



VOLVO Construction Equipment
Germany GmbH

3 No. of building
□ Parking for contractors and suppliers



Assembly point



Visitor-parking

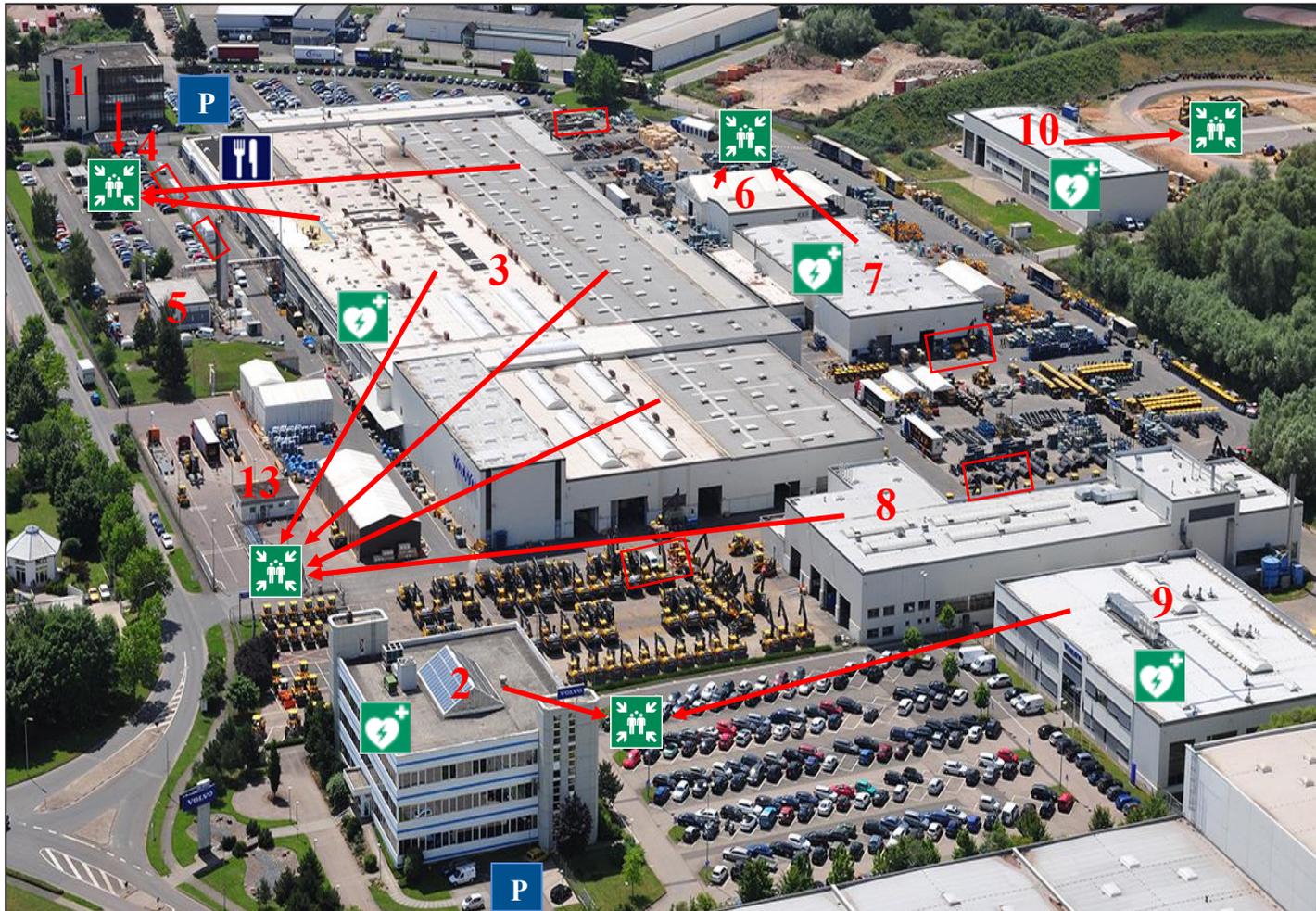


Defibrillator



Canteen

Erstellt: CVMS, Olaf Meurer, Tel: 06501-84284



Welcome to Konz



Internal Regulations and
Emergency Advices
for
Visitors and Contractors

Arrows show the respective assembly points in case of alarm.
In case of fire alarm leave the building immediately!

Volvo Construction Equipment is a global manufacturer of construction equipment.

Our core values are Quality, Safety and Environmental Care.

The following is an overview of the main safety and environmental regulations. Please make yourself familiar with the internal company regulations and adhere to them.

Registration and check out

- Check in at the reception or at the gatehouse. The visitor badge has to be worn visibly during your entire stay.
- Wait for your pick up by your contact person or until you are asked to come to the office.
- Check out after your visit or work, return the visitor badge.

During your stay

- Only stay in assigned areas, accompanied by your contact person.
- Never leave the group of visitors; otherwise you will be banished from the plant.
- Always respect access limitations, especially for EX-protected areas.



General hazards

Please take particular notice of the following hazards:

- Fork lift and other internal traffic
- Crossings with reduced visibility
- Dangling loads (cranes)
- Arc radiation while welding
- Trip / Slide hazard
- Bump hazard



Respect the advices of your contact person.

General safety rules



- Visitors wear safety vests during their stay!
- Visitors without safety shoes are only allowed to stay on the marked footpaths, inside or outside.
- You are only allowed to enter workplaces, as well as loading and unloading areas, with safety shoes (contractors and visitors).
- Where necessary, wear safety glasses when entering the workplace.
- Wear ear protection in assigned areas.
- Respect the safety and health protection signs.
- Use the doors, do not walk through open gates.
- Phone calls or any use of electronic devices (smartphone, tablet, etc.) are not allowed while walking.



Secrecy

- It is strictly forbidden to read, copy or remove Volvo CE owned documents without permission.
- You must observe secrecy about all internal activities.
- You are not allowed to take photos or films on the premises.



Incorrect behavior

- Private use of Volvo communication equipment is prohibited.
- Observe our smoking-, drugs- and alcohol rules. Smoking is only permitted at the smoking areas.



Internal traffic

- External vehicles are only allowed to enter the premises for material transport or for operational reasons.
- Never park on marked footpaths.
- As pedestrian pay attention to internal traffic.
- Observe the speed limits on the premises.
- Parking is only allowed at the assigned parking areas for contractors and suppliers after prior consultation and agreement.

Fire protection

- In case of fire or other alarms, follow your contact person to the nearest emergency exit.
- Go to the nearest assembly point with your group and stay there.
- Firefighting equipment and emergency exits have to be kept free.



And finally

Infringements of this safety and environmental regulations may result in compensation claims, complaints and site ban triggering! Volvo is not liable for any losses and damages resulting from failure to comply with the regulations.

Notify all accidents and damages immediately to your contact person, get medication also for small injuries and have them registered in the first aid log.

Emergency telephone codes

Ambulance / Fire brigade.....112

Konz Plant: 0049 (0) 6501 / 84 – direct dial

Internal emergency code	444
<small>(medical assistance + gate keeper)</small>	
Maintenance manager	517
Maintenance office.....	365 or 526
<small>week days from 07:15 to 15:00)</small>	
Maintenance workshop	800 or 840
<small>(week days from 05:30 to 20:30)</small>	
Work-/environmental safety	284
Fire protection	613

Contact person:

Notify all accidents as follows:



Where is the emergency?
What happened?
How many injured/involved persons?
What kind of injuries?
Wait for questions!