



Security and behavioural rules for other companies and their staff

Griesson - de Beukelaer GmbH & Co. KG
and Wurzener Dauerbackwaren GmbH



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1. General

1. All persons other than our own employees must register their arrival on, and departure from, our premises with the gatekeeper.
2. All work on our premises must be agreed with the GdB management concerned in advance.
3. Those parts of our premises not affected by your order or commission may not be accessed. This does not apply to rest rooms, smoking areas and canteens.
4. Work outside normal working hours must be agreed in advance with the GdB management contact responsible.
5. All unusual events such as accidents, fires, leaks, technical malfunctions etc. must be promptly advised the GdB management concerned.
6. Workplaces must be kept clean and tidy.
7. Prohibitory, mandatory and informational signs must be observed.
8. A visitor's ID must be worn clearly visibly at all times on our premises.
9. Vehicles must be parked as directed if parking permission is granted. The blue vehicle ID card must be placed behind the screen where it can clearly be seen. Parked vehicles must not leak fuel, oil or lubricant.
10. Confidentiality must be maintained on all documents and information provided. Photography is subject to express permission by the GdB management concerned.



11. Do not carry out any work in our production area/s generating dust or odour, such as grinding, welding or painting. If same is unavoidable then it must be agreed with the GdB management responsible in advance and the place/s involved completely sealed off using curtains or the like. All such places must be thoroughly cleaned after such work has been completed.
12. Only NSF-H1 lubricants and cleaning agents may be used in the production area. Please consult the GdB lubricants list to ascertain which lubricants may be used. GdB supervisory staff have a copy for perusal if required. Said supervisory staff can issue such lubricants if necessary.
13. Smoking is only permitted where expressly stated.

2. Occupational Safety

1. Contractors and sub-contractors must adhere to all relevant occupational safety regulations and in particular the rules applicable in law or promulgated by any responsible authority or employers' liability insurance association.
2. Occupational safety measures must be implemented and all accident prevention instructions followed.
3. Griesson - de Beukelaer GmbH & Co. KG or Wurzener Dauerbackwaren machinery and/or equipment may not be used or operated. Exceptions are subject in all cases to agreement with the GdB management responsible and familiarisation with the machinery and/or equipment in question.
4. In the event of non-routine activities (work which does not form part of „normal“ everyday business) a rapid risk analysis (QF P & T010) must be undertaken before commencing activities to determine the necessary protective measures.
5. Written permission (QF TD007 Permit) is required to use our industrial lorries, floor conveying equipment etc. with passenger capability (forklifts and pedestrian controlled lifting and moving devices) and mobile elevating work/working platforms.
6. Only safe working materials may be used. Safety equipment may not be circumvented or made ineffective.
7. Cleaning, adjustment and repair work on machinery may only be performed when the machinery in question has been shut down. The main switch must be turned OFF and secured against being unintentionally turned ON again.



8. Electrical equipment may only be checked and repaired by qualified electricians.
9. Tightly fitting work clothing must be worn in the vicinity of rotating machinery. Gloves, jewellery, scarves and long unconfined hair are forbidden.
10. Written permission (QF TD005 Access Permit) to access and move around in same is required before working in containers or confined spaces.
11. Safety measures must be taken if there is any risk of accident. Ladders may only be used for their proper intended purpose.
12. Do not stand under airborne loads.

13. Bus bars may not be subjected to mechanical stress or allowed to contact water.
14. Scaffolding must first be released in writing before use. The scaffolding release certificate (QF TD042) must be attached to the access point of the scaffolding.
15. Roofs may only be accessed by agreement with the GdB management responsible and written approval (QF „Permit for accessing roofs“). Domed rooflights are not safe to walk on. Doing so risks breaking through.
16. Never stand behind any reversing vehicle. Caution is essential where crossing visibility is poor.
17. Keep well away from the shaft wall in goods lifts.
18. Caution is essential on damp, dusty and greasy floors and surfaces. Use the handrail on stairs. Never run.
19. Safety shoes must be worn when working in production, workshop, laboratory, engineering, kitchen or warehouse areas.
20. A safety helmet must be worn where building or assembly work is being performed or there is any risk of falling objects.
21. Detectable ear protectors must be worn in areas labelled as noisy. Ear protectors and safety goggles must be worn when using compressed air for cleaning purposes.
22. Protective gloves must be worn when working with hot or sharp edged items.



- 23. Suitable safety equipment must be worn and all applicable company rules observed when handling dangerous goods.
- 24. No alcohol or other intoxicant may be consumed on our works premises.
Persons who have consumed alcohol may not enter our works premises.
- 25. All accidents and injuries on our works premises must be documented on our “Company accident report” forms.
- 26. A permit (QF P+T011) must be filled in before opening pipelines.



3. Fire Safety

1. Written approval (QF TD004 Hot Work Permit) must be obtained before work involving fire or sparks (e.g. welding, cutting, soldering and heating any substance). A copy (sheet 3) is to be displayed in the vicinity. (Note: no hair nets, devices for shaping/confining beards or moustaches or disposable work clothing may be worn when performing such work).
2. Packaging material no longer required must be removed from the building promptly.
3. Escape routes, emergency exits, first aid and fire protection equipment and switch and control cupboards must always be accessible and unobstructed.
4. Gas bottles must be secured to prevent their falling over. Their valves must all be closed after use.
5. Fire doors must not be restricted in their function in any way. Their automatic closure must not be obstructed in any way.

4. Explosion Protection

In areas labelled as being subject to the risk of explosion (yellow warning triangle with EX in black on it) the working instructions displayed entitled “Behavioural Rules in Areas Subject to the Risk of Explosion” must be adhered to.

5. Environmental Protection and Energy Saving

1. Contractor's special waste (dangerous waste) must always be disposed of by them at their expense. Normal (not dangerous) waste may only be disposed of in our works waste disposal system by prior agreement with the GdB management responsible. Waste must be correctly sorted.
2. Substances endangering water (oil, grease, solvents, etc.) may not be disposed of in the soil or any wastewater system. Suitable containers must be used when delivering or handling same.
3. Emissions that are environmentally dangerous and unnecessary noise must be avoided.
4. Everyone is asked to save energy wherever possible. This particularly applies to switching off consumers not needed, using compressed air, closing off air conditioned or heated areas and using fresh water.

6. Behaviour in the Event of an Accident or Fire

1. Behaviour in the event of an accident:

- Keep calm.
- Render first aid and order an ambulance (**telephone number 0-112**).
- Advise the management responsible promptly.
- Inform the gatekeeper or main switchboard of the arrival of the emergency services and the location of the accident.

2. Behaviour in the event of a fire:

- Put minor fires and embers out immediately provided this does not involve any risk to yourself.
- If the fire is major or there is a lot of smoke call the fire brigade (**telephone number 0-112**).
- Advise the management responsible promptly.
- If the building has to be evacuated make your way to the meeting point advised. Locations are given in the evacuation and emergency plans.
- Inform the gatekeeper or main switchboard of the arrival of the fire brigade and the site of the fire.

7. Hygiene and Food Safety

Due to legal requirements we have a duty to advise and/or safeguard the following where all persons entering our production facilities are concerned.

1. All visitors to areas to which heightened hygiene standards apply must first wash and disinfect their hands.
2. Injuries, rashes etc. on the hands must be completely covered. The metallic plasters provided by GdB must be used to cover minor injuries to the hands.



3. No one with an infectious disease (e.g. a gastrointestinal infection) may enter any such area. Please advise us if you were in a country four weeks or less ago in which there is an increased risk of infection (e.g. any tropical country). If so then you may not enter any area in which any product of ours is uncovered.
4. Jewellery of any kind (e.g. watches, rings, ear rings, armbands, necklaces etc.) may not be worn in such areas under foodstuffs law and for reasons of hygiene and of occupational safety. This applies to all forms of piercing.

5. Disposable working clothing or hygienic clothing must always be worn in areas to which heightened standards of hygiene apply. Hygienic clothing must be clean and worn buttoned or zipped up. Private outer clothing must be completely covered by it. Said disposable working clothing or hygienic clothing must be taken off in toilets, canteens, outdoors and when smoking. Please refer to the works hygiene plan for further details. Some private items are not permitted in the aforementioned areas. This includes photo and video equipment, cigarettes and medicines in particular.
6. The head and all hair on it must be covered completely in said areas. Hair clips may not be used to secure such covering. Said covering must be donned before the clothing acceptable for use in areas to which heightened standards of hygiene apply. In such areas persons with visible beards/moustaches must cover same completely. If a protective helmet has to be worn then it must be worn over the hair net.
7. Smoking, eating and drinking is forbidden throughout all such areas and in our warehousing/storage areas.
8. In areas to which heightened standards of hygiene apply only tools made entirely of metal and/or that can be seen on metal detection equipment may be used. The use of wooden tools is not permitted. Tools for use in the areas subject to hygiene regulations must be cleaned before entering same to prevent foreign bodies being brought in. Tools contaminated by raw materials or bakery products must be cleaned immediately after use to prevent allergen contamination.

9. All external doors and gates must be kept closed. Personnel who have not been familiarised with our hygiene requirements may not enter our business premises. No changes not associated with the task commissioned may be made to raw materials, finished products or components.
10. Always ensure that foreign bodies and contamination of any kind are removed from all working spaces near the production area after use thereof.

8. Possible Measures to be Taken if These Rules are Breached

In the event of breach of any of the foregoing rules we reserve the right to caution the person/s concerned, to refamiliarise them with same or to ban such persons from our works premises.

Thank you for your support.
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