

Regulations

Safety regulations

Comet AG

For all employees, temporary staff and external service providers

Document information

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Document history

Version	Date	Autor	Change(s)	Status
D.1	01.08.2020	B. Jährg	English, New layout	Released
D.2	01.07.2021	Y. Reusser	Emergency phone	Released
D.3	25.11.2021	Y. Reusser	chapter 11	Released
D.4	01.07.2022	Y. Reusser	Safety shoes	Released

References

For simplification reasons, where applicable, the male form is used.

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1 Introduction

Occupational health and safety are an integral part of today's ISO standards and of COMET's success. Our goal is to keep the number of accidents in Flamatt low. Therefore, occupational health and safety is a central issue. Our building is equipped with the most modern safety devices. In addition to the best technology, however, **the correct behavior of** the entire staff with the various existing hazards remains the decisive factor in ensuring safety.

2 Legal basis

Accident Insurance Act (UVG), Article 82, General

- a) In order to prevent occupational accidents as well as occupational diseases, the employer is obliged to **take all measures** necessary according to **experience**, applicable according to the **state of the art** and appropriate to the **given circumstances**.
- b) The employer must involve workers in the prevention of occupational accidents and diseases.
- c) Workers are obliged to assist the employer in the implementation of the provisions on the prevention of occupational accidents and diseases. In particular, they must **use personal protective equipment**, use **the safety devices** correctly and may **not remove or modify** these without the employer's permission.

3 Scope

Occupational safety concerns us all! It concerns all employees, apprentices, trial apprentices, trainees, temporary employees, visitors, external craftsmen, diplomats as well as external consultants who are here in Flamatt.

4 Our safety culture / charter

If you encounter an unusual, unsafe or deviating situation, stop your work. Inform or ask work colleagues and supervisors openly and honestly. Behave responsibly and **consider** why the situation presents itself in this way. **Question** things. Ask questions and thus dispel any doubts.

5 Responsibilities

5.1 CEO

The employer is obliged to take all measures to prevent occupational accidents and diseases. Any measures have to be necessary based on experience, applicable according to the state of the art and appropriate to the given circumstances.

5.2 Safety representative (SiBe)

The SiBe advises the management in matters of occupational safety and is responsible for raising awareness, information, training concepts and implementation of the safety regulations.

5.3 Supervisors: All managers

All managers are responsible for the regular training of their employees (including external employees) on occupational safety in their area of responsibility. They ensure that their employees follow and comply with the work regulations.

5.4 Employees: All

All employees are obliged to follow all instructions in dealing with risks. They are responsible for the proper functioning of their personal protective equipment and clothing. They also inform and accompany their visitors and/or external persons.

5.5 Personnel Department

HR is responsible for ensuring that all new employees (including external employees) receive introductory instructions from the safety officer on occupational safety and provides the relevant documentation.

6 General notes

6.1 Smoking



Smoking is only allowed on the roof terrace. It is not allowed to smoke in the building.

6.2 Photography



Filming and photographing are only allowed with the permission of the supervisor.

6.3 Traffic on company premises

On the COMET site the driving speed is limited to 20 km/h. Logistics traffic has priority. In winter, limited salt use must be expected. In all other cases the regulations of the Swiss Road Traffic Act apply.

6.4 Parking

Parking on the COMET premises is only permitted on the marked parking spaces. The parking spaces for visitors and disabled persons, as well as the space for emergency vehicles, must always be kept free at all times. Vehicles in the yellow marked parking spaces must not be moved at night to avoid disturbance of the peace by night

7 Meeting points



Meeting point

8 Hazards

As a result of our activities, we at COMET AG are confronted with the following risks:

A	Destruction by:	Fire
B	Destruction by:	Explosion
C	Bodily injury by:	Electricity
D	Bodily injury by:	Liquid gas
E	Bodily injury by:	Chemicals
F	Contamination by:	Fumes
G	Bodily injury by:	Ionizing rays
H	Eye injury by	laser beams
I	Contamination by:	Smoke
J	Bodily injury by:	Mechanical risks
K	Contamination by:	Ozone

9 Safety labeling

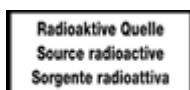
The following symbols are used to draw your attention to possible dangers. The list is not exhaustive.



Warning of ionizing radiation.

The average dose to a person in Switzerland from natural sources is about 4.5mSv per year.

In CH for occupationally exposed personnel the accumulated dose from controllable radiation is a limit of 20mSv per year.



Warning of radioactive substances / ionizing radiation.

The radioactive materials may only be used by specially trained personnel.



All persons entering the controlled zone are subject to radiation protection monitoring. You will receive a dose monitoring device for your work in the controlled zone. The device must be worn by the person at all times.



Warning of laser beams.



Warning of non-ionizing, electromagnetic radiation (high frequency)



Warning of dangerous electrical voltage

Electrical work may only be carried out by qualified persons.



Warning of hot surface



Warning of hand injuries



Danger of falling



Warning against toxic substances or preparations



Warning against corrosive substances or preparations



Warning of flammable substances



Warning of oxidizing gases, liquids, solids



Warning of gases under pressure: compressed gases, liquefied gases, refrigerated liquefied gases, dissolved gases



Warning of unstable explosive substances/mixtures



Health hazards



Warning



Hazardous to waters

9.1 Prohibitive signs

Prohibitions must be strictly adhered to!



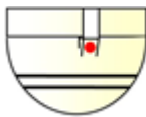
10 Safety equipment

COEMT AG has implemented the following safety precautions:

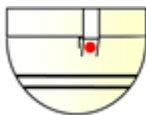
10.1 The technical specialists

- Safety representative for occupational safety and health (SiBe)
- Safety officer for fire protection (BsSiBe)
- Leader First Aid Group (SamaLt)
- Contact person for chemicals (ChemSiBe)
- Dangerous Goods Officer (GGBe)
- Expert for technical radiation protection (StSSiBe)
- Industrial electrician (EISiBe)
- Safety representative for safe freight (SiBesF)
- Environmental Officers

10.2 The general means of security



Heat and smoke detectors in every room



Gas detectors at workplaces with hydrogen
Gas detectors in the refrigeration plant with ammonia



Automatic extinguishing systems (sprinkler, nitrogen), sprinkler system in each room and nitrogen extinguishing system in the server room



Manual fire alarms distributed in the house, in the corridors and in the staircase



Manual fire extinguishers distributed in the house, in the corridors and in the staircase



Alarm sirens and marked escape routes



Rescue and escape routes



Escape and rescue plans, next to the lift doors



Meeting point



Eye shower, everywhere acids are used



Body flood showers in electroplating, chemical storage and neutralization



First aid stations on levels 0 – 3



Defibrillator locations:

- Her10, level 0, First aid room
- Her10, level 2, near freight elevator
- Her12, level 3, east staircase

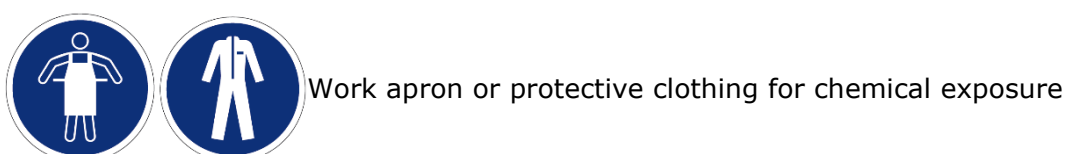
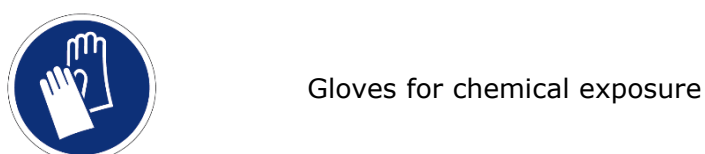
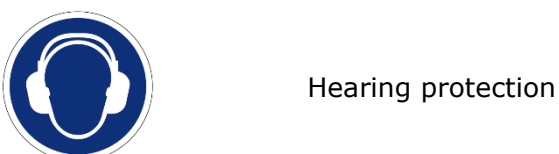


First Aid room location at reception level 0



Radiation warning device for ionizing radiation

10.3 The personal safety equipment

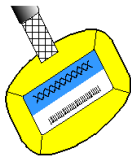


Safety shoes mandatory to wear in the following areas:

	Level 0	All technical rooms
	Level 1	Production, outside marked traffic routes Workshop, storage areas Maintenance and facility management Worksop and Lean storage areas Logistics Handling and storage areas
	Level 2	Production, outside the marked traffic routes
	Level 3	Production, outside the marked traffic routes
	Level 4	All technical rooms
	General	operation of motorized forklifts and pedestrian stackers Working in shafts and pits Entering the construction site Outdoor work (winter service) Working with chemicals

Closed work shoes in the following areas:

- Level 1 walking on the traffic routes in the production area
- Level 2 walking on the traffic routes in the production area
Laboratory PCT
- Level 3 walking on the traffic routes in the production area
Laboratory IXT



Dosimeter



Personal emergency call device for working alone, which can be triggered manually via an emergency signal button or automatically by a fall or unconsciousness "dead man".

11 Correct behavior in case of risk

Event	Response
Accident	• Switch off equipment if necessary (emergency switch) • Call internal first aid organization Tel: 9144 • Inform superiors • Call external help if necessary Tel: 0 144 • Inform supervisors • Superiors inform SiBe and HR
Pre-alarm Gas alarm	• In case of a pre-alarm, the zone must be left immediately according to "Instruction Behavior Hydrogen Gas Alarm PCT/IXT". • Only after Facility Management employees have carried out the necessary steps can they release the zone again.
Fire Fire alarm Gas alarm Ammonia alarm	• Siren with continuous high-pitched whistle. • Every alarm is always to be taken seriously • All persons leave the building immediately via the marked escape routes and gather at the meeting points • Check the number of people at the meeting point for completeness • Only after release of the task force, the • Building can be re-entered
Radiation alarm	• The red lamp of the radiation warning device flashes, an uninterrupted whistle sounds • Switch off the system and keep at least 5m distance • Do not make any changes • Alert the expert for technical radiation protection (StSSiBe) • Inform superiors
Chemical spill	• Self-protection, wear appropriate PPE • Close possible source if necessary • Contact person for chemicals (ChemSiBe) or fire brigade call 0 118 or press manual fire alarm button • The latter triggers a fire alarm and the building is evacuated • If necessary call first aid tel. 9144 external 0 144
Accident with Phosphoric acid	• Self-protection, wear appropriate PPE • Close possible source if necessary • If persons are involved, they are to be placed immediately under the body flood shower • Alert contact person for chemicals (ChemSiBe), facility management and supervisors • Clean Phosphoric acid immediately with the auxiliary material of chemistry emergency ward and dispose cleaning material in the blue drum • Attention: phosphoric acid corrodes concrete • Rinse area with water

**Electrical
accident
Electrical
shock**

- immediately switch off equipment or system
 - Call first aid tel: 9144
 - Affected person must be accompanied to the doctor by a professionally qualified person in first aid!
 - Inform superiors
 - Superiors inform SiBe and HR
-

Working alone

- Personal emergency call device for working alone, which can be triggered manually via an emergency signal button, or automatically triggered by fall or unconsciousness "dead man".
 - Internal employees and external specialists are automatically called-up
-

**Water leakage
Water alarm**

- Immediately close source / switch off equipment
 - If necessary switch off the electrical circuit
 - Inform facility management
 - Absorb water with a water vacuum cleaner
-

**Building
evacuation**

- Leave the building via the escape and rescue routes and go to the meeting points
 - Lifts must not be used
 - The building may only be re-entered after approval by the BsSiBe or the blue light task force
-

**Emergency
phone**

- The emergency telephone is used for alarming in case of technically caused, extraordinary incidents at the infrastructure of COMET Ltd.
- Please take the call numbers from the "Instruction for the use of the emergency telephones" on site at the telephones
- Locations:
 - Level 0 Her 10 at the passenger lift
 - Level 0 Her 12 at the passenger lift
 - Level 3 Her 12 at the passenger lift

12 Personal safety precautions

12.1 When working with corrosive chemicals

Before every work with chemicals, check that your personal protective equipment is in good condition (safety goggles, protective gloves).

Caution: Eyes are very sensitive to chemicals and solvents.

12.2 After contact with eye(s)

Immediately flush eyes gently with water for several minutes (min. 10 minutes). Keep eyelids well open. Remove any contact lenses if possible. Rinse further. Call for help (Internal 9144 / External 0144) and inform your supervisor.

12.3 After contact with chemicals

- Go to the nearest body flood shower or changing room shower cubicle
- Rinse affected body part with running water
- If chemical spilled on clothing, remove quickly
- Call first aid and/or your supervisor
- Rinse the affected area of skin extensively under running water (at least 10 minutes) until you receive help
- Determination 14ft he chemical product
- First Aid Service calls the doctor

12.4 When working with solvents

Solvents can cause functional disorders in the brain and provoke skin damage (eczema). Therefore, avoid skin contact and inhalation of vapors. In case of an accident:

- Go to the nearest body flood shower or changing room shower cubicle
- Call first aid and/or your supervisor
- First Aid service calls the doctor, resp. seek medical control

12.5 If you work with liquid gases (e.g. nitrogen)

always protect your face with a face shield and only work with protective gloves. In case of an accident:

- Call first aid and/or your supervisor
- Go to the doctor or hospital

12.6 When working with X-ray equipment

Never use an X-ray system without training/instruction, always carry your dosimeter. A radiation warning device that whistles and flashes always means danger of radiation. In the event of an accident, get help from the expert for technical radiation protection (StSSiBe).

13 COMET AG Safety Regulations

The preceding information and behavior descriptions are to be understood as safety regulations and must be followed by everyone.

1. Each employee is jointly responsible for his own safety by acting in accordance with instructions.
2. These safety regulations are an integral part of the employment contract. Every employee is obliged to read this document.
3. Every employee is responsible for the proper condition of his or her personal protective equipment (PPE).
4. Personal protective equipment (PPE) must always be used at the workplace.
5. In case of a fire or gas alarm (continuous high-pitched whistling sound), it is mandatory to leave the building. The escape and rescue plans as well as instructions from superiors must be followed.
6. The warning signs must be observed, especially the escape and rescue plans.
7. The workplaces must always be kept clean and tidy.
8. The chemical soiling must be removed immediately.
9. Prevent any contact with chemicals. Also prevent inhalation of vapors.
10. The procurement, transport and use of chemicals or gases by untrained personnel is prohibited. The reuse of chemical containers may only be released by qualified personnel (ChemSiBe).
11. Only drive the forklift if trained, instructed and assigned by the supervisor.
12. Every supervisor is informed if his or her employees work outside normal working hours (evening, night, weekend, holidays).
13. The effectiveness of the protective devices must not be impaired by any person.
14. Any lack of safety devices or equipment must be reported immediately to the safety officer (SiBe).
15. Situation-specific sanctions are imposed in the event of non-compliance with the security guidelines. Comet AG reserves the right to take legal action.

14 Release

Authorized for release are:

- a) Members of the Executive Board
- b) Security Officer

Version	Date	Author	Release (surname, first name, visa)
1	August 2020	haan	German Version signed
2	Juli 2021	Haan	German Version signed
3	November 2021	haan	German Version signed
4	Juli 2022	haan	German Version signed

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