

Health, Safety and Environmental Protection Principles

(= HSE-principles) of the GLAMA Maschinenbau GmbH

The HSE-principles of the GLAMA Maschinenbau GmbH serve for orientation and ensuring consciously responsible behaviour on the part of GLAMA personnel, external personnel and suppliers with regard to design, production and commissioning of machine tools.

1. Compliance with the statutes and regulations.
2. Minimising negative effects on the environment.
 - The instructions given by the specialist for work safety for handling dangerous materials must be obeyed. Each person is responsible in his working area for the utilised devices, tools, materials and personal protection equipment. Dangerous materials should be kept ready only in the quantities actually required or, if possible not at all. Storage and handling of dangerous materials must comply with the statutory regulations. Storage containers must be marked and protected. Special incidents or damage must be reported immediately to the specialist for work safety or to the workshop management.
 - Utilisation of polluting auxiliary materials such as asbestos and FCHC's is prohibited. The utilisation of other auxiliary materials must be co-ordinated with the specialist for work safety.
 - Waste material quantities should be kept as small as possible and disposed of properly to avoid environmental pollution.
 - Water-endangering substances (such as oils, emulsions, acids, alkalis, thinners and grease solvents) must be utilised with particular caution in accordance with the statutes for protection of water to avoid contamination of surface and ground waters. Any disturbances must be reported immediately to the specialist for work safety.

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3. Open communication regarding the HSE-principles with employees, customers, external personnel and suppliers to avoid incidents and injuries.

- The own employees and external personnel must be informed regarding the potential hazards in the respective working area and must confirm in writing that they have received this information. The appropriate personal safety equipment must be worn. The knowledge of the emergency supplies and facilities for first aid as well as the measures to be taken in the case of an accident or for fire protection and fire fighting must also be confirmed in writing. Fire extinguishing equipment, escape routes and collecting places must be designated and signposted. After an initial instruction course, further instruction courses must be held at regular intervals.

4. The HSE-principles must be integrated in all relevant processes of the GLAMA and updated continually.

The goal is to motivate the own employees and external personnel to take personal responsibility for health, safety and environmental protection.

With regard to 1: Statutes and regulations

The management shall obtain, through the GLAMA management commissioner, the environmental protection commissioner and the specialist for work safety, the necessary information, i.e. the applicable statutes and regulations, and pursue their implementation in the processes according to their importance.

These measures must also be taken up into the KV-list and must be continually updated.

With regard to 2: Effects on the environment

The commissioner for environmental protection must determine which factors in the entire process of the GLAMA Maschinenbau GmbH have negative effects on the environment. With regard thereto measures must be drawn up to check whether these factors can be eliminated or how they can be measurably reduced.

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With regard to 3: Open communication

Accident statistics as well as the fraction of personnel absent due to sickness shall be communicated openly by means of a corresponding informative report posted on the notice board. A system for improvement proposals is to be set up, to give employees a chance to contribute to the GLAMA HSE-principles. The management reserves the right to make awards for effective improvement proposals.

With regard to 4: integration in all GLAMA processes

The GLAMA management commissioner shall revise all processes of the GLAMA with the help of internal audits and update them continually according to the valid HSE-principles. The implementation in the processes will then be checked and improved at regular intervals by means of internal audits. For this purpose the contents of training courses will also be drawn up. An own training computer will be installed and support personnel will be provided as and when required, so that it is ensured that training courses can be held regularly.

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