



Safety instructions

Ljubljana Campus

 NOVARTIS

Welcome to Ljubljana Campus!

You have entered a pharmaceutical company site. The purpose of these instructions is to ensure your personal safety, the safety of other visitors as well as the safety of our personnel and processes. By following these instructions, we can carry out tasks and activities in a way that health and safety of people, assets and environment are not put at risk. Safety should always be our main concern.

Visitors whose health condition could affect the safe and efficient performance of the activity or had an impact on materials and products in production process (a person suffering from an infectious disease, open injuries on exposed parts of the body, etc.), entry into production premises on the location is not allowed.

- 1. On arrival, please wait at the reception gate to be collected by a contact person.** You can enter the site only if accompanied by a Novartis employee. The entrance receptionist will give you an identification badge. You should wear it visibly on your body at all times during your visit. Parking of vehicles within the site is only permitted on the marked parking places. As pedestrians, we must constantly pay attention to traffic within the campus. Therefore, please use only the marked walkways for pedestrians and follow the road markings.
- 2. Cleanliness and tidiness of the workplace:** If you are a contracted party to carry out a job at the site, always keep your workplace clean and tidy. Make sure that driveways and walkways as well as escape routes are empty and accessible. Work areas and construction sites should be clearly marked and protected.

3. **Carrying out work:** Before starting any work make sure that it can be carried out safely. For high-risk work (work in an EX-zone, confined spaces, at very high temperatures, at heights, with hazardous energy use), a »Work Permit« should be obtained.
4. **Environment protection, hazardous substances:** Hazardous substances used at the site may have various hazardous properties and thus pose a risk to health, the environment, a fire risk, potential explosions etc. Always consider them as harmful and hazardous and handle them accordingly. Never pour hazardous substances/waste liquids into drains, sewers or manholes. Such behaviour is strictly forbidden. It is also necessary to provide separate waste collection in order to ensure responsible environmental management.
5. **Use of operators' personal equipment and assets:** Each operator must take care of their own assets (tools, equipment, vehicles, etc.). The equipment that is used must be in perfect operating condition and must not jeopardize health and safety.
6. **Use of the company's work equipment and assets:** Novartis's work equipment may be used only by qualified persons and only with permission from the owner/contractor. Documents, information and programs obtained during the visit must not be used/ disclosed without a prior written approval of the owner/contractor.
7. **Non-disclosure agreement:** It is not allowed to disclose any information obtained during the visit or execution of works, to third parties or unauthorised Novartis associates. Unauthorized photography is not allowed.

Ljubljana Site Layout



Legend

A BUSINESS ENTRANCE
B, C, D... ENTRANCE

PARKING AREA - VISITORS

PARKING AREA - EMPLOYEES

SMOKING AREA



DEFIBRILLATOR



EVACUATION ASSEMBLY POINT



FOOTPATH



SECURITY



EX ZONE (prohibition of access by a vehicle without permission of the person responsible)



NOVARTIS



Lek



NOVARTIS/Lek

General information

(General Restrictions)



Smoking is prohibited throughout the whole site.



The speed limit is 20 km/h for all vehicles. In case of violation of the speed limit, the security service can refuse vehicle access to the site.



Photography at the site is forbidden.



Novartis Mengeš site is a protected area with video surveillance.



The use of uncertified equipment, open flame, mobile phones, etc. in explosion hazard areas is forbidden. Vehicle entry to explosion hazard areas is not allowed without the presence of the fire services.



Bringing and consuming alcohol, illicit psychoactive substances (IPS) or drugs is prohibited throughout the site. A person entering the site should not be under the influence of alcohol or IPS.



Eating and drinking outdoors on the site is not allowed.



Written and oral instructions of responsible or contact persons and warning signs should be followed. Entering the site's dining room in work clothing is forbidden.



In the area of industrial vehicles a special one is required attention, as the area is limited and encounters occur between vehicles and pedestrians.



During their stay, visitors may only be present in the assigned areas.

Rules to be Observed in Case of an Emergency



Emergency Call
+386 1 580 2200

Accident at work

- In case of accident at work, first aid should be provided immediately.

Fire

- Activate a manual fire alarm.
- Leave the building using the nearest evacuation route, go to the assembly point and follow the instructions given by the fire service personnel.

Environmental incident

(gas leakage, spillage of hazardous substances)

- In case of an environmental incident, immediately call the **Emergency number.**

For all the above listed incidents and any other emergency or dangerous events, immediately call the emergency number. Any work equipment failure should be immediately communicated to contracting authority.

Avtomated External Defibrillator



The location of the defibrillator is clearly marked; pictorial instructions for use are posted alongside the device. The defibrillator includes electrodes. The locations of AEDs are marked at the Ljubljana site layout.



Fire extinguisher

Fire extinguishers are used to extinguish minor fires. Each fire extinguisher has a plastic label attached showing concise and clear operating instructions together with information about the type of fire the extinguisher is designed for.



Fire alarm

A signal from a siren (a continuous evenly high pitched sound) indicates an alarm. Do not underestimate it. If you hear it, you must:

- discontinue any work or activity, making sure that in doing so you do not cause any additional risk, especially the risk of fire;
- observe and follow the instructions given by the personnel at the site;
- leave the building following the evacuation route (always choose the nearest evacuation route);
- go to the nearest assembly point (see site map) marked with a special sign.

