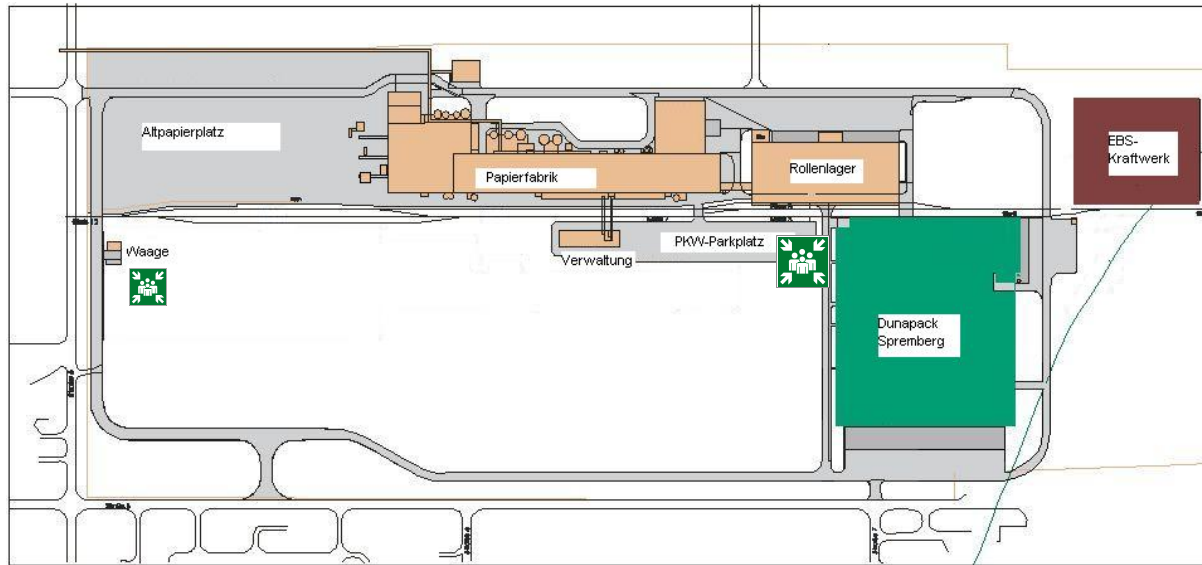


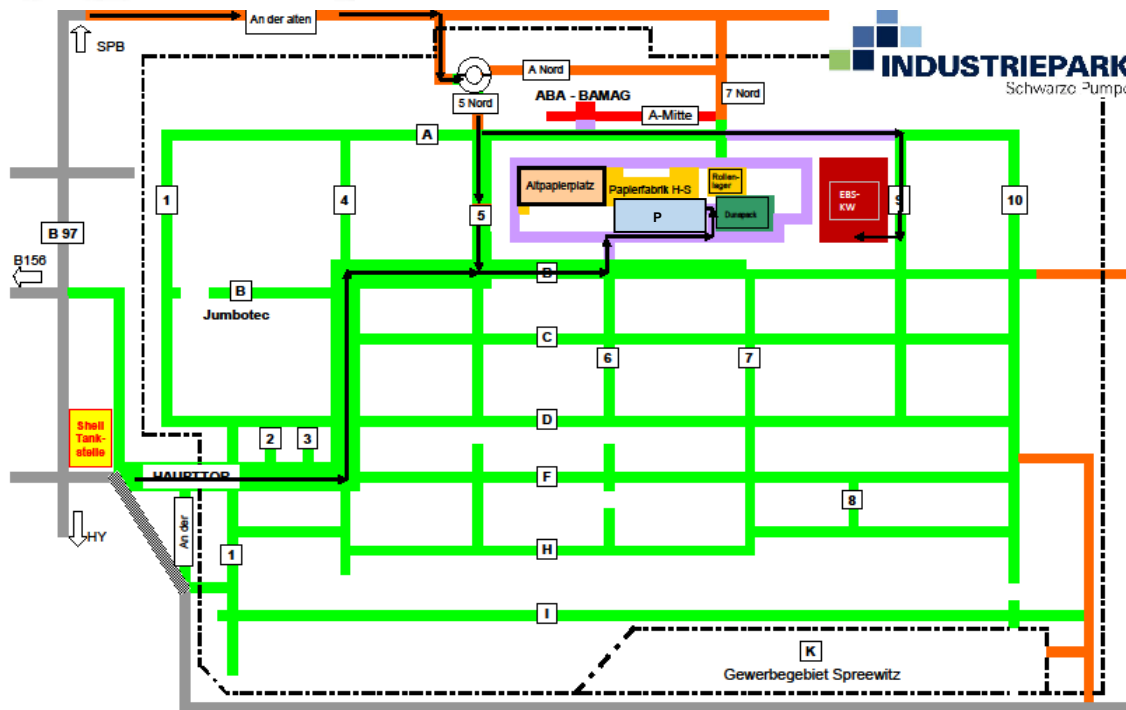


## Visitor's Guide Safety Instructions

Welcome to our  
Paper mill Spremberg



Hamburger Rieger GmbH & Co. KG  
 Papierfabrik Spremberg
  Dunapack Spremberg
  Spreerecycling GmbH & Co.  
 KG



Standort Schwarze Pumpe - Übersicht Straßen

Südstraße

Dear guest,

please observe the following whilst on factory premises:

- Upon arrival please report to the reception in the administration building.
- Plant equipment is not allowed to 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.

**Your safety is our priority.**

Hamburger Rieger GmbH, Papierfabrik Spremberg  
 An der Heide B5, 03130 Spremberg  
 Tel.: 03564 378 0  
 E-Mail: [office.spr@hamburger-containerboard.com](mailto:office.spr@hamburger-containerboard.com)

**Company policy:** Hamburger Rieger GmbH operates the following management systems,


- Quality Management System ISO 9001 (2008)
- Energy Management System ISO 50001 (2011)
- 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 GmbH is producing cardboard and 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 foreign workers are asked to carefully attend to our hygiene requirements (see notice boards and construction guidelines).


**Order and Cleanliness:** Hamburger Rieger GmbH emphasizes a clean and secure working environment. When the work is finished the field of work has to be left neatly.


For any queries please contact your PIC (Person In Charge) or our Management Representative.


 Our guests are required to wear special ear protection in indicated areas. It can be obtained for temporary use at the entrance of the production hall.


 Smoking and the use of open flame devices is strictly prohibited in and around the plant including outdoor areas. Use the designated smoking areas. Activities involving high temperature and fire are only permitted within designated areas under the supervision of certified foremen.


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


 Safety boots are to be worn at all times during work in the production hall, the workshop, the storage and the warehouse. Visitors not wearing safety boots are limited to movement within specially marked zones (as indicated using the symbol on the left).


 Safety vests are to be worn on factory premises. **Caution: moving cranes and forklifts!**

 On-site machinery and moving machine parts are not to be touched under any circumstances.


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


 Video and photography in and around the plant is strictly prohibited without the consent of the mill management.

 The speed limit is restricted to 30 km/h. Walking speed is stipulated on train overpasses and construction areas. German traffic regulations apply. Please use the parking zone in front of the administration building.

 Storing items or parking vehicles within the 5 meters safety zone of train tracks and overpasses is prohibited.

 The area

 in and around the plant and factory facilities is to be kept clean.

 Designated fire lanes and emergency areas are to be kept clear at all times.

### In case of a fire alarm

observe the following rules:

If you hear a siren or see a red warning light follow the indicated emergency exit path. Leave the building as quickly as possible and proceed to the next meeting point.



(employee parking lot, parking lot nearby Dunapack). Please wait for further instructions.



Emergency phone number: 112

Emergency # for mobile phone use: 03564 6 112

Emergency phones are located next to all stairwells.



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

- Where** did it happen?
- When** did it happen?
- What** happened?
- How many** people were injured?
- Who** are you?

Wait for further instructions.

**Please help guide the emergency team!**

### In case of a fire:

- Inform those who are in danger!
- Assist others!
- Do not use elevators!
- Follow the emergency exits!
- Wait for further instructions!

**Inform administrative staff:** 03564 69 47 26  
**Other incidents:** 0162 279 03 33  
**Shiftleader on duty:** 0162 279 03 19

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