



BESUCHER- INFORMATIONEN

VISITOR INFORMATION



HERZLICH WILLKOMMEN WELCOME

Werk 1 Ennigerloh Plant 1 Ennigerloh **Service Center Technology Center**

Industriestraße 18
D-59320 Ennigerloh



Bitte melden Sie sich bei Ihrem Besuch an der Zentrale an.

When you visit Plant 1, please register
at the administration.



Werk 2 Sassenberg Plant 2 Sassenberg

Daimlerring 5
D-48336 Sassenberg



Bitte melden Sie sich bei Ihrem Besuch an der Verwaltung an.

When you visit Plant 2, please register
at the administration.



Werk 3 Ennigerloh Plant 3 Ennigerloh

Nicolaus-Otto-Straße 2
D-59320 Ennigerloh

Werk 4 Ennigerloh Plant 4 Ennigerloh

Nordring 4
D-59320 Ennigerloh

Bitte melden Sie sich bei Ankunft telefonisch bei Ihrer Kontaktperson, Sie werden am Haupteingang abgeholt.

Please call your contact person on arrival, you will be
picked up at the main entrance.

Auf dem Gesamten Betriebsgelände
On the entire company premises



WÄHREND IHRES BESUCHS DURING YOUR VISIT



Sicherheitsschuhe tragen

Wear safety shoes



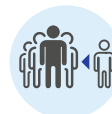
Gruppe nicht über 5 Personen

Group size max. 5 persons



Gruppenführer benennen

Appoint a group leader



Nicht von Gruppe entfernen

Stay with your group



Besucherkarte stets mitführen

Carry your visitor card with you



Stapler haben Vorrang

Forklifts have priority



Warnhinweise beachten

Observe warning notices



Guideline for visitors and external companies

Visitors and external companies (contractors) undertake to carry out the work in compliance with the statutory regulations and these guidelines. Before starting work, the visitor / external company must inform its employees in detail about hazards and safety measures and ensure that these measures are carefully observed. Only employees of the contractor who meet the health, environmental and safety requirements and qualifications for the commissioned work may be entrusted with the execution of the work.

In order to avoid disruptions to your work and the production of L.B. Bohle Maschinen und Verfahren GmbH, we ask you to observe and comply with the following points:

- Always sign in at the head office or with your contact person when entering the factory premises (please refer to the “L.B. Bohle Visitor Information”) and sign out again when leaving the factory premises. Enter your name in the “L.B. Bohle visitor list”. External companies that regularly visit the “L.B. Bohle plants”, e.g. for maintenance, service or cleaning work, can apply for a permanent pass (valid for one calendar year) via the “L.B. Bohle plant management” and have it approved (holders of permanent passes must also document their visit in the visitor lists). Wear the “L.B. Bohle visitor pass” in a clearly visible position at all times. Security checks are permitted before and after your visit.
- Employees of the visitor/contractor coordinate the work to be carried out with your contact person. Observe all access restrictions. The shipping area may only be entered by persons authorized by L.B. Bohle.
- Electrical operating rooms may only be entered by L.B. Bohle employees from the “Electrical Maintenance” department or under their supervision. Work and switching operations must be agreed with the operations manager / foreman (electrical department).

The contractor is prohibited from carrying out any work on the factory premises where there is a risk of fire or explosion! This work is only permitted with the express permission of and in consultation with the L.B. Bohle management:

Mr. M. Maskort – Tel. +49 2524 9323 0

Observe the applicable fire protection regulations and escape and rescue routes.

- L.B. Bohle's own equipment and machines may only be taken “off-site” with the express permission and consultation of the plant management or the responsible foreman.
- You undertake to comply with the confidentiality obligation: It is strictly forbidden to take photographs inside buildings or to take along or reproduce data, information, know-how etc. (whether in paper or electronic form).
- If you are working on systems/machines or in the vicinity of machines, please discuss your work with the respective operators. Do not work on running systems!
- Always take the shortest route to your work area! Do not enter or remain in other operating areas!
- Wearing work safety shoes during assembly or repair work is generally mandatory in production at L.B. Bohle.

As the contractor, you are responsible for ensuring that your employees comply with the applicable work, environmental and fire protection regulations and that they wear and provide personal protective equipment. Depending on the trade, you are obliged to analyze the dangers before starting work and to provide your employees with the appropriate protective equipment and to train them in it. The external company only deploys trained personnel and, depending on the activity, carries out a risk assessment or assignment before starting work.

Example: Workplaces where there is a risk of falling, for example, must be set up and secured by the contractor in accordance with safety standards (scaffolding, railings, safety harnesses / fall protection, warning signs, barriers, etc.).

- Smoking is strictly prohibited in all parts of the building! Your contact person will inform you about designated smoking areas.

- Safety data sheets must be made available to “L.B. Bohle Purchasing” free of charge before or upon initial delivery.
- If oils or other substances hazardous to water are spilled on the ground, they must be taken up immediately and disposed of properly by the contractor. The external company must inform the L.B. Bohle management immediately.
- After completion of the work, the workplace or construction site must be left clean and tidy. Waste must be disposed of separately in the appropriate containers (your contact person will inform you of the locations). Larger quantities of waste and hazardous waste must be disposed of properly by the external company.
- Certain parts of the company premises are under video surveillance and are secured after the end of the shift by special measures (gates, alarm systems, dogs, etc.). Entering after the end of the shift or working alone on the company premises is prohibited.
- Any accident at work must be reported immediately to the contact person / management. Every injury and first aid treatment (on the company premises) is documented digitally in a first aid book.
- The external company must have valid and sufficient liability insurance for any damage arising from the work to be carried out.
- Internal traffic: The German Road Traffic Regulations (StVO) apply on the entire factory premises, the maximum permitted speed is 10 km/h; the only exception: forklift traffic has priority over car traffic!

All vehicles and machines must be in a safe operating condition.

Regular loading times by L.B. Bohle Shipping: 7:00 - 15:00 (deviating times only by prior arrangement).

Access routes for the fire department, hydrants, fire-fighting equipment and specially marked areas must be kept clear at all times. The drivers of all vehicles (this also applies to the use of forklift trucks, lifting platforms, etc.) must be in possession of a valid driver's license or provide proof of the necessary qualifications. The use of “L.B. Bohle equipment” (forklifts, lifting platforms, machines, etc.) by the contractor without authorization is strictly prohibited.

We would ask visitors who show or feel signs of illness to refrain from visiting or to contact their contact person in advance.

Other applicable documents:

- Flyer „[Visitor Information](#)“ (see *Homepage*)