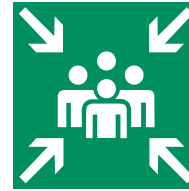


Meeting points



- 1 Meeting point workshop
- 2 Meeting point administration
- 3 Meeting point dispatch hall

Defibrillator



- Paper machine 2/
Office shiftleader
- Administration
building
- Electr. workshop

Hamburger Rieger GmbH, Papierfabrik Trostberg
Riegerstraße 4, D – 83308 Trostberg

Tel.: 0 86 21 / 8040
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Trostberg, January 2021



Visitor's Guide Safety Instructions

Welcome



Dear guest,

please observe the following whilst on factory premises:

- All visitors call their contact person via our terminal in the entrance area. The contact person collects the visitor and fills out documents such as visitor badge, entry permit, if necessary.
- The driveway access to the factory is only permitted with a authorization.
- Access only with safety vest and safety shoes.
- 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.
- During Standstill wear bump caps/helmets.

Your safety is our priority.

Company policy: Hamburger Rieger operates the following management systems,

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

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

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

Housekeeping: Hamburger Rieger 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) or our Management Representative.

Important Safety Instructions:



Safety at work comes first, hurry and importance last.



Smoking and the use of open flame devices is strictly prohibited in and around the plant including all outdoor areas. Use the designated smoking areas.



Safety gear is to be worn by our guests in indicated areas. Safety boots, vests (outdoor area) and ear protection are to be worn inside the factory.



Safety shoes must be worn while working in the production hall, the workshop and the warehouses area. Guests without safety shoes please move on the marked trails



A vest is to be worn on the whole outdoor area.



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



Risk of stumbling and sliding. Pay attention to wet floor and tripping points.



The on site speed limit is 10 km/h. Turn off the engine when stopping.



Fork lifts keep crossing, they have the right of way. Pay attention to moving cranes.



Hazardous tasks like welding, flame cutting and grinding or working in vessels are only permitted with written consent.



Please note ex-proof-actions in indicated areas.



Hamburger Rieger is an alcohol and drug-free zone. The use of alcohol and drugs is strictly prohibited.



Video and photography in and around the plant is strictly prohibited.



Please take note of any guardrails or blocked off areas. Please use the handrails on stairs and staircases.

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 were injured?
- Wait for further instructions.

Please help guide the emergency team.

In case of a fire/a 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!
Use no elevators!
Pay attention to instructions!

**Shiftleader on duty:
Short code landline: 88 – 630
resp. 0162 2896-804**

**We wish you an enjoyable,
succussful and
accident-free stay!**