



Safety-Regulations for our outside service personnel

Shortform based on 01.07.2006

Welcome to Smurfit Kappa GmbH, Viersen Papier.

High standards of safety and hygienic efficient terms are a guarantee for common success. Therefore we expect, that you consequently follow the above rules of safety and instructions of our personnel. As well we can ensure, **that we all** will work accident-free.

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Registration / Contact-Partner

Please don't forget to announce in the administration office. (Entrance ahead, first door on the right hand) You have to do it, generally. From there your contact-partner will get an information. In all cases he is your first speaking-partner. He will instruct you and if necessary, he will give you further information about our regulations..



No smoking

In all parts of the mill it is not allowed to smoke. In terms of smoking, please asked your contact-person about smoking-areas.



Taking of narcotics

The contact and taking of alcohol – including beer – drugs and other narcotics is not allowed. It is forbidden to enter the mill-area under the influence of alcohol and drugs.



Traffic in the mill

Be careful about the shunt- and transport-activities at the mill area and don't forget to wear your safety-waistcoat. You have to drive carefully and slowly. (20 km/h)



Personal equipment for protection

It is your duty to wear safety shoes in all areas of the mill, when you leave the administration office.. With walking into the production areas you have to wear hearing protection. You have to take with you and to use your personal equipment for protection including safety glasses and safety gloves.



Safety providing on your working place

Please take information about the ways of rescue, emergency exits, meeting places, equipment of fire alarm and first aid. In case of handling with chemicals make yourself familiar with available emergency showers and spray bottle for your eyes. It is important for you to know, were the next telephone to your working place is located.



Fire protection

In case of welding-, cutting- and other related procedures, you have to gather a written permission.



Set free of installations

Please take care, that any machines on which you have to work has to be disconnected from electrical energy.



Using of fork lift trucks and cranes

Driving of own and Viersen Papier fork lift trucks or cranes is only allowed with an actual driving licence and with permission of your contact person.



Tidiness and **cleanness** are requirements for a good, clean and safety word. Therefore they are the basic for safety in the mill. Tools and machines always has to be in best condition.



Hygienic regulations based on HACCP

Observe the hygienic regulations based on **HACCP**. The personal hygiene is most important. (clean working clothes, clean your hands before eating and after going to the toilet). It is forbidden to storage and take drinks and food in the production area. Don't carry bottles of glass and other breakable objects into the mill area.

Take care of a correct handling of wounds.



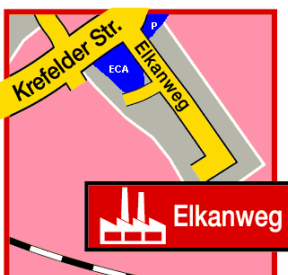
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Information about accidents, fire and danger

Please inform your contact partner immediately about heavy accidents and fire. If you couldn't reach him, inform the local fire department under the phone number **0112**. In case of fire activate the internal fire alarm on the signed fire detectors.

Parking on the mill area

It is generally forbidden to park on the mill area. Please take the public parking lot on the Krefelder Strasse, appr. 220m away. In special cases (for example delivery of material) you will get an exception permission. The administration office or your contact partner will help you.



**Thank you for your cooperation.
We wish you a safety stay in our mill.**

The General Manager