

# General rules of safety and conduct

Employees and visitors  
Site: Emmerich  
April 2025



# Site overview Emmerich



# General rules of safety



For security reasons and to ensure that the persons present can be **always checked**, it is essential that all employees, visitors, truck drivers and external contractors register or sign in/out with the gatekeeper/reception desk.

# General rules of safety

All safety, prohibition and warning signs must be observed.



- Alcohol and drugs are strictly prohibited on company ground.



- Eating and drinking is only permitted in specific rooms provided.



- Photographing on the premises is generally forbidden. Exceptions may be determined in writing by the line manager.



- The use of private mobile phones is prohibited on the site!



# General rules of safety



- Smoking or naked flame are not allowed anywhere on the premises.



- Smoking is only permitted in the rooms/areas provided.



# General rules of safety



- The maximum speed is 10 km/h.

- Road traffic regulations apply.



- Industrial trucks and special vehicles operate on the premises.
- These vehicles have right of way. Special caution is advised.



The **use of cars / vans inside the factory** is only permitted for the transport of equipment etc.. Afterwards, the vehicles are to be parked outside the factory premises in the car park.

**Reversing** with vehicles without a direct view to the rear and without an acoustic warning signal is only permitted on the factory premises with an attendant.



# General rules of safety



**Please help to avoid such accidents!**

- Always use the handrail on stairs.
- Each step is to be taken separately.
- Always walk calmly and with foresight. Do not run.



# Emergency phone numbers



**200** Fire (Internal) or 112 (External)  
**from mobile phone 02822-72-200**



**200** First Aid

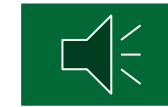
**Important:** always inform the emergency number 200 in addition, in case of an emergency call via 112



# Alarm signals

## Tone sequences in the event of an alarm Evakuierungsalarm

Successive short horn sounds  
and / or long-lasting siren tones (6 x)



## Siren function test

Long-lasting siren tone (x1)



# Behaviour in case of emergency/alarm

KLK OLEO

## Prevent fire



Fire, naked flames and smoking are strictly prohibited

### Fire safety regulations

Keep calm

Report the fire



- Emergency call: 112



- Manual fire alarm press button

Safety measures



- Warn persons at risk
- Assist helpless people
- Close doors and windows
- Follow escape routes
- Do not use elevators
- Go to the assembly-point
- Follow instructions



Extinguish fire



- Use fire extinguishers
- Don't take any risks



- Use fire hose reel



- Use other firefighting equipment

# Behaviour in case of emergency/alarm



Elevators must not be used in the event of a fire.



In the event of an alarm, proceed immediately to your assembly point via the emergency escape routes indicated.



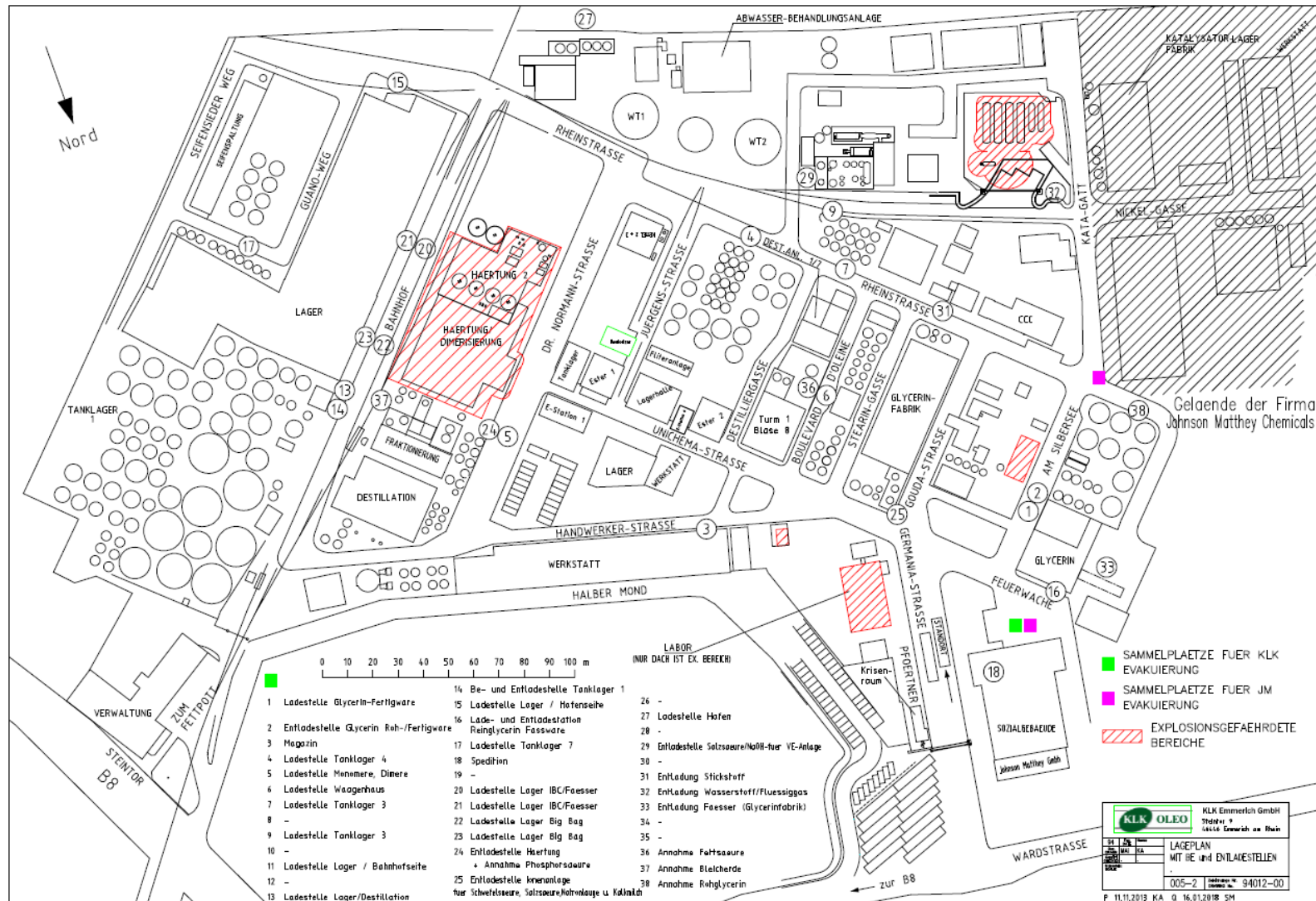
You may only leave the assembly point once the officer in charge has issued the all-clear.  
The officer's instructions must be followed.



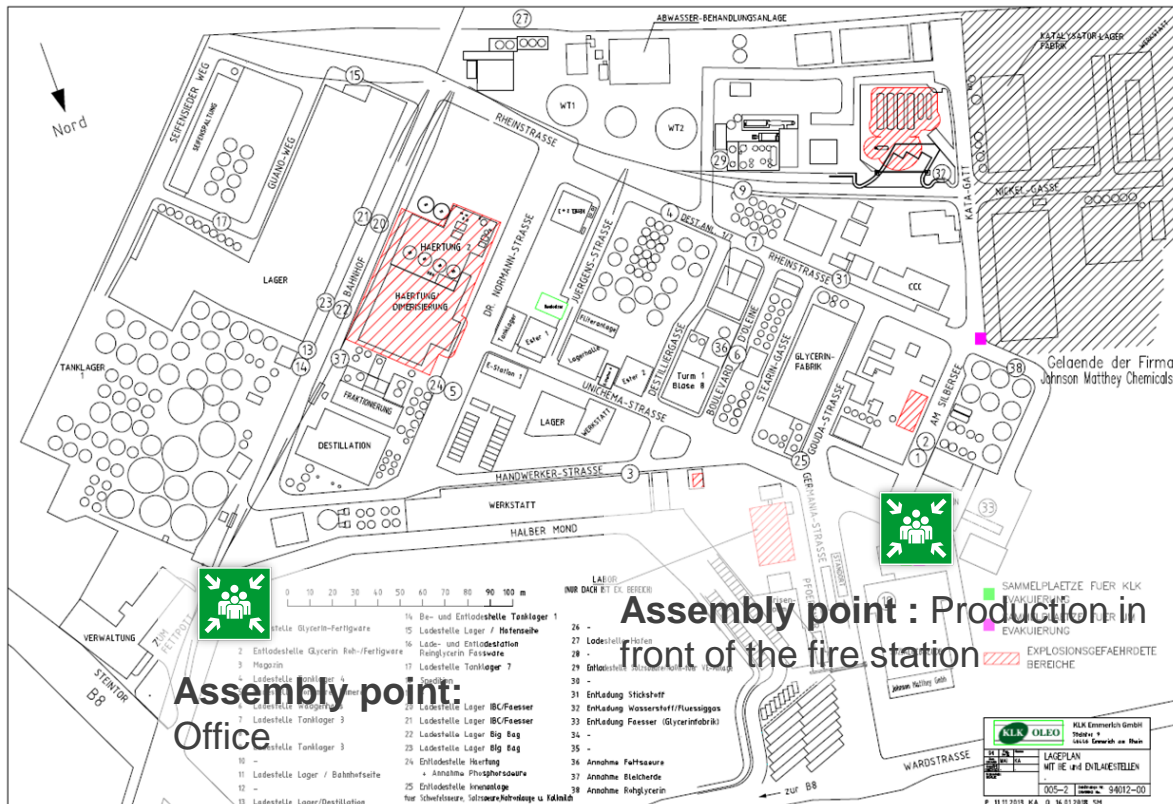
Any transportation required to a company physician/accident consultant or hospital must occur professionally, in case of uncertainty by the emergency medical service.



# Site plan Emmerich



# Assembly point overview



Assembly point

# KLK LIFE SAVING RULES

## - LEBENSRETTER



Work with a valid work permit when required.



Use prescribed personal protective equipment and available safety equipment!



Protect yourself against a fall when working at height!



Direct report all incidents and near misses!



Obtain authorization before overriding or disabling safety critical equipment!



Obtain authorization before entering a confined space!



Turn off the electricity supply to electrically powered devices!  
Follow the 5 electrical safety rules!



Never stand under overhead loads!



No smoking!  
Smoking only in designated areas permitted!



No access for unauthorised persons in plants with safety barriers

**By following these LIFE-SAVING RULES, you actively support safety at the workplace and minimize risks for yourself and others!**



## Have a valid work permit / risk assessment

- Only work with a valid work permit as soon as hazardous work is carried out
- Carry out a risk assessment on site before starting work
- Ensure that you are authorized to carry out the work or task
- Strictly adhere to all risk assessments (e.g. permit to work certificates)
- Stop work and reassess if working conditions change



## Approve and register bypasses and temporary changes

- Bypasses and temporary changes are deviations from the standard process.
- Bypasses and changes must be approved before implementation and communicated to the employees working there
- All changes and bypasses must be documented in the Shiftconnector
- It is prohibited to carry out bypasses and changes without approval (release bill or MoC).



## Switch off electricity safely for live devices

- Check that the power is switched off before working on any energized devices / units.
- Carry out a Lock Out, Tag Out test (LOTO) to check that all electrical and energized devices are de-energized
- Always observe the 5 safety rules when disconnecting. Beachten Sie immer die 5 Sicherheitsregeln beim Freischalten.



## Confined spaces: observe the approval permit and measurements

- Check that all forms of energy (e.g. steam, thermal oil, electrical heating) have been switched off before entering
- Check that the clearance measurement has been carried out by authorized persons before entering
- Use only tested respiratory protective equipment (if required)
- Check all other requirements for safe entry in accordance with the clearance certificate: access/exit route, rescue equipment, safety posts, visibility, communication, escape plan, physical condition of the person entering and presence of a qualified replacement person.



## Protect yourself from falls from a height

- Check that the fall protection used is in a safe and functional condition
- When working on scaffolding and temporary platforms without railings at heights (> 1m), use a safety belt and only use approved anchor points
- Check the condition of fixed fall protection equipment and ensure that it is in good condition (e.g. stair railings, platform protection, work baskets and/or other forms of protection for elevated platforms)
- Secure tools and materials to prevent objects from falling



## Observe precautions on wearing personal protective equipment (PPE)

- Comply with the basic PPE requirements on the site. In addition, use the necessary PPE in accordance with the requirements on the permit (working at height, working in confined spaces, opening systems, working with hazardous chemicals, hot work, lifting work, etc.)

# KLK OLEO LIFE SAVING RULES – DETAILS AND EXPLANATIONS



## Report all actual accidents and near misses immediately

- All injuries and accidents must be reported immediately
- If you recognize unsafe conditions, act by warning other people, isolating or, if possible, removing them. Report all unsafe conditions, even if you have removed them!
- If you recognize an unsafe action, intervene and stop the activity/action. Point out the dangers and, if necessary, inform the supervisor immediately



## Do not stand under hanging objects

- Ensure that the lifting equipment and slings (including the crane) and the load to be lifted have been checked and can be lifted safely
- Ensure that the lifting personnel (crane operator, signaller and safety officer) are competent
- Do not stand under suspended loads Set up and observe all barriers and exclusion zones during lifting



## No smoking! Smoking only in designated areas

- Smoking is prohibited on the entire site. There are smoking areas where smoking is permitted



## Do not enter restricted areas

- Respect the barriers: Never enter cordoned off areas unless you are authorized and have the necessary authority.
- Observe warning signs: Read and understand all warning signs and instructions posted on barriers. Observe this information and act immediately!
- Take your safety in the workplace seriously and make every effort to respect barriers and comply with safety regulations.

**By adhering to these LIFE-SAVING RULES, you actively contribute to safety in the workplace and minimize risks for yourself and others!**

# Site safety precautions for entering plants and production buildings

Safe behavior in operation

# We want you to come home healthy!



- These safety precautions are for your personal safety.
- In the event of a fire incident, it is important to know whether people may have been in the affected area.

# Safety in the lab



- Safety goggles must always be worn at laboratory workplaces.



- For work in the laboratory, the protective clothing / personal protective equipment (PPE) specified in the risk assessment must be used.
- Visitors in the laboratory must wear body-covering clothing
- Wear closed shoes



# Safety on the production site

## Basic rules of conduct for entering the production site

### *Use of Personal Protective Equipment (PPE)*



- a safety helmet



- Safety goggles

- closed sure-footed footwear only allowed on the roads!

- Wear body-covering clothing

- Visitors from outside the company must be attended!



*Before entering the site, register at the gate with a card or transponder tag!*



## Basic rules of conduct for entering the facility

**Entering our production facilities** is only permitted in the presence of a plant employ instructions of this person must always be followed.



### *Use of personal protective equipment*

- *a safety helmet*
- *safety goggles*
- *safety shoes (S3)*
- *Wear body-covering clothing*
- *It may be necessary to wear a gas monitor!*



# Safety in the plants

## Basic rules of conduct for entering the facility

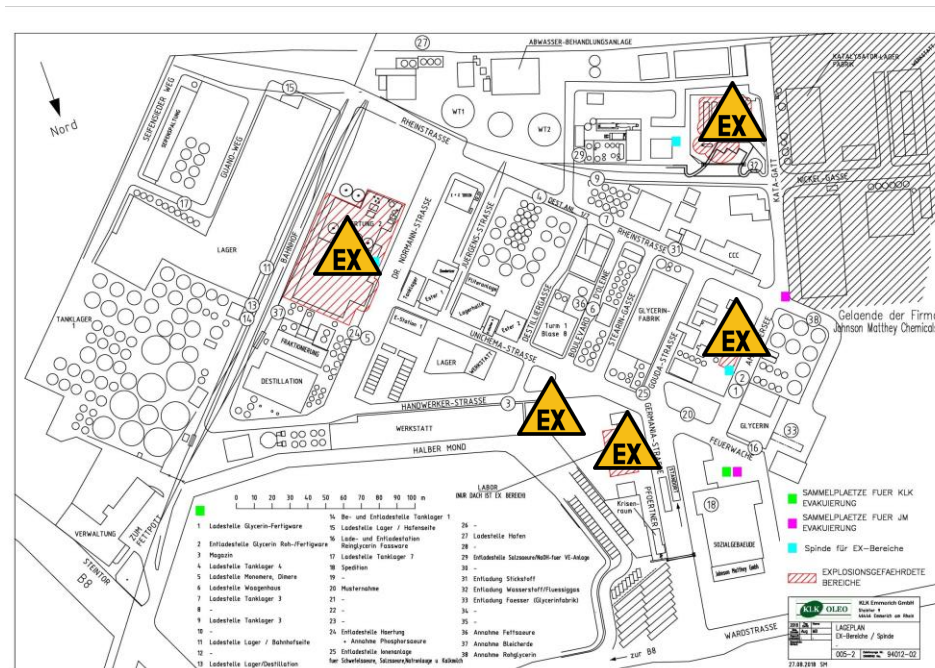


*There is an increased risk of explosion in some operating areas!*

*It is prohibited to carry or use electronic devices in these areas!*



*Access for unauthorised persons is prohibited!*



Potentially explosive area

# General rules of safety



Do not use electronic devices which are not certificated to ATEX in explosion-proof areas!

Examples:

- Mobile phones,
- Fitness watches,
- Smart watches,
- Remote controls for hearing aids,
- etc.



# Safety and conduct rules production Emmerich



- Prohibition of access to the facilities by non-employees and employees of other departments.
- Employees working at the site or employees with visitors may only enter the facilities and production buildings after prior registration with the shift supervisor and after his approval!
- Employees of other companies may only enter the facilities within the scope of a work order.
- Any work in the plants or production buildings must always be reported in advance to the shift supervisor!
- The shift supervisor must be notified before leaving the plants and production buildings!
- You do not know the current condition in the plants and production buildings and may endanger yourself.

# Safety and conduct rules production Emmerich

The following hazards are possible in the plants and production buildings:



- Danger from being caught by industrial trucks.



- Risk of slipping and tripping Hazards due to hot liquids (e.g. escape of steam / condensate at leaking connections)



- Hazards due to gases (e.g. accumulation of oxygen displacing gases)



- Hazards due to X-rays (e.g. if lines in the building are inspected by X-ray technology!)



- Danger from falling objects (e.g. crane work or work at heights)

# Entering facilities and production buildings



- Be continually aware of your surroundings as you go about your work activities.
- Think ahead and try to anticipate hazards before they can even arise.
- Take the time to look closely at your work environment before you begin work and also while performing a job.
- If people are working in the area, make visual contact before moving on, make sure you are noticed.
- Immediately report unsafe conditions to shift supervisors, warn others.
- Stop unsafe behavior by employees and contractors.

# Barriers

## Definition:

Barriers are physical measures such as fences, barrier tapes, or barricades that are used to delineate or secure specific areas in work environments.

They are used to protect employees, visitors, or others by restricting or warning access to potentially hazardous areas.

This supports compliance with safety guidelines and minimizes risks for accidents or damage.



# Barriers



- Barriers serve your safety.
- All cordoning off measures are basically carried out for as long as necessary! Entering the cordoned-off area without prior approval by the supervisor or shift supervisor is prohibited!
- Do not remove any barriers without authorization!



# Barriers

- Shut-offs are made to protect you from various possible hazards and to prevent accidents!



- Hazards due to hot liquids (e.g. escape of steam / condensate at leaking connections).



- Hazards due to gases (e.g. accumulation of oxygen displacing gases).



- Hazards due to X-rays (e.g. if lines in the building are inspected by X-ray technology!)



- Danger from falling objects (e.g. crane work or work at heights)

# Correct behavior in case of barriers

1. Respect the barriers: Never enter barricaded areas unless you are authorized and have the necessary authority.
2. Observe Warning Signs: Read and understand all warning signs and instructions posted on the barriers. Heed this information and act accordingly!
3. Reporting Problems: If you see barriers damaged or misplaced, inform your supervisor or job safety specialist immediately.
4. Requesting Permits: If you need access to a barricaded area, obtain the necessary permits from the shift supervisor.
5. Complying with regulations: Follow all safety-related regulations and procedures to prevent injuries or accidents.
6. Reporting Accidents or Incidents: If you see someone violating safety rules regarding barriers or an accident occurs, report it to the supervisor immediately.
7. Raise awareness of others: share your knowledge of the importance of barriers and the specific behaviors with your colleague(s) to promote a common understanding of safety practices.
8. Self-responsibility: Take your workplace safety seriously and make every effort to respect barriers and comply with safety rules.

**By adhering to these rules of conduct, you actively contribute to safety in the workplace and minimize risks for yourself and others!**

