



# **SITE INDUCTION**

## **INFORMATION FOR DELIVERY DRIVERS**

As of: May 2021

# Contents

This document contains all the basic information necessary to safely collect and deliver goods at our industrial sites.

This module for delivery drivers includes information on:

1. Site access
2. Site rules
3. Loading and unloading
4. Emergencies
5. Conclusion

# 1. Site access

When you arrive at the site to deliver or collect something, you must first report to the distribution building. You'll receive a brief induction regarding conduct on site as well as the respective paperwork.

After determining your identity and examining the shipping documents, your personal details will be taken, and you'll be issued with an entrance chip and your travel route.

When you drive onto the site, you must always wear sturdy footwear, and take a helmet and goggles with you. If your work clothes become contaminated, you must not remove them from the facility.

Always follow instructions issued by plant operatives.



# 1. Site access

Throughout the site, you must always observe the German highway code and any other internal traffic rules. The speed limit is 30 km/h.



Smoking is prohibited throughout the site except in designated areas. Moreover, you may only eat and drink in designated areas.



You must not be under the influence of alcohol or drugs, nor have taken any medication which could affect your perception.



You may not take any photos or videos without express permission in writing. You must always carry any such authorization with you and produce it when required



## 2. Site rules

Radar speed checks are carried out to monitor the speed limit. Seat belts must always be worn.

You may only drive on roads, hard surfaces, and building site routes. Only park on designated or allocated parking areas.



You must not block any traffic routes as they may also serve as evacuation and emergency routes. Similarly, you must not block access to any safety equipment.



Please be especially vigilant in and around storage facilities and watch out for forklift trucks.

Only cross railway tracks at designated level crossings. Ensure that railway tracks and their immediate surroundings are always kept clear. Note that rolling stock always has right of way throughout the site. Traffic signs must be observed.



## 2. Site rules

Always act conscientiously and responsibly. You must obey all safety rules and signs. Please report any disruption, emergencies or incidents (especially road accidents and injuries) to the client's supervisor without delay.

Individual facilities may only be accessed by authorized personnel.

Parking lot exits count as lowered curbs and do not grant right of way.

When driving beneath pipe bridges, note that vertical clearance may be reduced by scaffolding. Serious accidents are often caused by maneuvering trucks. Therefore, in the event of limited visibility or when reversing, you must always be guided by someone else wearing a safety vest and maintaining eye contact with you.

## 2. Site rules

In some areas, explosive atmospheres may occur. Such areas are cordoned off or marked by warning signs. You must not drive into areas at risk of fire or explosions.



### 3. Loading and unloading

Loading takes place automatically at all loading stations by means of a loading control system. To avoid serious falls during loading, you must set up the safety guardrail and wear personal fall protection equipment. Only then is it safe to access the tanker loading area.



All loading operations must be carried out in accordance with site regulations.

Vehicles weighing more than 3.5 tons and all vehicles with limited visibility must always be guided by someone else when maneuvering in tight areas and when reversing.




## 4. Emergencies

The aim of all safety work is to ensure that nobody is injured. If, despite all safeguards, an emergency such as an accident, fire or chemical release occurs, think of your own safety first. Only notify first responders and consider providing assistance when you are safe. To raise the alarm, dial the site emergency number.

If you report an emergency, remember the 4W1H rule:

- Who is calling?
- Where did the accident occur?
- What happened?
- How many people have been injured?
- Wait for any questions.

	Emergency call:	112
	Fire brigade:	1111

Make sure there is someone who can guide the first responders' vehicle into position.

Report all safety-related events (accidents, near-accidents and leakages) without delay to the responsible department. Your assistance is vital.

## 4. Emergencies

In the event of an alarm, all vehicles must be immediately stopped, and their lights and engines turned off. You must obey the announcements on the loudspeakers as well as the instructions of the fire department and security personnel.

Leave all facilities and buildings using the shortest route and by moving at right angles to the wind. Use the marked evacuation routes and assembly points or, especially in the event of a gas alarm, look for a designated shelter. Do not leave the assembly point until ordered to do so. You may only leave the assembly point or designated shelter once the all-clear has been declared by the fire department.



## 4. Emergencies

If you have come into contact with harmful chemicals or other hazardous substances, locate and use the nearest safety shower.

Enter the shower fully clothed and remove your wetted clothing while in the shower. First, use the solution provided to rinse the substance off your skin. Then, shower for 15 minutes.

Afterwards, wait for assistance and/or an ambulance near the place where the incident occurred.

## 5. Conclusion

Our overriding aims are the health and safety of co-workers, delivery drivers and neighbours, as well as protecting the environment. We have taken the necessary safeguards to achieve these aims.

By acting responsibly, you will help to ensure safety at the site.

**Health comes first.**

**Please help making our site a safe place to work.**