

General Rules of Practice

- Entering the area is at your own risk!
- Extreme caution and consideration is called for on the entire company grounds. The speed limit for cars is 20 km/h. German road traffic regulations apply here.
- Smoking or open fire is forbidden on the entire grounds, except for the designated smoking areas.
- Consuming alcohol or drugs is not permitted; persons under the influence of alcohol or drugs must leave the area.
- Outside of the intended rooms, you are not allowed to eat or drink on the company grounds.
- In case of a fire alarm (acoustic continuous signal by the fire alarm system - siren), you immediately have to go to the assembly place (area in front of the baling press/baler); the signs of the escape route lead the way.
- **Follow the instructions of the operating personnel.**



Behaviour in the Area of the Vehicles

- Drive in vehicles at walking speed according to the traffic lights
- Registration at the scale: Statements about licence plate and origin of the waste
- Weighing according to the instructions of the personnel at the scales

Behaviour at the Site

- Drive directly from the scale to the delivery hall or to the allocated changeover point for container trains
- **Depositing containers outside of the changeover point is not permitted!**
- Driving into the delivery hall - Pay attention to stop sign and traffic lights
- Unloading the vehicles according to the instructions for the unloading points (see behaviour in the delivery hall, issue 4)
- Weigh total output at the scale and leave site

Behaviour in the Delivery Hall

1. Not more than 3 delivery vehicles are permitted to be in the delivery hall at the same time.
2. **During all activities, no person is allowed to stand directly in front of an open bunker valve (risk of falling).**
3. **During the process of unloading, no person is allowed to stand nearby the unloading places (risk of injury by flying waste).**
4. **Rules of behaviour for the unloading points:**
 - The unloading points for delivery are available/open when signalled by a green traffic light. The bunker valves are still closed.
 - At an open unloading point, bring the delivery vehicle backwards in a position that leaves enough space (at least 3 m) to open the bunker valves.
 - [Depending on the type of vehicle/container, the container or vehicle valve has to be unlocked first.]
 - Open the bunker valve entirely by pressing the respective button. When doing so, the operator stands on the board to the right hand side of the unloading point.
 - Drive the vehicle in the position of unloading.
 - Vehicles that do not have any control elements in the back area can start the process of unloading.
 - With all vehicles that have control elements (switch, safety locking, etc.) in the back area, the safety door of the unloading point has to be closed first. Afterwards, take the respective actions in order to prepare the unloading process at the vehicle. Do not use the safety door as a lift.
 - After completing the action at the vehicle, open the safety door at the unloading point again. The operator has to leave the danger area immediately. The unloading process can be started.
 - After complete emptying, drive the vehicle away from the bunker valve. Pay attention to a sufficient safety distance (at least 3 m) to close the bunker valve and to clean.
 - First, close the bunker valve. When doing so, the operator stands again on the boards to the right hand side of the unloading point.
 - Afterwards, close the container or vehicle valve. If any dirt is left in the delivery hall, sweep it into the openings at the bunker valves.

Avoid risks; repeated violations lead to expulsion from company grounds!

Safety at Work / Personal Protective Equipment

- Wear reflective safety clothing on the company grounds.
- It is recommended to wear appropriate breathing protection (against germs, bacteria, viruses) while working nearby the unloading points in the delivery hall.
- It is obligatory for every deliverer of raw materials to wear workers' protective shoes and safety helmets on the company grounds.



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Important Phone Numbers:

Emergency:	+49 (0) 112	Emergency Doctor, Fire Brigade
Office Administration:	+49 (0) 3682 / 4788 - 100	
Control Room / Shift Supervisor:	+49 (0) 3682 / 4788 - 200	4th floor / +15,42 m
Scale:	+49 (0) 3682 / 4788 - 300	Fax: +49 (0) 3682 / 4788 - 333
Supervisor Supply and Disposal:	+49 (0) 3682 / 4788 - 105	
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RABA
Südwestthüringen



Instructions for Industrial Waste Deliverers

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Zweckverband für Abfallwirtschaft Südwestthüringen