













## LGI Safety Regulations for Warehouse and Dock Areas

These are to be complied with at each LGI location and all LGI employees are instructed to report violations to the location manager.

**Note:** Loading and unloading activities will be stopped immediately if these Safety Regulations are not complied with.

<b>1. Access to the company premises</b>	
<ul style="list-style-type: none"> <li>Access to the company premises is at your own risk: <b>Mandatory signs, prohibition signs and notice signs must be complied with!</b></li> <li>Only areas for which the visitor has registered may be accessed.</li> <li>Visitor IDs must be worn openly so that visitors may be identified and treated as guests.</li> </ul>	
<b>2. Traffic regulations for pedestrians</b>	
<ul style="list-style-type: none"> <li>Pedestrians must use the existing walkways.</li> <li>Walking in the roadway is permitted only if the road has neither a pedestrian walkway nor a shoulder.</li> <li>If you do use roadways, please stay to one side.</li> <li>Pedestrians must maintain <b>safety distance of at least 5 m</b> away from <b>vehicles</b>. Visual contact is to be maintained with the driver.</li> </ul>	
<b>3. Vehicles</b>	
<ul style="list-style-type: none"> <li>Road traffic regulations apply on the company premises.</li> <li>The <b>speed limit is 10 km/h</b>.</li> <li>Any obstruction of traffic within the company or of the approach paths and staging areas for the fire department and emergency vehicles is strictly prohibited.</li> <li>Do not drive on pedestrian walkways.</li> <li>Stopping and parking are permitted only in the specially marked areas.</li> </ul>	
<b>4. Truck driver safety</b>	
<ul style="list-style-type: none"> <li>Wear a <b>high-visibility vest</b>.</li> <li>Wear <b>safety shoes</b>.</li> </ul>	
<ul style="list-style-type: none"> <li>During loading and unloading and during waiting periods, drivers are to remain in their assigned safety areas, break rooms or in the cab. <b>Drivers are not permitted to wait in the warehouse areas.</b></li> <li>Drivers are permitted to spend time in the loading areas only for load securing purposes upon arrangement with the responsible loading personnel.</li> </ul>	
<ul style="list-style-type: none"> <li><b>Make visual contact with the forklift driver.</b></li> <li>The marked pedestrian paths must be used.</li> <li>No shortcuts are permitted.</li> </ul>	

<b>5. Safety during loading and unloading</b>	
<ul style="list-style-type: none"> <li>• Goods and objects may be placed or unloaded in the designated areas only.</li> <li>• Driving with tailgates open or tarps unfastened is prohibited.</li> <li>• Goods may be accepted and picked up only at the specified times via the designated loading docks.</li> <li>• Trucks <b>parked at the ramps or loading docks must be secured with chocks</b>. This is not mandatory for side loading and unloading.</li> <li>• <b>Secure the load using suitable load securing equipment</b> (any property damage from load securing equipment will be charged to the carrier).</li> <li>• Any and all loading damage is to be documented on the freight paperwork.</li> <li>• The vehicle must not pull away from the ramp or loading dock until the loading or unloading activity is completely finished and clearance has been given by loading personnel.</li> </ul>	 
<b>6. Rules for behavior</b>	
<ul style="list-style-type: none"> <li>• <b>Smoking is prohibited</b> on the entire company premises. Smoking is permitted in the designated areas only.</li> <li>• There is a general <b>prohibition on alcohol and drugs</b> on the entire company premises.</li> <li>• <b>Voice recordings, still or video recordings are not permitted on the company premises.</b></li> <li>• The instructions of LGI employees must be followed.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Please use the designated restroom facilities.</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>In emergencies or in case of fire alarm</b>, exit the company premises using the nearest designated <b>emergency exit</b> and go to the designated <b>meeting point</b>.</li> <li>• Accidents and emergency situations must be reported to LGI employees immediately, specifying the type of emergency and the exact location of the accident or emergency situation, including the number of injured persons where applicable.</li> </ul>	
<b>7. Liability for damage</b>	
<ul style="list-style-type: none"> <li>• LGI shall be liable for damage as provided by law only in case of gross negligence or deliberate action.</li> <li>• <b>Any damage caused must be reported immediately to plant security or the driver sign-in office.</b></li> </ul>	
<b>8. Searches</b>	
<ul style="list-style-type: none"> <li>• To protect company and personal property, plant security staff or employees of the driver sign-in office may carry out searches on company premises. Upon request, the visitor must show his or her ID as well as open any briefcases, purses, packages or the like.</li> <li>• If permission has been granted to enter company premises with a vehicle, the content of the vehicle is also subject to search.</li> </ul>	