

§ 1 Scope of application

The BVO applies to the entire premises of Mercer Timber Products GmbH (MTP) in Saalburg-Ebersdorf in Thuringia and must be observed by everyone.

§ 2 Traffic signs

The rules, traffic signs and guidance systems of the StVO apply throughout the company premises, unless this BVO expressly stipulates otherwise. (Changes or alterations to traffic signs or guidance systems of any kind whatsoever may only be made by persons expressly authorized to do so.

§ 3 Priority

All industrial trucks, rail vehicles, crane vehicles and crane systems, wheel loaders, forklifts and excavators have priority over all other vehicles. The vehicles mentioned in paragraph (1) carry out shunting operations, among other things, which can lead to abrupt changes in direction (of travel).

In this respect, an appropriate safety distance must always be maintained from these vehicles.

§ 4 Driving speed

The maximum permitted speed on the entire premises is 25 km/h, unless otherwise indicated. Irrespective of paragraph 1, the driver may only drive at a speed at which he is in constant control of his vehicle. In particular, he must adapt his speed to the road, traffic, visibility and weather conditions as well as his personal abilities and the characteristics of the vehicle and load. He may only drive at a speed that allows him to stop within the foreseeable distance. However, on carriageways that are so narrow that oncoming vehicles could be endangered, he must drive slowly enough to be able to stop within at least half of the foreseeable distance.

§ 5 Driving vehicles

Company-owned and third-party vehicles may only be operated and used by persons who have been authorized to do so and who are in possession of the required driving license and other necessary authorizations or a valid operating license.

The safety equipment provided on the vehicle for the occupants must be used. If available, the daytime running lights must be switched on. Drivers must be mentally and physically fit to drive the vehicle in question. They must not be under the influence of alcohol at the start of and during the journey. Their fitness to drive must also not be impaired by fatigue or illness, addictive substances, drugs or other substances that impair their ability to react.

In the event of suspected impaired fitness to drive, MTP can and will carry out checks on fitness to drive at any time. If there are defects with regard to the operational and traffic safety of vehicles, these defects must be rectified immediately. Proceed in accordance with the operating instructions for the respective vehicle. If liquids leak from vehicles in places not intended for this purpose and to an extent not intended, the reception must be informed immediately.

§ 6 Operation - Entrances and exits

Drivers with company-owned vehicles may only leave the company if a driving order and driver's license can be presented. Vehicles from outside the company may only enter the company or continue to drive and move their vehicle on the company premises after registering with reception.

Before leaving the premises, the person responsible for reception is authorized to check the load or the transport and accompanying documents of company-owned and third-party vehicles.

The special operating instructions and rules of

conduct apply to entering and exiting halls, warehouses etc.. These special regulations can be viewed at the entrances to the relevant buildings. Junctions of company-owned roads into the public road network are secondary roads in accordance with StVO § 8 Para.

2. Traffic mirrors and/or traffic light regulations for hazard recognition must also be observed in particular at the main operational areas, intersections and hall exits.

§ 7 Lighting of the vehicles

In darkness, fog and poor visibility, the prescribed lighting devices and/or those required for visibility must be in operation. Cars and vans must also use an amber rotating beacon.

§ 8 Stopping and parking / parking of objects

Stopping and parking is prohibited in the immediate vicinity of fire extinguishing and fire alarm equipment, heat and electrical power distribution systems, escape routes, assembly points and fire department access roads.

Private vehicles may only be parked on the company premises in the designated parking spaces with express permission.

The parking of vehicles, trailers, containers, machines and materials as well as other objects of any kind is only permitted with special authorization from the plant management.

§ 9 Leaving the vehicles

When leaving the vehicles, the drivers must take all necessary measures to avoid accidents, fires and traffic disruptions.

Vehicles must be secured in such a way as to prevent improper use. High-visibility vests or high-visibility clothing must be worn when leaving the vehicle.

§ 10 Loading and unloading of vehicles

Drivers are solely responsible for stowing and securing the goods loaded on the vehicles in such a way that they cannot shift dangerously or fall off during the journey. The traffic and operational safety of the vehicle must not be impaired by the load. § Section 22 StVO (load) must be observed. When loading and unloading transport vehicles with gripper and lifting equipment, the driver's cab of the transport vehicle must be left. It is forbidden to remain in the slewing and travel range of crane systems and grab vehicles.

§ 11 Carriage of persons

It is expressly forbidden to carry persons in or on vehicles without suitable seating.

Only as many persons may be carried on or in a company-owned and/or external motor vehicle - including the driver - as there are seats registered in the registration certificate.

§ 12 Towing of vehicles

Special care must be taken when towing. Only approved tow bars and tow ropes may be used in compliance with legal regulations.

§ 13 Single-track and other vehicles

Vehicles such as bicycles, e-bikes, mopeds, (e-)scooters, motorcycles, Segways or cargo bikes are not permitted on the company premises.

§ 14 Pedestrians

Pedestrians may only stay or move around on the company premises with authorization. The same applies to all buildings and other operating facilities erected on the company premises. Pedestrians must avoid all vehicles wherever possible. If available, designated footpaths must be used. Barriers, barriers, guide systems, railings of any kind and other safety devices may not be climbed over or removed.

All persons within the scope of the BVO must wear high-visibility vests/warning clothing without exception.

§ 15 Heavy-duty and large-capacity transportation

Driving on the company roads with special vehicles for the transportation of heavy loads and loads exceeding the legal dimensions - StVO § 22 Para. 5 - is only permitted with special permission from the MTP plant management with the corresponding conditions.

§ 16 Construction work and road closures

Construction work and road closures of any kind may only be carried out with the express written permission of the plant management.

§ 17 Conduct in the event of industrial traffic accidents

In the event of industrial traffic accidents, the MTP reception desk must be informed immediately after rescuing the injured and securing the scene of the accident.

In any case, fully completed accident reports (forms and cameras are available at reception) including a description of the course of events or damage and photo documentation must be handed in at reception.

§ 18 Road Haulage Act

Persons who enter the area of application of this BVO on the basis of a freight or forwarding contract of an executing company in order to carry out services under a freight or forwarding contract must ensure or, upon request, prove that they or the company for which they are working have all permits, authorizations and insurances in accordance with the Road Haulage Act or comply with all standards regulated in this Act, insofar as the Road Haulage Act is applicable.

§ 19 Railway siding/ loading track

The operating instructions of the connecting railroad apply to the area of the company's own connecting railroad. Only expressly authorized persons are permitted to enter the track area.

§ 20 Final provisions

The plant manager of MTP is responsible for compliance with and implementation of the company traffic regulations.

The MTP security personnel and the person responsible for reception are authorized to inspect driving orders, vehicle documents, driver's licenses and operating authorizations and to carry out checks in accordance with the BVO. The manager of MTP's vehicle workshop is authorized to carry out inspections of vehicles on the company premises with regard to their technical and operational safety. Technical defects in vehicles must be rectified or repaired immediately.

The BVO is made known to all company employees in the form of an instruction on file. The BVO is explained and handed out to new employees and partner companies during the initial instruction.

The BVO is displayed at the MTP reception desk for anyone to view.

Any changes to these BVO are reserved exclusively to the management.

Smoking and the consumption of alcohol and intoxicants is generally prohibited within the scope of the BVO. This also applies inside the vehicles. Photography and filming on the plant premises is generally prohibited. Photography is only permitted for accident documentation with the cameras provided for this purpose or with special permission from the plant management.

The BVO of the company MTP comes into force on

01.06.2024.

Torsten Kröger