

# FOR VISITORS AND EXTERNAL COMPANIES DIRECTIONS AND MAP

- Coming from Augsburg follow the "B300" in direction "Memmingen".
- After the green town sign "Lettenbach" turn right at the "OMV" gas station into the street "Keimstraße" and follow this street to the left.
- Visitors, customers for the factory outlet, external companies, etc. drive through factory gate 1 and register at the reception desk in the main office! For meetings and seminars, please, register with the KEIM Academy.
- For pick-up and delivery, please, take factory gate 2 and register with the shipping, goods collection or goods receiving department.



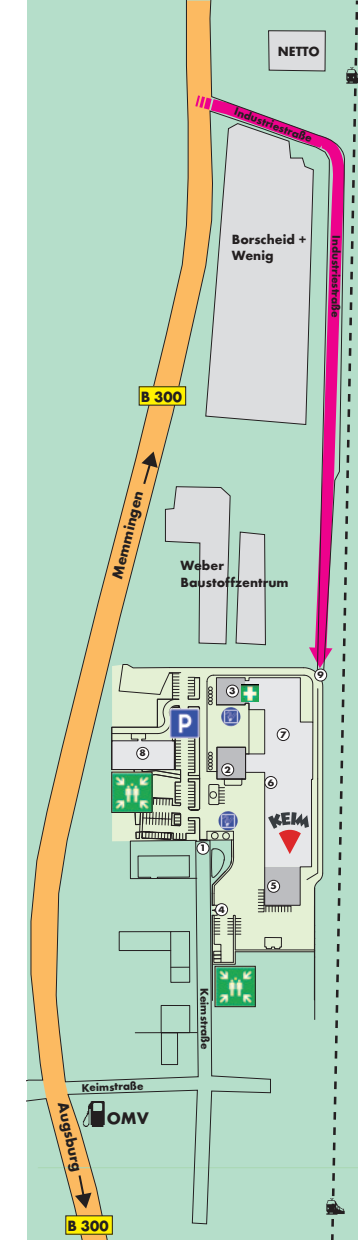
**KEIM** KEIMFARBEN GMBH  
 Keimstraße 16 / 86420 Diedorf / Tel. +49 (0)821 4802-0 / Fax +49 (0)821 4802-210  
 Frederik-Lipsen-Straße 6 / 15926 Luckau / Tel. +49 (0)35456 676-0 / Fax +49 (0)35456 676-38  
[www.keim.com/](http://www.keim.com/) [info@keimfarben.de](mailto:info@keimfarben.de)



# SAFETY INFORMATION FOR VISITORS AND EXTERNAL COMPANIES PLANT DIEDORF

KEIM. COLOURS FOR EVER.  
[www.keim.com](http://www.keim.com)

# ONLY FOR SILO TRUCKS DIRECTIONS AND MAP



- Coming from Augsburg follow the "B300" in direction "Memmingen".
- At the first intersection after the town sign "Diedorf" turn right into the street "Industriestraße".
- Stay on "Industriestraße" up to the KEIMFARBEN driveway for silo trucks until you reach factory gate 3 (see No. 9). **PLEASE NOTE: There is no possibility to turn!**
- Please, ring the bell at the gate to announce your delivery and the gate will open.
- Please, follow the instructions of your contact person at KEIMFARBEN who will assign you a parking space for unloading.

## WELCOME

KEIMFARBEN GmbH is quality and technology leader in the field of mineral building protection for more than 135 years.

We summarised information in this flyer for your safety and protection from specific hazards.

After entering our company premises all visitors, customers of the factory outlet, external companies or their employees must register at the reception desk in the main office and, in the case of seminars or meetings with the KEIM Academy. At the reception you will receive a personalised visitor or business partner pass. Please wear this pass well visible during your stay on our company premises. When leaving our company, please, return your pass to your KEIMFARBEN contact person or reception.

For all external companies performing works (commissioned by us) in our plant apply besides this safety information also our work rules. When you register, the work rules will be either handed out or you can read them on the information boards. In case you need a permit for dangerous tasks and/or works in tanks or in confined spaces, please, let us know when registering at the reception desk in our main office.

Collectors and suppliers (without silo truck) must register with the shipping or receiving department.

### IMPORTANT TELEPHONE NUMBERS

Main office/reception .....	+ 49 (0)821 4802-0
KEIM Academy .....	+ 49 (0)821 4802-111
Shipping department .....	+ 49 (0)821 4802-202
Receiving department .....	+ 49 (0)821 4802-194
Waste disposal .....	+ 49 (0)821 4802-181
Internal emergency call .....	+ 49 (0)821 4802-333
External emergency call .....	112

## SAFETY INFORMATION

We kindly ask you to observe and follow the instructions of your contact person, our local staff and our signs. Everyone should conduct themselves on our premises so that harmful environmental influences are avoided. All relevant valid work safety rules and environmental regulations must be observed.

Entering the factory premises is at your own risk. Particularly claims for damages are excluded as far as such damages were caused by intentional or grossly negligent conduct of employees or their commissioned persons. Legal claims as commissioned person shall remain unaffected hereby.

Production facilities and warehouses must only and always be entered wearing safety vest or safety shoes. Please, pay attention to possible obstacles lying on the floor during your stay in the production facilities and warehouses.

You must wear personal protective clothing (protective equipment PPE) in marked areas or for works where required. Equipment with safety clothing required is up to the business partner. Visitors receive their personal protective equipment (PPE) from their contact person if required. Upon request you have to wear ear protection in areas marked appropriately.

Please stay only in areas where your contact person has given authorisation or taken you to.

On the entire factory premises there is high traffic volume. Please, do not stop in crossroads or in the doorways of buildings. Only use entrances and exits as well as the sidewalks provided for pedestrians. **PLEASE, WATCH OUT FOR THE TRAFFIC!**

It is not allowed to touch or to reach into machinery or equipment. Please take care that our employees can work undisturbed.



In potentially explosive areas applies the following:  
1. Please pay attention to the on-site information.  
2. Permit is required!



Persons with electronic medical devices, such as pacemakers, are not allowed for reasons of health to enter the production facilities or warehouses.



### ROAD TRAFFIC REGULATIONS IN THE FACTORY AND IN THE OUTDOOR AREAS

The road traffic regulations (German StVO) apply on the factory site, noting that pedestrians and fork lifts have priority. On the entire factory premises all road users must follow the road traffic rules and also the factory-internal traffic regulations and rules of conduct on the corresponding signs (e.g. speed limit, no drive thru, no parking). Special precautions must apply when reversing! Please pay attention to internal transport with industrial trucks, especially at crossings and places that are poorly visible.

“Drive slowly” applies on the entire factory premises! Maximum speed is 10 km/h.



Vehicle parking is only in clearly marked parking places allowed. Accesses provided for the fire brigade, fire-extinguishing devices, traffic routes, transformer stations, emergency exits and manhole covers must be kept clear at all times! It is not allowed to leave a vehicle parked overnight on the premises without an explicit approval.



## CODE OF CONDUCT

### THE FOLLOWING IS GENERALLY PROHIBITED

Photography and filming are strictly forbidden. Only the management may grant a temporary exception permit!



Smoking is permitted only in the designated smoking areas.



Outside of these areas we kindly ask you to refrain from smoking.



### NON-DISCLOSURE

The visitor or business partner is obliged to keep secret all business and company secrets and other information which have become known to him.

### TOTAL BAN ON ALCOHOL AND DRUGS

On the entire KEIMFARBEN premises it is forbidden to bring or consume alcohol or drugs!

### WASTE DISPOSAL

Any waste material or packaging must be removed after completion of work.

### WATER-CONTAMINATING LIQUIDS

Water-contaminating liquids must be handled very carefully. Contamination of the ground or ground water must be avoided in any case. Any damage event or noticeable failure must be immediately reported to the internal emergency call: + 49 (0)821 4802-333