

In case of emergency

Stay calm!



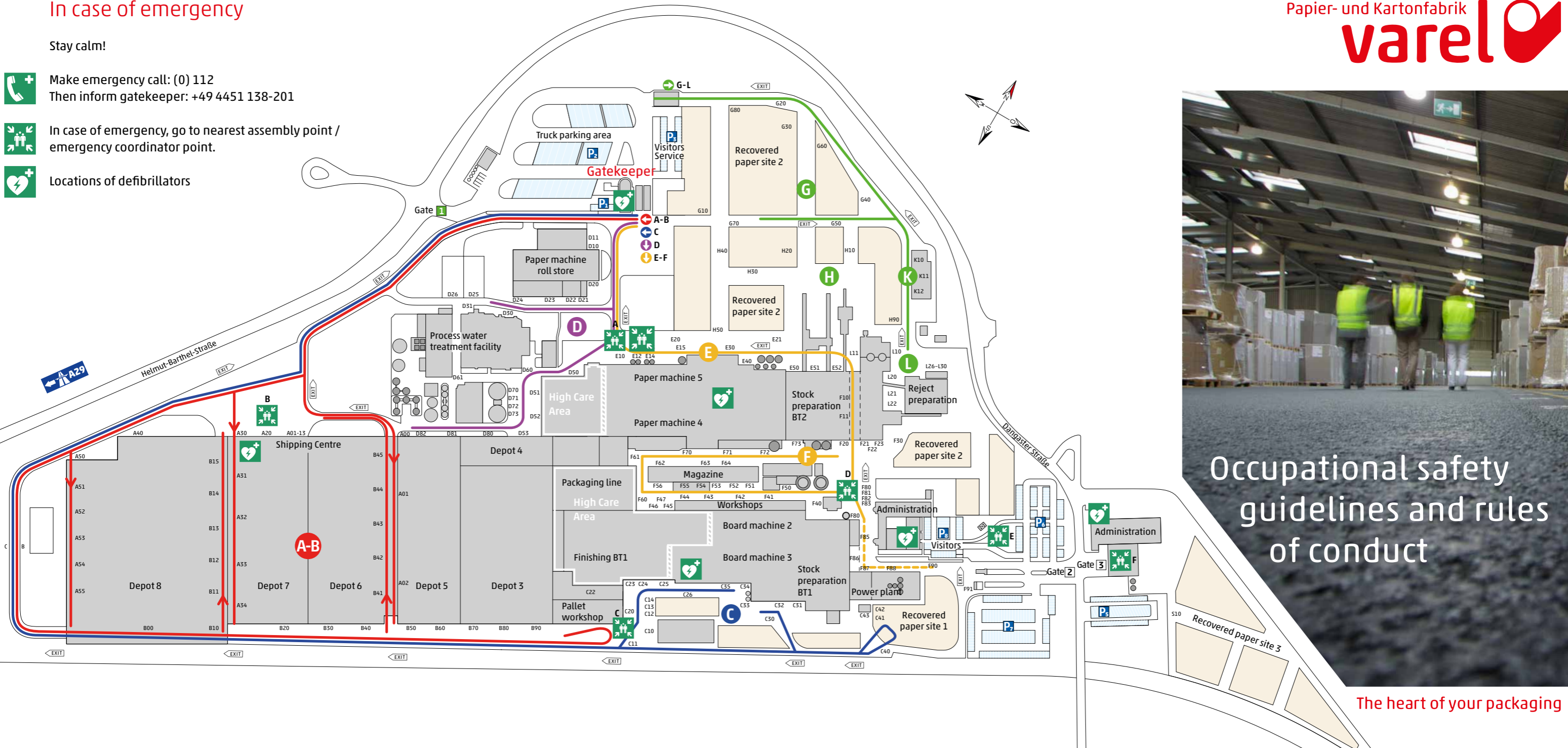
Make emergency call: (0) 112
Then inform gatekeeper: +49 4451 138-201



In case of emergency, go to nearest assembly point /
emergency coordinator point.



Locations of defibrillators



Occupational safety
guidelines and rules
of conduct

Basic rules of conduct

Welcome to Papier- und Kartonfabrik Varel

Your safety and health are of great concern to us. Please observe the following rules of conduct on the entire company premises:

All persons who enter the company premises have to be announced in advance to their PKV contact person.

The company's ID badges allow entrance via the unblocked turnstiles and barriers.

Every single person has to be registered individually when entering the company's premises. We kindly ask car passengers to pass via the turnstile. For vehicles you need a PKV parking permit.

Property belonging to Papier- u. Kartonfabrik Varel may only be removed from the company premises with written permission (gate pass).

Children under the age of 14 may not enter production-related areas!

The additional rules of conduct on the following pages must be observed in order to obtain permission to carry out work.

**Papier- u. Kartonfabrik
Varel GmbH & Co. KG**

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Germany

Tel. +49 (4451) 138-0
info@pkvarel.de
www.pkvarel.de



Safety instructions



Wear safety shoes in production-related areas (exception: visitor tours).



Wear hearing protection devices in designated areas.



Use designated walkways. Entering the waste paper sites, electrical service rooms, the power plant and warehouses is prohibited for unauthorised persons.



Wear high visibility vest.
You are required to wear a high visibility vest when entering the waste paper sites and warehouses.



Video surveillance in various areas



Pay attention to areas designated as potentially explosive. Entering areas with explosive atmosphere is prohibited for unauthorised persons.



Pay attention to industrial trucks and forklifts.

Hygiene instructions regarding product safety

A hygiene management system guarantees product integrity at PKV. The High Care areas, designated by white lines on the floor, are part of this system.
The following rules of conduct additionally apply to the High Care areas:



Persons with notifiable infectious diseases may not enter High Care areas.



A hygiene inspection must be carried out after maintenance work in the High Care areas.



Dispose of wastes only in the receptacles provided for that purpose.



The German road traffic regulations (StVO) and a speed limit of 20 km/h apply (exceptions are indicated).



Keep a safe distance from the machines. Do not reach into running machines.



Entry for persons with pacemaker is prohibited to correspondingly designated areas.



Smoking is not permitted anywhere on the company premises. The only exceptions are the designated smoking areas.



Persons under the influence of alcohol and drugs are not permitted anywhere on the company premises.



Photography and filming are prohibited. Exceptions only with the prior permission of company executives.



It is prohibited to connect electronic devices to the company network. Exceptions only with the prior permission of the IT Department.



Make sure you regularly wash your hands well and maintain clean working conditions.



Protect injuries immediately with a plaster or bandage.



To wear watches and jewellery is prohibited.



Observe prohibition of glass and avoid foreign objects, such as wood, plastic or metal splinters.



Do not unnecessarily touch paper and board.



Eating and drinking are only permitted in break rooms and control rooms.



Tie together long hair (as of shoulder length) or wear hairnet.

Additional rules of conduct

for work at Papier- und Kartonfabrik Varel:

Work with industrial trucks, cranes and aerial work platforms
Driving licence, instructions on use of equipment by a qualified worker and company-related instruction (not older than 1 year) by a PKV trainer are necessary.

Work with flying sparks

Flame cutting, grinding and welding work as well as work with considerable heat development require a note of approval for hot work from PKV's client. Keep the note of approval available at the place of work.

Work on power-operated machines and equipment

Such work requires a power cutoff confirmation from PKV's client. Personally examine it just to make sure.

Work on steam-operated devices

Work on fittings and pipelines, for example, require a power and/or water/pressure cutoff confirmation from PKV's client. Personally examine it just to make sure.

Work on electrical equipment

Such work requires prior approval by the Electrical Department and company-related instruction. Only qualified electricians or persons who have received electrical instruction have access to enclosed rooms for electrical installations, all others only when accompanied by such persons.

Work in containers, pits, pulpers and confined spaces

Entry to these areas requires written permission from PKV's client (access permit).
You must keep this permit with you.

All work shall be carried out in an energy-efficient and environmentally friendly manner to ensure sustainable protection of resources.