot work permit). Existing regulations and requirements must

be observed. Plant Safety must be called immediately before starting any hot work.

9.5 Storing combustible materials in prohibited places (staircases, corridors, near fireplaces, in garages, etc.) or in prohibited quantities is not allowed. Compressed gas containers of all kinds must be stored upright in a cool and stable place and must be easily accessible for removal in the event of danger.

9.6 Combustible waste such as oil- or paint-soaked rags, paint residues, solvent waste, light metal shavings, wood chips, sawdust, wood dust, etc. must be removed from the workshops at the end of the working day at the latest and stored in a fireproof place. Such waste must be kept in non-flammable containers with closable lids.

9.7 Combustion residues (ash, slag) may only be stored in non-combustible containers with non-combustible lids.

9.8 Electrical installations shall be properly maintained. Changes and repairs may only be carried out by authorised personnel. It is forbidden to make temporary installations, in particular to bypass blown fuses.

9.9 Fire protection equipment (fire detection and fire alarm systems, fire extinguishers, extinguishing agents, fire doors, information boards, etc.) shall not be obstructed, covered or removed. Easy access must be guaranteed at all times. The self-closing devices of fire doors must not be blocked or disabled.

9.10 After completing work, electrical equipment must be switched off if possible. Service valves for systems not remaining in operation shall be closed.

10. Behaviour in case of fire alarm and fire

10.1 Activating a fire detector triggers the following mechanisms:

- The LED of the fire detector starts flashing.
- The fire alarm goes off in the affected and adjacent fire compartments (= continuous sound of the fire alarm siren).
- Fire protection doors with holding magnets close. The fire control systems for lifts are activated. Fire smoke vents are activated.
- Plant Safety and the plant fire brigade on duty are instantly alerted. The plant fire brigade on duty immediately precedes to the triggered fire detector.

10.2 In the event of a fire alarm, the triggering detector must be searched for immediately and the DSW alarm centre (Tel. 05224 500 977) must be informed whether it is a false alarm or an actual fire.

10.3 In the event of fire

- Keep calm.

- Immediately **alert the** DSW alarm centre (ph. 05224 500 977) or press the next push-button detector.
- **Rescue** injured persons.
- **Extinguish** fire with fire extinguisher.
- Direct the extinguishing jet directly at burning objects, remove easily combustible objects from the vicinity of the fire or keep them moist with water.

10.4 If the measures of the first extinguishing aid are not sufficient or an evacuation alarm (= pulse signal) sounds:

- If possible, observe safety measures (close valves, switch off machines, etc.).
- Leave the building via the marked escape routes.
- Keep calm and go to the designated meeting place.
- Escort persons not familiar with the area.
- Do not use lifts in case of fire.
- Follow the orders of the emergency services.
- Under no circumstances leave the meeting place without being asked.

10.5 After the fire:

- Do not enter any rooms affected by the fire.
- Communicate all observations that may contribute to the determination of the cause of the fire to the fire brigade operations manager.
- Immediately report used fire extinguishers to the company fire brigade for refilling.

10.6 In the event of gas or acid leakage outdoors, immediately move inside a building. Close all windows and doors and wait for the all-clear signal (e.g. loudspeaker announcement, instructions from the fire brigade or Plant Safety). In the event of a civil defence alarm, information will also be provided via the local radio station.

11. Siren signals

11.1 Fire alarm



Continuous tone

11.2 Evacuation alarm



Pulse signal

11.3 Civil defence alarm



High-low signal

11.4 Fire safety signs must be posted along the main access routes throughout the buildings.