



Information for suppliers and collectors

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

The supplier/collector module includes information on:

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■ 1. Accessing the industrial site

Every person entering or driving in the industrial site to deliver or collect something must register in the responsible forwarding agent building. They shall receive a short introduction on the most important behaviors at the site and the respective documentation.

After determining the identity and the examination of the shipping documents, the personal details will be collected, an entrance chip provided and the travel route transmitted.

Every person driving into the industrial site must always carry along protective shoes, helmet, and goggles. If the work clothes are contaminated, they must not be brought outside the plant.

It is mandatory to follow the instructions of the plant personnel.



■ 1. Accessing the industrial site

In the industrial premises, the traffic regulations and all further company regulations apply. The maximum speed allowed in the premises is 30 km/h.



It is forbidden to smoke in the entire industrial site. Smoking, eating and drinking are permitted only in the dedicated and marked areas.



Every person entering the industrial site or performing activities must not be under the influence of alcohol or drugs or have taken medications which may affect their perception.



It is allowed to take pictures and record video only when being expressly authorized to do so. Such authorization must be carried along at all times and shown whenever required.



■ 2. The plant premises

In order to ensure compliance with the speed limit, radar controls are performed. Safety belts must be put on at all times.

It is allowed to drive only on roads, marked spaces and traffic routes of the construction site. Parking is allowed only in the designated or assigned areas.



Traffic routes may also serve as evacuation and emergency routes and cannot be blocked. The same applies to the accesses to all safety equipment.



Particular attention must be paid in the area of storage facilities, as forklifts may come around without warning.

Railways may be passed only on designated passages on the railroad. Railway lines and their immediate surroundings must be kept clear. Generally, rail transport has right of way in the plant area.



■ 2. The plant premises

Each visitor must behave and work conscientiously and responsibly, respect all safety provisions, information, signs and report promptly any failures, emergencies and accidents - especially road accidents and injuries - to the responsible supervisor.

The plants may be accessed only by authorized personnel.

The parking lot exits count as lowered curbs and give no right of way. If you cross pipe racks, please be aware that there may be scaffolding limiting the height of the passageway. Maneuvering trucks keep causing severe accidents. For this reason, in case of unclear behaviors or reverse driving, provide the marshaller with a safety vest; they must keep eye contact with the driver.



■ 2. The plant premises

In some parts of the plant, explosive atmospheres may build up. Such facilities are made not accessible or are marked by respective warnings. Driving into such area in which fire and explosions may arise is strictly prohibited.



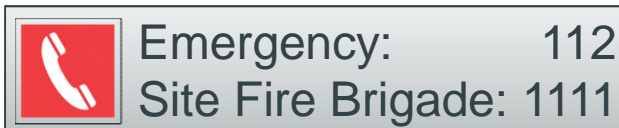
■ 3. Loading and unloading

The loading is automatically performed on all loading stations by means of a loading control system. In order to avoid severe falls during loading, it is mandatory to set up the safety grate of the vehicle and to put on personal fall protection equipment. Only after it is possible to access safely the loading area of the tanker.



All loading processes must be carried out according to the operational provisions at the site.

■ 4. Emergencies



Nobody should get injured. This principle is central in all safety work. However, if it comes to an emergency case e.g. accidents, fire or substance release, think first of your own safety. Subsequently, provide aid and notify rescue teams. To this end, always dial the company emergency number.

In case of an emergency, please remember the “W-H” rule:

- Who calls?
- Where is the accident located?
- What happened?
- How many injured are there?
- Wait for any additional question!

Ensure that the rescue team has been instructed.

■ 4. Emergencies

In case of an alarm, all cars must be immediately stopped; their lights and engines turned off. It is mandatory to follow the loudspeaker announcements and the instructions of the fire brigade and the security.

In principle, leave all plants and buildings using the shortest way and walking across the direction of the wind. In this case, use the signposted evacuation routes and the assembly points or, especially in case of a gas alarm, look for a Shelter In Place. It is forbidden to leave the assembly point without order. The fire brigade will always ring an alarm to signal the all-safe. Only after it it is possible to leave the assembly points and the Shelters In Place.



4. Emergencies

In case of contact with dangerous substances or suspected contact with chemical substances, find and use the nearest safety shower; remove wet clothing and shower for at least 15 minutes.

Use the rinsing solution available at the safety shower and wait for aid/ambulance at the event location.

■ 5. Summary

Our core concern is the health and the safety of the employees and the neighbors, as well as protecting the environment. In order to achieve this goal we have created the necessary prerequisites.

Through your personal and responsible behavior you will guarantee the safety on the site.

Health is paramount.

Safe work at our industrial site.

