

MVB Access

Principles:

- Visitors, representatives from companies (craftspeople, temporary employees, truck drivers etc.) and tenants are only allowed to enter areas for which they have granted access or where they have to conduct work.
- Access to our production area is forbidden if not authorized specifically (example for craftspeople).
- Third persons outside of the defined stakeholders have no authorized access.
- For entering or leaving the occupational areas and our site, use the official entrance and the existing access system.
- Our restaurant is open for all stakeholders. You can reach the restaurant either directly or through our main entrance.
- Our site is closed from Sunday, 4.00 a.m. until Monday 05.00 a.m. Exceptions have to be reported to our reception and organised appropriate.
- Animals are forbidden on the whole MVB premises.

Vehicles and Parking:

- To drive into our MVB area you will be given temporary access cards.
- Vehicles in or outside of the MVB site can only be parked at assigned parking spaces.

Damaged goods:

- It is forbidden to take or eat damaged goods; we will treat such situations like theft.

Orders for truck drivers

It is essential:

- All signals and marks have to be followed strictly
- On our company grounds **the maximum speed is 30 kilometres per hour.**
- While docking on, free rolling back is forbidden. Truck, trailer or roll trailer must be secured by a chock to make sure, no rolling away is possible.
- The motor has to be turned off. It is forbidden to leave the motor on when stationary.
- Conformable ramps and gates are only to be used after being directed through MVB staff.
- Drawing vehicles, trailers or roll trailers can only be removed from the ramp, if the authorized employees have given confirmation.
- When manoeuvring on the premises, the rear and side doors have to be secured.
- Within the loading and unloading area safety shoes are mandatory (SUVA regulations). As soon as these sectors are entered, the safety shoes have to be worn. In case of casualties we refuse to take responsibility.
- Forklifts or lift trucks are only to be used by trained staff.

It is forbidden:

- To ride on a forklift with a second person, to ride a lift truck with a second person or to use a hand pallet truck as a scooter.
- The whole building is smoke free. This also applies to the loading platform. Our smoking area is specially marked.

Welcome

to Migros Verteilbetrieb AG



Bulletin for visitors, suppliers, truck drivers and external personnel

Visitors, suppliers and external personnel need to report themselves at our reception desk. You will get picked up by your contact person and accompanied on to our premises. Please give our front desk your name, company and contact person to require access. Truck drivers are guided through our Areamanagement-System. If you have any questions, please contact our inbound coordinator.

The whole MVB premises are smoke free



Please use the smoking area by the main building, 1st floor.

Your contact person is:

If not available ☎

062 855 61 11

Safety Regulations

General safety rules, self-protection:

- Always wear safety gloves and working clothes
- When attending dangerous work, use gloves, safety glasses, earmuffs, and helmet etc. Pedestrians always have right of way
- Only use tools in flawless condition (Ladder, instruments, equipment etc.)
- Do not disable safety equipment
- Follow instructions and orders
- Do not work under the influence of alcohol or drugs
- Detected risks, defective equipment etc. Always report to the security agent or your contact person



Special security rules when working at MVB:

- Activities with fire, such as welding, flame cutting, brazing or activities which create sparks as grinding and sanding will need a authorization of the plant security officer
- Milling or drilling activities only with authorization of the construction engineer
- If working in the storage feed or high bay areas you need to previously disable the linear detector

An additional education is needed when:

- Manoeuvring forklifts or pallet lifts only with forklift license SVIT
- Transportation of dangerous goods

Emergency: Fire, Accident



Behaviour in case of fire: Generally:

- **Alert, call and report fire to 6510**
- Rescue, retrieve to safety
- Support (extinguish fire)



Behaviour in case of fire: escape ways

- Leave building by using the emergency exits or escape ways and immediately head to the gathering place (**Do not use elevators**)



Behaviour in case of accident: first aid

- Stay calm, overview situation
- **Call MVB-Emergency No: 6510**
- Secure area and conduct first aid
- First aid referred to schema *BLS-AED*
- Instruct rescue teams



Place patient correctly:

- Patient with pale face place level
- Patient with red face: Place upper body high
- Patient unconscious: place on side

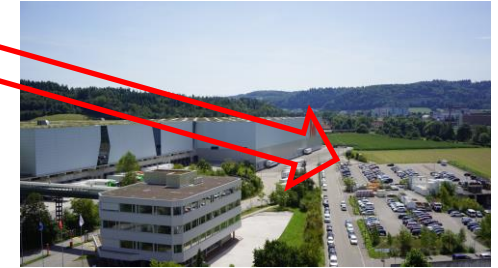
Incident „Endangered day to day business“

Behaviour for incident: Immediately



- **Inform the responsible Process Leader**
If not available:
- **Call MVB-emergency no. 6510**

Evacuation



If the Sirene-Alarm sounds, ALL employees and ALL individuals are prompted to leave immediately, quickly but calm our building. Please use the quickest route.

→ Please use the signaled escape paths

ALL individuals head to the gathering place at the employee parking lot and wait there for instructions.

Emergency numbers

MVB emergency number	6510
Medic intern:	6510
Security Officer (SiBe):	6447
Ambulance:	(0) 144
Police:	(0) 117
Fire Department	(0) 118
Poisoning:	(0) 145
Rega:	(0) 1414

The Migros Verteilbetrieb AG cares for you, so that you don't get any damage caused to your health during working activities. Support us in this matter by following our safety regulations regarding behaviour, accident prevention and fire prevention.
