



If an alarm sounds in a building during your visit to Novartis, the following basic rules apply:

- Remove any injured persons to safety.
- Leave the building using the marked escape routes.
- Do not use elevators under any circumstances.
- Go with the Novartis associates to the appropriate assembly point.

For your own protection, please follow our safety guidelines. If you have any questions, please ask your Novartis contact person.

Thank you for your compliance with these guidelines.

Novartis Pharma AG
Health, Safety and Environment & Security Basel Sites

Dear visitor

Welcome to Novartis. In the coming days and/or weeks, you will be a frequent visitor to our plants and sites. Therefore we would like to familiarize you with our site safety guidelines.

Please observe the following basic rules:



Smoking is prohibited throughout the site, both inside and outside of buildings.



Swiss traffic rules apply. The speed limit at the St. Johann site is 20km/h, and 30km/h at all other sites.



The consumption of alcohol is permitted only for special occasions with written permission.



Photography is only allowed with written permission.

Emergency phone numbers:

By mobile phone	+41 61 696 66 66
By internal phone	112

Safety guidelines for service engineers, craftsmen and construction workers

Starting work

- Before starting work, report to the supervisor responsible to obtain your work permit.

Safety precautions

- Always follow the safety instructions given to you by the supervisor responsible. This includes, e.g. the wearing of respiratory devices, helmets and gloves, depending on the activity.
- Always wear safety goggles when working in areas where this is prescribed.
- Entering shafts, channels, pits or pieces of apparatus (e.g. pressure vessels, tanks) is only allowed with written permission.
- Where there is a danger of falling, work must be carried out wearing safety belts.
- Before starting work, always check that all openings to pieces of apparatus, drums or other vessels in the vicinity are properly closed and/or covered.
- Instructions to start or stop a machine or other apparatus may only be given by the supervisor responsible.
- Plastic and glass piping systems and insulated pipes must neither be stood on nor loaded (e.g. no ladders should be placed on them) due to danger of breakage.
- Always report to the occupational medical services in the event of any injury, however slight.
- Do not block doorways, passages, emergency exits, fire extinguishers, hydrants, fire alarms or switchboards. These must be easily accessible at all times.

Cleanliness and order

- Avoid all contact with chemicals.
- Report all instances of accidental contact with chemicals immediately to the supervisor responsible and follow their instructions.
- If foreign matter falls into any product or piece of apparatus, report the incident to your supervisor immediately.
- Keep your work station clean and tidy.
- Dispose of waste products in the places designated for this purpose.

Explosions and fire prevention

- Welding and other work that produces sparks and the use of equipment that is not explosion-proof (including mobile phones) outside of those segregated areas that are generally approved for such work requires written permission.
- Flammable liquids may never be used for cleaning and painting work without the express agreement of the safety officer.

Reporting signs of danger

Please call the emergency phone numbers if you experience the following:

- Feel unwell (dizziness, increased heart rate, coughing, breathing problems, headaches)
- Discover leaking pipes or apparatus
- Smell unfamiliar odors

112 internal phone
+41 61 696 66 66 by mobile phone