



SITE INDUCTION

INFORMATION FOR VISITORS

As of: May 2021

Contents

This document contains all the basic information necessary to move about safely at our industrial sites.

The module for visitors includes information on:

1. Site access
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1. Site access

If you want to visit our site (either on foot or in a vehicle), you must first report to reception. You will receive a brief induction regarding conduct on site as well as the respective paperwork.

You will be issued with a visitor's pass that must be carried at all times. It may not be used by anyone else.

You will also receive an information sheet containing important safety instructions and emergency telephone numbers.

Always act conscientiously and responsibly. You must obey all safety rules and signs. Please report any disruption, malfunctions, or accidents to the client's supervisor without delay.

You may only enter production facilities with the necessary authorization. Always follow instructions issued by plant operatives.

2. Site rules

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

You may only drive into facilities with the express authorization of plant operatives.

In some areas, explosive atmospheres may occur. Such areas are cordoned off or marked by warning signs. You must seek additional approval if you wish to use electronic devices in production facilities. Only access pipe bridges if specifically instructed to do so.




3. 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

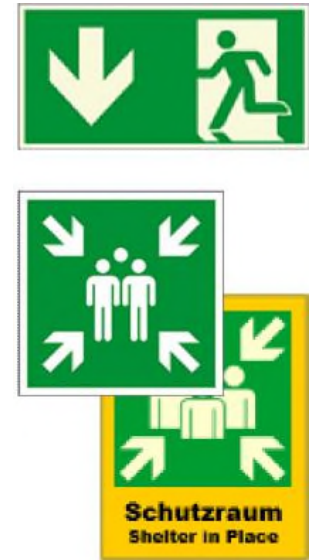
Make sure there is someone who can guide the first responders' vehicle into position.

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

3. Emergencies

In the event of an alarm, all works must be stopped immediately, and sources of energy must be disconnected.

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.



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.

4. Conclusion

Our overriding aims are the health and safety of co-workers, visitors 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.