

General rules of conduct and safety information

of GROB-Werke GmbH & Co. KG

Help us, to make your visit as pleasant and as smooth as possible and to guarantee your health and safety on our premises in the best way possible by observing the rules of conduct and safety information given below.

Assistance on the plant premises

For the duration of your stay on the plant premises, you will be assisted by a GROB employee. Your designated supervisor is familiar with internal processes and has the authority to acquaint you with the circumstances surrounding you during your visit. He is also your point of contact for all questions. Do not hesitate to ask him to clarify any uncertainties.

Safety-conscious conduct

Reception area/gate

- The reception area or gate is where you will be handed your visitor pass. Please wear it so it can be easily seen. Your contact person will collect you from and return you to the reception area or gate.
- The visitor pass entitles you to be present on the plant premises during your visit. Please return your pass to the reception area or gate at the end of your visit.



Photography restrictions & confidentiality

- Photography and sound recordings are strictly prohibited on the premises unless expressly approved by the management. The visitor undertakes to maintain confidentiality and secrecy over all matters.
- The appraisal and handling of customer machines, customer parts, diagrams, drawings, etc. that bear no relation to the official reason for the visit are strictly forbidden. If you fail to observe this rule, you may be asked to leave the premises.



Dangerous objects

- You must not be in possession of dangerous objects.



Safety information

Ban on alcohol

- On the plant premises, you are forbidden from putting yourself or others at risk by consuming alcohol, drugs or other intoxicating substances.



Prohibition of smoking

- There is a general smoking ban in all buildings. In addition, smoking bans outside of buildings are explicitly identified and must be observed.



Compliance with the traffic regulations

- The provisions of the German Road Traffic Act (StVO) apply on the premises. Any regulations deviating therefrom are clearly signed and must be observed.
- The maximum speed limit is 20 km/h.
- In case of authorized entry, vehicles must be parked such that internal processes are not disrupted and access roads for rescue vehicles are not blocked.



Use prohibited

- The use of vehicles, plants and other equipment of GROB-WERKE Mindelheim is subject to approval. If such use requires a special qualification, the relevant proof must be furnished.



Use of the pedestrian routes

- Existing pedestrian routes must be used.



Wearing the specified protective equipment

- Any additional personal protective equipment required by the location must be worn.
- If it becomes necessary to leave the marked routes within the production plants, safety shoes have to be worn.



Particular risks posed by the trial operation of machines and systems

Safety-conscious conduct

- The trial operation of the machines/ systems produced for our customers involve conditions that are different to those of the final operable installation.
- During the trial operation, the protective measures required for normal operation may not yet have been fully implemented.
- If you are in a hall in which a trial operation is taking place, observe the following at all times:
 - ▶ Always take special precautions and extra care when entering these halls
 - ▶ Stay on the marked routes
 - ▶ Observe the entry and access prohibitions, as well as the information and warning signs
 - ▶ Do not reach into or lean over open machine areas
 - ▶ Do not enter the machining or maintenance area of a machine/ system
 - ▶ Manipulation of the machine/ system only with the consent of the contact person and the individual responsible for the machine/ system. Such consent is subject to strict compliance with all the applicable protective measures.



First Aid

- You can treat minor injuries yourself using the First Aid kit in your vicinity. Please be sure to enter the self-administered treatment in the First Aid log there.
- If an injury requires a medical assessment or medical treatment, you can attend our company physician during regular opening hours.
- Outside of these times, please follow the procedure described at "Emergencies/emergency calls". In such cases, please notify your contact person in advance.



Emergencies/emergency calls

- In case of emergency, please follow the instructions given by your contact person and other rescue teams.
- If you have to place an emergency call yourself, please proceed as follows:
 - ▶ **In case of accidents requiring a rescue service, fire, explosion or other emergencies:**
Internal emergency number ▶ 100



Evacuation/Meeting point

- If an evacuation is required, you will hear an announcement preceded by an acoustic signal. Follow the instructions given by your contact person and the evacuation assistant. Vacate the building immediately and proceed to the signed assembly point, which is shown on the escape and rescue route plans.















Explanation of important pictograms

Prohibition signs

 <p>No unauthorized access</p>	 <p>Prohibited for persons wearing pacemakers</p>	 <p>Do not touch</p>
 <p>No smoking</p>	 <p>Access prohibited for pedestrians</p>	 <p>No entry</p>
 <p>No entry for persons with metal implants</p>	 <p>Fire, naked flames and smoking forbidden</p>	 <p>Carrying metal parts or watches prohibited</p>

Warning signs

 <p>Hazard zone</p>	 <p>Electric voltage</p>	 <p>Magnetic field</p>
 <p>Industrial trucks</p>	 <p>Hand injuries</p>	 <p>Automatic start-up</p>
 <p>Slipping hazard</p>	 <p>Suspended load</p>	 <p>Hot surface</p>
 <p>Laser beam</p>	 <p>Crushing hazard</p>	 <p>Risk of suffocation</p>

Explanation of important pictograms

Fire safety signs







- Observe the smoking, fire and naked flame prohibitions.
If you smoke, please use the ashtrays provided for this purpose.
- Keep the fire doors closed and access to fire extinguishers clear.

 <p>Fire extinguisher</p>	 <p>Extinguishing hose</p>
 <p>Fire alarm telephone</p>	 <p>Fire detector</p>

Rescue signs

 <p>Rescue route/emergency exit with direction arrow</p>	 <p>Emergency telephone</p>
 <p>First Aid</p>	 <p>Meeting point</p>

Command signs

 <p>General command signs</p>	 <p>Wear eye protection</p>	 <p>Wear hand protection</p>
 <p>Wear mask</p>	 <p>Wear hearing protection</p>	 <p>Wear foot protection</p>

Guest WLAN login

Connecting to the WLAN

SSID (Name) GM_GUEST
 Password GROBGUEST

Your device will then prompt you to login.

Note:

If this does not happen automatically, open your web browser and launch any website. You will then be redirected automatically.

The following login screen will open:



Visitor ID registration

- If you already have access, you can login immediately.
- Click on the button or the tab called: **Registration / Reactivation**



- On the next page, enter your visitor ID. You will find this at the bottom of your visitor pass. Then click on "Register".
- You will now see a prompt with your login details and the option to download as a PDF or save.

Note:

On mobile devices, the PDF document must be downloaded first and cannot be opened immediately via a reader. Now return to the login page and continue with the next step.

Your account has been created successfully. ✕

Username: mustermann
Password: 928836

Please keep your data for later login!

Download your login Information:

[deutsch](#) [english](#)

Registration

- Enter your login details into the "**User name**" and "**Password**" fields on the welcome page. Tick the Accept conditions of use box and click on "Login".
- Once you have logged in successfully, you will be redirected to our website **www.grobgroup.com**. You can now surf the Internet and connect to a VPN, for example

Logout

- You will be logged out automatically after 30 minutes of inactivity.
- You can also do this manually by launching **https://logout.com**.
- If you wish to continue using the Internet access, log in again.

Reactivation

- Any access obtained during a previous visit can be reactivated. Proceed as described in the "**Visitor ID registration**" step.
- At the end of this step, the following prompt will appear:
- Your access has been reactivated and can be used with the same password as before. If you no longer remember this password, you can request a new one by clicking on "**New password**".
- You will then receive your new login details, just like during the registration procedure, and can download them again.

Your account was updated. ✕

Username: mustermann
Your old password is still valid.

If you have forgotten it click here:

[new password](#)

Privacy notice

When you sign to confirm receipt of your visitor pass, you consent to the following:

General rules of conduct and safety information

- You have read and understood the general rules of conduct and safety information that you must observe on the plant premises.

Guest WLAN login

- You have received the login information required to use the Guest WLAN.

Data protection

- Your logged data, such as last name, first name, company (designation, address, telephone number), vehicle license plate, email address, visitor status and reason for the visit will be stored until further notice, or until the statutory guarantee period has expired.
- The data have to be logged in order to produce the visitor pass, which is required for identification, access control and any possible provisions. The logged data are used for internal purposes only and will not be disclosed to third parties.
- This consent is voluntary and can be refused. If you refuse to grant such consent, you will not be permitted to enter the plant premises.

Further information concerning data protection can be found on our website at:
www.grobgroup.com/datenschutz/