Floor Plan:



First Aid

Defibrillator

Restroom

Shower

Waste collection site

Loading and Delivery:

KAT 1 Loading	KAT 1 Delivery
KAT 2 Loading	KAT 2 Delivery
KAT 3 Loading	KAT 3 Delivery

GUIDE

- Craftsman
- Installers
- Visitors
- Carrier

guidelines

Access & Presence



- Entry to the company premises is permitted only with prior registration.
- Staying and moving around the site is allowed only in the approved areas.
- Please use the visitor parking; keep entrances and access routes clear at all times.
- Contractors and visitors may enter only after prior registration in the contractor management system (SAM).

Traffic & Safety



- A maximum speed of 20 km/h applies across the entire site.
- Industrial trucks (forklifts) and on-site traffic always have the right of way.
- Company and visitor vehicles must meet all applicable traffic laws (e.g., StVO, roadworthiness standards).

Prohibitions









- Smoking is prohibited across the entire site, except in designated smoking areas.
- Photography, video, and audio recording are strictly prohibited without prior approval.
- Eating and drinking are permitted only in the designated break rooms.
- Direct contact with products or packaging is not permitted.
- Wearing jewelry, in-ear headphones, or loose items is prohibited in production and storage areas.

Conduct on Site

- Wearing the required protective clothing is mandatory in the production area.
- Instructions from company staff must be followed at all times.
- Everyone must avoid any hazards that could endanger their own safety or that of others.

guidelines

Emergencies & Reporting



- Accidents, injuries, fires, and property damage must be reported immediately (SAM incident management).
- Any release of substances (oil, chemicals, or other hazards) must be reported at once.
- In case of fire or alarm, leave the building immediately and go to the designated assembly point.

Work & Equipment



- Construction and other work on the site may only take place after prior coordination with management or the project lead.
- These activities must not obstruct or disrupt the company's operations.
- All equipment and tools used must meet applicable legal and technical requirements (e.g., CE marking).
- Devices and materials must be stored safely and properly, with attention to theft and tampering protection.

Housekeeping



- Waste must be disposed of only in the containers provided.
- Materials no longer needed must be removed promptly.
- Workstations must be left clean, tidy, and orderly.

In the event of a fire, follow these steps:







- Sound the alarm and report the fire at once.
- Leave the building calmly and quickly via the marked escape routes.
- Go to the assembly point without delay and stay there.
- Returning to the building is prohibited.
- Follow the instructions of staff and emergency crews. Only fight small fires, and never put yourself at risk.

hygiene guidelines

Personal Hygiene



- Personal cleanliness and a neat appearance must be maintained at all times.
- Hands must be washed thoroughly:
  - o before starting work
  - o after using the restroom
  - o after every break in work

  Use the sinks and hygiene facilities provided. Remove heavy soiling immediately.

Health & Responsibility





- Instructions from staff must be followed at all times, especially on hygiene-related matters.
- Take care not to create any risks to your own health or to workplace health.
- Area-specific work instructions and forms are binding and must be observed.

QR Code – Contractor Management (SAM)



Contractor Management (SAM)
This QR code takes contractors and visitors straight to our digital contractor management system (SAM).
There you complete registration, the safety briefing, and all required approvals before work begins.



Important: access is mandatory before entering the site or starting any activity.

Important Phone Numbers:

Main line: 04497 / 9266 0
Emergency line (Sales): 04497 / 9266 150
Email: info@ofk-kampe.de

Version: 001
As of: 07/2026