

OZNAČEVANJE OBISKOVALCEV:

- Kartico „obiskovalec, visitor“ in jopič z napisom »visitor« obiskovalec prejme na recepciji podjetja (jopič je potreben v oddelkih, kjer je predpisana varnostna obutev).
- Po končanem obisku kartico in jopič vrnite spremljevalcu ali pustite na recepciji.

EVAKUACIJA (požar, eksplozija...)

Ob zvočnem signalu (alarm):

Sledite navodilom spremljevalca in zapustite prostore po označenih evakuacijskih poteh.



Zberite se na zbirnem mestu, ki je označeno na zadnji strani brošure (nahaja se zunaj objekta). Tam boste prejeli nadaljnje informacije.



Pomembne telefonske številke:

ZD Škofja Loka 04 502 00 00

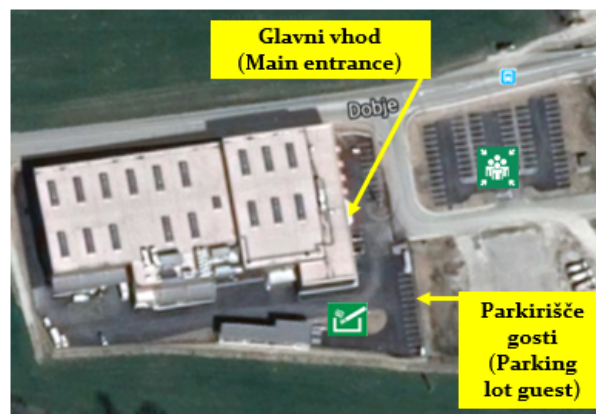
ZD Gorenja vas 04 51 80 500/604/600

ZD Črnomelj 07 30 61 700/720/736

Center za obveščanje, reševalci 112

Policija 113

POLJANE NAD ŠKOFJO LOKO



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4223 Poljane nad Škofjo Loko
tel.: +386 (0)4 50 70 600

PODRUŽNICA ČRNOMELJ



Ulica heroja Stariha 24
8340 Črnomelj
tel.: + 386 (0)7 3691 850

DOBRODOŠLI V PODJETJU

V podjetju Polycom Škofja Loka d.o.o. potekajo različni proizvodni procesi. Prosimo vas, da upoštevate pravila, s katerimi vas bomo seznanili v tej zloženki. Pravila veljajo na celotnem območju podjetja.

Gibanje na območju podjetja je dovoljeno le v skladu s pravili, ki so definirana v tem letaku oziroma kot je določeno v Pravilniku o poslovni in delovni obleki ter osebni varovalni opremi in Poslovniku informacijske varnosti.

Bodite pozorni na opozorilne in ostale varnostne oznake v podjetju.

Objekt je pod videonadzorom.

PRAVILA ZA OBISKOVALCE

- Gibanje je dovoljeno le v prisotnosti spremljevalca, po za to označenih poteh (razen, če ni drugače določeno s poslovníkom ali pravilnikom).
- Gibanje zunaj transportnih in pešpoti (med stroji, napravami in periferijo) ali oddaljitev od spremljevalca/skupine, ni dovoljeno.
- Ne približujte se strojem in delovni opremi ter bodite pozorni na transport (nevarnost naleta).
- Ogled tehnologije, izdelkov, procesov, ki niso del projektov kupca, ki je na obisku, ni dovoljeno.
- Ne motite zaposlenih pri njihovem delu.
- Upoštevajte interna pravila, kot so pravilno ločevanje odpadkov, ustrezna komunikacija...
- Vnos hrane, predmetov, orodij ali snovi v podjetje brez dovoljenja ni dovoljeno.
- V podjetju je prepovedano fotografiranje.
- Prepovedan je vstop pod vplivom alkohola, drog ali drugih prepovedanih substanc.

OSEBNA VAROVALNA OPREMA:

- Obiskovalci, ki se gibajo v prostorih, kjer je povečano tveganje za poškodbe, morajo upoštevati pravila za nošenje osebne varovalne opreme (vhodi/vrata v te prostore so opremljeni s piktogrami).
- Obvezna je uporaba - čevljev z zaščitno kapico ali zaprtih čevljev z ravnim podplatom in prenosno zaščitno kapico, - zaščite sluha (ušesni čepki) in - zaščite oči (zaščitna očala).

GIBANJE VEČJIH SKUPIN OBISKOVALCEV PODJETJA:

V primeru večjega števila oseb se obiskovalce razporedi v več skupin po deset oseb, ki z zaposlenim podjetja Polycom vstopajo v prostore objekta. Skupina se mora gibati le po peš poti, tam, kjer te ni, pa po transportni poti. Zaščitna obutev za večje skupine ni potrebna (zahtevana pa je pazljivost zaradi transporta na transportnih poteh). Skupina mora biti opremljena z rumenim odsevníkom/brezrokavnikom, ki ima oznako visitor (spremljevalcu ni potrebno nositi brezrokavnika, mora pa imeti identifikacijsko kartico z imenom, priimkom in nazivom delovnega mesta ter zaščitno obutev). V primeru, da gre za skupino šolarjev, mora biti na začetku skupine zaposleni podjetja Polycom, zadaj pa še učitelj/profesor (če tega ni, se skupini pridruži še en zaposleni podjetja Polycom).



POZOR INDUSTRIJSKA VOZILA



POZOR! NE SEGAJ Z ROKO V NEVARNO OBMOČJE STROJA
(vrteči in gibajoči deli)



POZOR IZVOR TOPLOTE
(vroči deli strojev in opreme)



DOSTOP ZA NEPOOBLAŠČENE OSEBE PREPOVEDAN



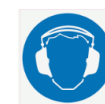
PREPOVEDANO KAJENJE izven območja namenjenega kajenju
(glej zemljevid)



PREPOVEDANO DOTIKANJE izdelkov, strojev, naprav, delovne opreme
brez dovoljenja vodstva podjetja



PREPOVEDANO FOTOGRAFIRANJE
brez dovoljenja vodstva podjetja



Obvezna uporaba zaščite sluha (čepki)



Obvezna uporaba zaščitnih čevljev



Obvezna uporaba zaščitnih očal

VISITOR LABELS:

- The visitor receives a "visitor" card and a safety jacket with the inscription "visitor" at the company's reception (a safety jacket is required in departments where safety footwear is prescribed).
- After the visit, return the card and the safety jacket to the escort or leave it at the reception.

EVACUATION (fire, explosion...)

At the sound signal (alarm):

Follow the directions of the escort and leave the premises following the signalled evacuation routes.



Gather at the meeting point marked on the back of the brochure (located outside the building). You will receive further information there.



Important telephone numbers:

Health centre ZD Škofja Loka 04 502 00 00

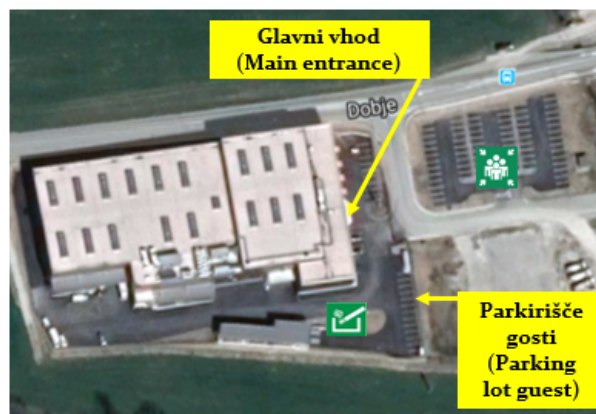
Health centre ZD Gorenja vas 04 51 80 500/604/600

Health centre ZD Črnomelj 07 30 61 700/720/736

Information centre, Emergency medical service team 112

Police 113

POLJANE NAD ŠKOFJO LOKO



Dobje 10
4223 Poljane nad Škofjo Loko
tel.: +386 (0)4 50 70 600

BRANCH ČRNOMELJ



Ulica heroja Stariha 24
8340 Črnomelj
tel.: + 386 (0)7 3691 850

WELCOME TO THE COMPANY

In the company Polycom Škofja Loka d.o.o. different production processes take place. Please follow the rules that will be introduced to you in this leaflet. The rules apply throughout the company.

Movement in the company is only permitted in accordance with the rules defined in this leaflet, or as specified in the Rules on business and work clothes and personal protective equipment, as well as in the Information Security Rules.

Pay attention to warning and other safety signs in the company.

The facility is under video surveillance.

RULES FOR VISITORS

- Movement is permitted only in the presence of an escort, along marked paths (unless otherwise specified by the rules of procedures and regulations).
- Movement outside transport and walkways (between machines, devices, and peripherals) or moving away from the escort/group is not allowed.
- Do not approach machines and work equipment and pay attention to transport (danger of impact).
- Viewing technology, products, and processes that are not part of the projects of the visiting customer is not allowed.
- Do not disturb employees at their work.
- Adhere to internal rules such as proper separation of waste, appropriate communication...
- It is not allowed to bring food, objects, tools, or substances into the company without permission.
- It is not allowed to take photos in the company.
- Entry under the influence of alcohol, illicit drugs, and psychoactive substances is prohibited.

PERSONAL SAFETY EQUIPMENT:

- Visitors moving in areas where there is an increased risk of injury must follow the rules for wearing personal protective equipment (entrances/doors to these areas are equipped with pictograms).
- It is mandatory to use: shoes with a protective cap or closed shoes with a flat sole and a portable protective cap; hearing protection (earplugs); and eye protection (safety glasses).

MOVEMENT OF LARGER GROUPS OF PEOPLE:

In the case of a larger number of people, visitors should be divided into several groups of ten people, who enter the premises of the facility accompanied by a Polycom employee. The group must move along the footpath, and where is no such path, along the transport path. Protective footwear is not required for larger groups (however, caution is required due to transport carried out on transport routes). The group must be equipped with a yellow reflective jacket with the visitor mark (the escort does not need to wear a jacket, but must have an identification card with their name, surname, and job position, as well as protective footwear). Should there be a group of schoolchildren, there must be a Polycom employee at the beginning of the group, followed by a teacher/professor (if not, a Polycom employee should join the group).



ATTENTION INDUSTRIAL VEHICLES



ATTENTION! DO NOT REACH YOUR HAND INTO THE DANGER ZONE OF THE MACHINE
(rotating and moving parts)



ATTENTION HEAT SOURCE
(hot parts of machine and equipment)



NO ACCESS FOR UNAUTHORIZED PERSONNEL



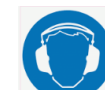
SMOKING outside the designated smoking area IS PROHIBITED
(see the map)



IT IS FORBIDDEN TO TOUCH products, machines, devices, work equipment without the permission of the company's management



PHOTOGRAPHY IS PROHIBITED without the permission of the company's management



Mandatory use of hearing protection (earplugs)



Mandatory use of protective shoes



Mandatory use of protective eyewear