

DOBRODOŠLI V PODJETJU POLYCOM ŠKOFJA LOKA

Spoštovani obiskovalec, veseli smo vašega obiska!

Da bo vaš obisk varen in prijeten, vas prosimo, da upoštevate osnovna pravila, navedena v tem letaku.

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

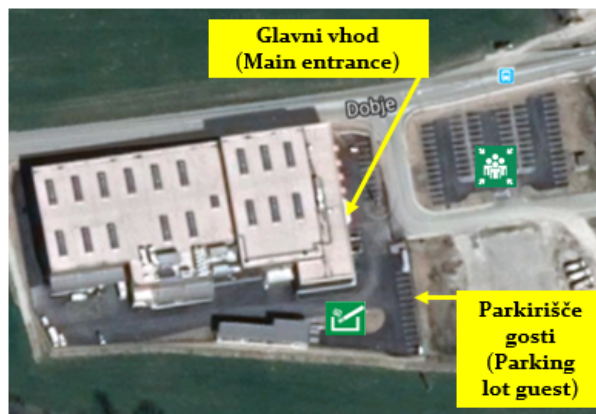
Gibanje na območju podjetja je dovoljeno le v skladu s pravili iz tega letaka.

Prosimo vas, da ste pozorni na opozorilne in druge varnostne oznake v podjetju.

Objekt je pod videonadzorom.



POLJANE NAD ŠKOFJO LOKO



Dobje 10
4223 Poljane nad Škofjo Loko

PODRUŽNICA ČRNOMELJ



Ulica heroja Stariha 24
8340 Črnomelj

Pomembne telefonske številke:

Center za obveščanje, reševalci 112

Policija 113

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.



PRAVILA ZA OBISKOVALCE:

- Gibanje obiskovalcev je dovoljeno izključno v spremstvu pooblaščenega spremljevalca in po za to označenih poteh, razen če je s politiko ali pravilnikom določeno drugače.
- Gibanje izven označenih poti (med stroji, napravami in periferno opremo) ter oddaljevanje od spremljevalca ali skupine ni dovoljeno.
- Približevanje strojem in delovni opremi je prepovedano. Obstaja nevarnost naleta vozila (viličarji) ali padca visečih bremen (npr. tovor z mostnega dvigala).
- Ogled tehnologij, izdelkov ali procesov, ki niso povezani s projektom obiskovalca, ni dovoljen.
- Obiskovalci ne smejo motiti zaposlenih pri njihovem delu.
- Upoštevati je treba interna pravila podjetja (npr. pravilno ločevanje odpadkov, ustrezna komunikacija ipd.).
- Vnos hrane, predmetov, orodij ali snovi v podjetje brez predhodnega dovoljenja ni dovoljen.
- Fotografiranje v prostorih podjetja je prepovedano.
- Vstop v podjetje pod vplivom alkohola, drog ali drugih prepovedanih substanc ni dovoljen.

OSEBNA VAROVALNA OPREMA:

- Obiskovalci morajo v prostorih s povečanim tveganjem za poškodbe upoštevati pravila glede uporabe osebne varovalne opreme (označeno s piktogrami na vseh vhodih oziroma vratih).
- Obvezna je uporaba:
 - zaščitnih čevljev z zaščitno kapico ali zaprtih čevljev z ravnim podplatom ter prenosno zaščitno kapico,
 - zaščite sluha (ušesni čepki),
 - zaščite oči (zaščitna očala).

Gibanje večjih skupin obiskovalcev: 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 odsevnikom/brezrokavnikom, ki ima oznako "Visitor". 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 V OBJEKTU SE NAHAJA IN UPORABLJA MOSTNO DVIGALO



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

WELCOME TO THE COMPANY POLYCOM ŠKOFJA LOKA

Dear visitor, we are pleased to have you with us!

To ensure that your visit is safe and pleasant, we kindly ask you to follow the basic rules outlined in this leaflet.

Various production processes take place at Polycom Škofja Loka d.o.o. We ask that you observe the rules presented in this brochure. These rules apply throughout the entire company premises.

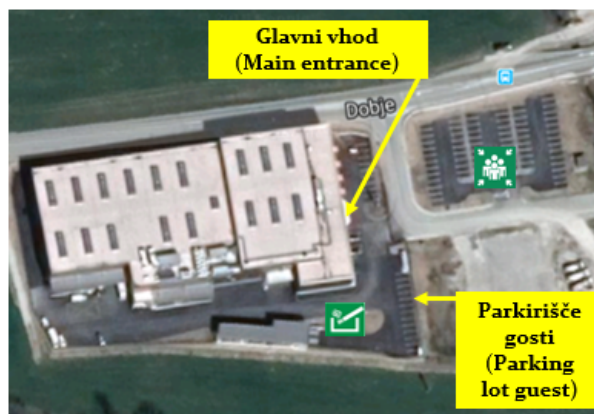
Movement within the company is permitted only in accordance with the rules defined in this leaflet.

Please pay attention to warning signs and other safety markings within the facility.

The premises are under video surveillance.



POLJANE NAD ŠKOFJO LOKO



Dobje 10
4223 Poljane nad Škofjo Loko

BRANCH ČRNOMELJ



Ulica heroja Stariha 24
8340 Črnomelj

Important phone numbers:

Information centre, Emergency medical service team 112

Police 113

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.



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 or work equipment. Be aware of horizontal and vertical transport – risk of collision and falling suspended loads (forklifts, overhead crane).
- 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 visitors, they shall be divided into groups of up to ten persons. Each group enters the facility accompanied by a Polycom employee. The group must move only along designated pedestrian paths. Where such paths are not available, transport routes may be used. Protective footwear is not required for larger groups; however, increased caution is necessary due to traffic on transport routes. All group members must wear a yellow high-visibility vest marked "Visitor". In the case of school groups, a Polycom employee must lead the group, while a teacher or professor must remain at the rear. If a teacher or professor is not present, an additional Polycom employee must accompany the group.



ATTENTION INDUSTRIAL VEHICLES



ATTENTION OVERHEAD CRANE IN OPERATION



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