

# **Safety Sheet for Transportation Companies (Transporters/Freight Forwarders), who drive to/into the premises of Laakirchen Papier AG**

## **1. General Guidelines**

### **1.1. Scope of application/Authority:**

These safety regulations apply to the whole premises of Laakirchen Papier AG. In addition to compliance with all conditions of this safety sheet, one is obliged to comply with any additional and special safety instructions from Laakirchen Papier AG personnel. Moreover in the case of further activities on Laakirchen Papier AG premises their rules and regulations for behaviour while on their premises are to be complied with.

### **1.2. Obligation to register:**

Persons who are not employees of Laakirchen Papier AG are obliged to register at an authorized place ([see Appendix](#)). Every driver has to be proven to have been instructed by their respective transportation company in the current safety guidelines of Laakirchen Papier AG before they register for entrance onto premises.

### **1.3. Wearing of personal protective equipment:**

Wearing of the required protective equipment is obligatory. ([see Appendix](#)). Transportation companies or their sub-contractors have to provide the safety equipment themselves.

### **1.4. No Smoking / No Alcohol / No Intoxicants:**

Smoking is BANNED in all areas of company premises. Smoking is only permitted in the zones designated as such ([see Appendix](#)). Consumption of and bringing along of alcoholic beverages and/or drugs is forbidden without exception.

## **2. Driving into company premises**

Driving onto and leaving company premises has to be done in accordance with the Highway Code. Speed limits are to be complied with. Parking on places not allowed or on places with poor visibility is to be refrained from.

## **3. Driving on company premises**

### **3.1. Validity of Highway Code:**

The Highway Code as well as a speed limit of 30 km/h apply on the whole company premises ([see Appendix](#)). Special vehicles (trains, wheel loaders, high lifters and forklifts) have right of way all over company premises. It is forbidden to telephone without a hands free system while driving!

### **3.2. Railway traffic:**

All railway tracks have to be kept clear at all times for trains. Trains and wagons always have right of way. When a train approaches you have to halt in front of the crossing. Tracks may not be blocked at any time even when unloading. On both sides of the tracks a strip of 2.5m has to be left clear for conductor personnel – measured from the centre of the track (conductor rail gauge). In the case of unavoidable loading and unloading near the railway the truck driver has to keep railway traffic in mind.

### **3.3. Use of safe vehicles:**

The vehicles used by the transportation company have to be in excellent condition at the time they enter our company's premises i.e. they have to comply with legislation for the safety of motor vehicles) (see Appendix).

## **4. Behaviour on company premises:**

### **4.1. Noise and air pollution:**

Unnecessary noise and air pollution are to be avoided (see Appendix).

Regeneration of diesel particle filters is forbidden on the whole premises and especially inside halls!

### **4.2. Orderliness and Hygiene:**

Persons on the premises of Laakirchen Papier AG have to avoid any soiling or contamination of the premises. LPA hygiene regulations as set out in company premises regulations are to be complied with. (see Appendix).

### **4.3. Entry to operation facilities:**

Personnel from the transportation company are granted permission to be on company premises only in close contact to their vehicle. Entry to other parts of company premises is strictly forbidden for reasons of safety!

Persons who are with the truck but are not employed by the transportation company as helpers for the driver are only granted permission onto company premises inside the vehicle and in the common areas of the respective department.

Animals which have been brought in by the driver may not leave the cabin of the vehicle.

Staying on company premises is only permitted for the period of time it takes to do the work required. (see Appendix).

### **4.4. Condition of Vehicles:**

When entering and leaving company premises vehicles have to be in a clean condition (see Appendix).

### **4.5. Behaviour in case of a hazardous incident:**

In the case of hazardous incidents it is absolutely necessary to follow the instructions of Laakirchen Papier AG personnel.

### **4.6. Behaviour in the case of emergencies:**

Emergencies (accident, fire etc.) have to be reported immediately to the closest Laakirchen Papier AG employee. If no Laakirchen Papier AG employee can be contacted immediately the porter is to be notified (internal Emergency Number 112, external +43 7613 8800 112).

## **5. Obligation to instruct**

### **5.1. Instruction of employees:**

The transportation company owner/manager obliges him/herself with his/her signature to instruct his/her employees (including sub-contractors etc.) in these regulations for behaviour as well as in special information about the company in particular and hazards before they begin work and also at regular intervals and to inform them of the measures mentioned.

Costs arising from this instruction are to be carried by the transportation company.

This safety sheet is at your disposal on the premises of Laakirchen Papier AG.

The appendix sheet for external truck drivers is available from the respective registration office at the Laakirchen Papier AG premises.

**5.2. Sanctions:**

In the case of non-compliance with the regulations in this safety sheet you have to reckon with being forbidden entry to company premises.

The company responsible for damage arising due to non-compliance with this notice is liable!  
(see [Appendix](#)).

**6. Appendix:**

-special regulations in the individual B1 Appendixes