

Visitors Guide

Safety Instructions

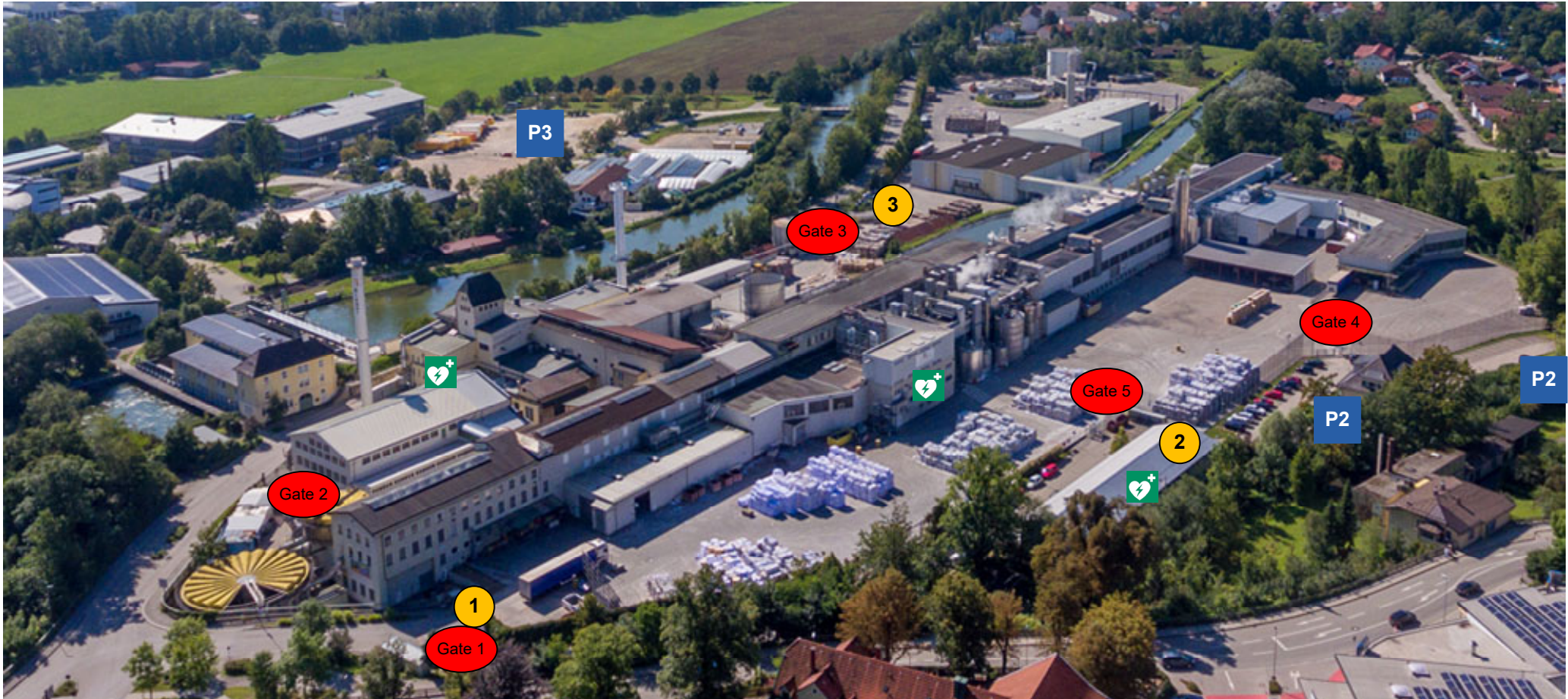
Welcome to Hamburger Containerboard Trostberg



Hamburger Rieger GmbH, Papierfabrik Trostberg
 Riegerstraße 4, D – 83308 Trostberg
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 E-Mail: office.tro@hamburger-containerboard.com
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During your stay on our factory premises, we would like you to observe the following instructions for safety reasons:

- Kindly contact your person in charge (PIC) via our terminal in the entrance area. The PIC will pick you up and fill out documents such as visitor badge, entry permit, if necessary.
- Access only with safety vest, safety shoes and bump cap.
- Plant equipment may not be operated, modified or removed without permission.
- All injuries and accidents must be reported to the PIC immediately.
- We reserve the right to check vehicles and loads.



P1 parking outside the factory premises



- Meeting points**
- 1** - workshop
 - administration
 - 2** - dispatch hall
 - 3**



- Defibrillators**
- PM 2 / office shiftleader
 - administration building I
 - electr. workshop



= for employees and visitors only



= visitors gate

Corporate Policy: Hamburger Containerboard operates the following management systems:

- Quality Management System ISO 9001,
- Energy Management System ISO 50001,
- Environmental Management 14001,
- FSC® Management acc. to FSC

in order to adopt a responsible attitude with our product, raw material and energy resources.

Food Hygiene: Hamburger Containerboard is producing paper which is being used for the production of food packaging. Therefore our products are subject to special German statues (LFGB) and EU-regulations. Visitors and employees are asked to carefully attend to our hygiene requirements (see notice boards and construction guidelines).

Housekeeping: Hamburger Containerboard emphasises a clean and secure working environment. When the work is finished the field of work has to be left orderly.

For any queries please contact your PIC (person in charge).

Important safety instructions:



Safety is the first priority.



Smoking and the use of open flame devices are strictly prohibited in/around the plant including all outdoor areas. Smoking is allowed only in designated areas.



Hearing protection to be worn in indicated areas. You will find earplug dispensers at the entrance area and at the access area to the paper machine.



Safety shoes must be worn while working in the production hall, the workshop and the warehouses area.



Bump caps are mandatory in the paper machine area.



Safety vests are mandatory in the whole outdoor area.



Keep hands away from running machines. Keep a safe distance.



Risk of slipping and tripping. Pay attention to wet floor and tripping points.



On site the speed limit is 10 km/h., Turn off the engine when you stop.



Fork lifts keep crossing, they have priority.



Written permission is required for work involving fire hazard. Caution during crane operation.



Please note ex-proof-actions in indicated areas.



Alcohol and drugs are strictly prohibited.



Filming and photography are strictly prohibited.



Be aware of barriers and guardrails. Use handrails on stairs and stairways.

Emergency

Emergencies must be reported to the PIC immediately.



**Emergency
phone number:
0-112**



If you place an emergency call, please communicate the following information:

- **Who are you?**
- **What happened?**
- **Where did it happen (building, entrance, floor)**
- **How many people are injured?**
- **Wait for further instructions.**

Please help guide the emergency team!

In case of fire/fire alarm please follow the indicated emergency exit path, leave the factory premises as quickly as possible and proceed to the next meeting point.



**Keep calm!
Alert endangered people!
Take helpless people along!
Do not use elevators!
Pay attention to instructions!**

**Shiftleader on duty:
Short code landline: 88 – 630
resp. 0162/ 2 896-804**

**We wish you an enjoyable,
successful and accident-free stay.**