

Visitor rules and procedures

For every Guest or External working at KP's addresses in Denmark.



Safety
Traffic
Visitors
Evacuation
Deliver / Collect
Fire or Accidents

WELCOME

Birkevej 2
DK-6971 Spjald
Phone: +45 9738 1611
kp-components.com

Welcome

To conduct your visit in a safe and regulated way, we kindly ask you to pay attention to the rules and procedures in this brochure.

The rules and procedures apply to everyone present at KP's premises.

SMOKING is only allowed in the marked areas.



PHOTOS/FILMING is not allowed, unless approved by the management.

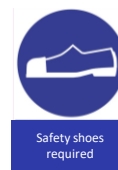
- Visitors: always park at 'Guest P' and report in the Reception upon arrival and departure.
- Visitors: always wear the guest sign visible and safety vest (*exception, please see page 3, *Safety Guidelines (external companies working at KP)* and safety shoes when entering the production area.
Safety glasses must always be worn in the production area.
Hearing protection must be worn when the noise level is high.
- All walking within the yellow marked walking areas.
(*exception, please see page 3, *Safety Guidelines (external companies working at KP)*)
- Collecting goods, always pick up at the advised ramp / gate
- Goods delivery always via goods reception **Gate 12-13**

General Safety Instructions (all)

- Public traffic law applies to our premises.
- The maximum speed is 20 km/h
- Follow instructions from our employees
- Always keep emergency exits clear
- Pay attention to signs and emergency plans
- Alcohol is forbidden at our premises
- Never walk behind or under handling equipment
- Keep good distance to machinery

In case of Fire and Emergency

- Report the fire or emergency to your host
- Defibrillator 
- Conduct necessary first aid
- Rescue
- Follow nearest evacuation route
- Move to the marked meeting point 



Safety Guidelines (external companies working at KP)

The below are valid for companies that perform work at our premises.

- Before starting work, internal safety procedures shall always be instructed by the responsible at KP, i.e., the host or a safety representative at KP.
- No work must be started before acceptance from KP, and necessary information is understood and accepted.
- The Manager for visiting company is responsible for his employees complying with all instructions and guidelines.
- Don't work outside the area appointed out for the current job.
- Any job shall be carried out using the prescribed protection equipment. *Safety vest is not needed if workwear has a clear and visible company logo.
- All work shall be carried out applying to Danish laws and regulations.
- It is absolutely forbidden to use forbidden substances and materials.
- In case of leaking substances etc. hazardous to environment or human health, make sure to stop leakage and clean up properly.
- Do not work with open fire, welding etc. without written approval from KP and applying specific fire protection which always include availability of a fire extinguisher and welding cloth.
ATTENTION: an agreement form must be filled in when carrying out hot work, which can be found at the reception.
- Holes etc. shall be properly marked and safely barred.
- All kind of waste shall be removed from our premises after finalizing the current job.



Important Phone Numbers

KP's main number / Reception +45 9738 1611

• Internal at KP

Goods Reception +45 9694 4135

Maintenance and Premises +45 4928 8748

Fire or Emergency

Emergency Center 112

Medical Center (daytime) +45 9738 1600

Emergency Physician +45 7011 3131



Videbæk

Kildevej

Birkevej

Engvang

→ Esbjerg / Herning / Ringkøbing

Holstebro →



**Emergency plan
KP Components A/S**

- RECEPTION
- Gate / Port
- Parking
- Administration
- Warehouse / lager
- Production
- Escape route / Flugtrute

- Meeting point
Samlings punkt
- Heart defibrillator
Hjertestarter
- Environmental kit/
Miljø Kit
- Fire hose
Brandslange
- Fire extinguisher
Brandslukker
- Fire alarm
Brandtryk
- First aid equipm.
Førstehjælpsudst.
- Eye wash
Øjens skyl
- Escape route
Flugtvej
- Work place instr.
Arb.plads instruk.