



## Safety Regulations for Hauliers

Relevant for Zementwerk Kirchdorf and the Micheldorf quarry

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### Scope:

All operating areas, buildings and facilities in the Zementwerk Kirchdorf and the associated quarry in Micheldorf.

### Purpose:

Identification of special practices for external employees from hauliers, including any employees from sub-hauliers, who are involved with transport, loading and unloading working materials in the two locations, with the aim of maintaining safety, order and cleanliness.

The "house rules" and "haulier instructions" are an integral part of the freight contract. The demonstrable, written acknowledgement is considered as evidence of the instructions to be performed and coordination in the sense of Section 8.14 of the Austrian Protection of Employees Act.

In the event of breaches, the customer receives the right to remove the individuals who are in violation from the factory premises or take other appropriate steps (see safety guidelines, escalation levels).

### General behaviour in the factory:

The "house rules" of the Zementwerk Kirchdorf.

The vehicles and associated equipment must be in a proper technical condition.



In the event of failures, technical defects or other faults in the unloading or loading facilities, particularly those that have an impact on safety, the shift manager must be informed immediately (telephone number: 0664/1248203).

Do not drive under any circumstances with a tilted vehicle (silo truck and trough).

If vehicles are parked near inclines or slopes, these must be effectively secured against rolling away.

#### KIRCHDORFER ZEMENTWERK HOFMANN GESELLSCHAFT M.B.H.

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IBAN AT68 3400 0000 0009 3716  
BIC RZOOAT2L  
ARA NO. 2935  
BONUS NO. 2396



**As a general rule, the following must be worn throughout the factory premises without exception:**

Safety helmet, safety goggles, S3 work shoes, safety vest



**Additional measures are to be observed for the following work procedures:**

Blowing procedures:

Stop the blowing procedure immediately in the event of leakages. These are mostly irritant substances (cement, fly ash, ferrous sulphate, ammonium sulphate etc.) contained in these materials. As well as the protective equipment to be worn, gloves and FFP2 filter masks are to be kept in the vehicle and – if necessary - used. **Tight-fitting goggles** must be worn when blowing in material.



Additional measures when blowing in combustible, dusty materials:

**Risk of explosion!** As well as the aforementioned measures, potential equalisation is to be used to create grounding. Absolute ban on open flames. Comply with the ban on smoking throughout the factory (apart from in smoking areas).



Loading with a forklift truck or loading crane:

Risk of crushing! Under no circumstances may anyone be present on the loading area during loading and unloading or be directly in front of or below suspended loads. Maintain constant eye contact with the loader. The truck driver must stay by the vehicle during loading.





#### Loose loads:

We primarily transport cement in the silo trucks. FFP3 filter masks and protective gloves are to be available if required. The available protective equipment is to be used (gloves, filter mask, helmet, safety goggles).



#### Loading with a wheel loader:

A safe distance must be observed. Maintain eye contact with the driver of the wheel loader. The loading position should only be adopted after a request from the driver of the wheel loader (hand signal). Sufficient safety distance must be observed on slopes. Truck drivers and loaders must jointly take care of ensuring that loads are even.



#### Risk of falling from silo trucks, loose loading bays, EBS acceptance bunker

Observe the safety warning devices. The folding rail must be used.



#### Use of compressed air:

Compressed air may only be used in exceptional cases when performing cleaning work as it always causes the circulation of dust. Material that escapes during loading must first be removed using a vacuum cleaner or brush and only afterwards with compressed air. Goggles, filter masks and protective gloves must be worn.





#### Feeder line:

When weighing various work equipment in and out, the tracks of our feeder line are to be crossed using the associated vehicles. As moving work is performed on a daily basis, particular caution is to be taken.



#### Load securing:

It is only permitted to load vehicles and trailers if the load and individual parts are stored on the vehicle or trailer or secured using suitable means, so that they can withstand any forces arising and the safe operation of the vehicle is not impaired and endangered. The individual parts in a load must be stored in such a way and secured by appropriate means, so that their position relative to each other and the vehicle walls can only change slightly. The load or individual parts are to be secured if required e.g. using lashing straps, clamping bars, transport protection pads, non-slip underlays or a combination of suitable load securing means.

**The carrier, driver, forwarder and shipper are responsible for securing the loads!**



#### Necessary personal protective equipment when loading and unloading in the Kirchdorfer Zementwerk:





### **Acknowledgement of the safety regulations**

By signing this document, I confirm that the drivers sent to the locations of Kirchdorfer Zementwerk and the Micheldorf quarry have been informed about the content of the "Safety Regulations for Hauliers". In the event that sub-hauliers perform the transport, they shall also be informed about the safety guidelines.

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Date

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Company signature