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Safety and cargo securing rules and conduct for drivers receiving finished goods

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Data: 22/05/2024

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Data: 22/05/2024

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1. Safety rules

TRAFFIC RULES



When driving a truck on MM Kwidzyn, all Polish traffic regulations and rules apply. In particular, this applies to the following duties: driving with headlights on, wearing seat belts, observing one-way traffic, stopping at STOP signs, giving way first, and prohibitions: talking on the phone while driving, parking in prohibited places, leaving the truck with the engine running and driving with the trailer door open.

NO SMOKING AND USE OF OPEN FIRE



While in MM Kwidzyn, truck drivers are not allowed to smoke tobacco products and e-cigarettes, both outside the truck and inside. It is also not allowed to use open fire, such as gas stoves. Tobacco products and e-cigarettes may only be smoked in the designated area, which is located at the northwest corner of the warehouse.

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REFLECTIVE VEST



Wherever you are in the finished goods warehouse, both inside the warehouse and maneuvering squares adjacent to the warehouse, the driver is required to wear warning vest. This obligation applies to all persons in the warehouse and its aim is to improve the visibility of these people during loading operations



PROTECTIVE HELMET



While inside the facilities of the finished goods warehouse, and in the maneuvering areas adjacent to the warehouse - when securing products, the driver is required to wear a protective helmet. This obligation applies to all persons on foot in the warehouse and is intended to prevent injuries in case of hitting the head on structural elements or hitting the head with falling objects or elements. Wearing a protective helmet is not required while in the cab of a truck or when coming into the warehouse office.



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	<p style="text-align: center;">PROTECTIVE SHOES</p> <p>Wherever you are in the finished goods warehouse, both inside the warehouse and maneuvering squares adjacent to the warehouse, the driver is required to wear protective shoes with hard toes. This obligation applies to all persons in the warehouse to prevent from any injuries during loading.</p>
	<p style="text-align: center;">TRUCK WHEELS SECURING</p> <p>When truck is at loading ramp driver is required to secure trailer wheels with wedges. At least two wheels at both sides of the trailer must be blocked and without that loading can't be started. Wheels securing is needed to prevent from moving away the trailer while forklift is entering trailer floor.</p>

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	<p style="text-align: center;">AT THE WAREHOUSE</p> <p>After securing the trailer driver has to enter the warehouse to observe whole loading process. Driver should use the nearest entrance located at his loading ramp. At every loading ramp there is marked area from where the driver is obliged to observe loading – if not present the loading will be stopped. Driver can only leave this area when securing goods on trailer.</p>
	<p style="text-align: center;">INSIDE THE TRAILER</p> <p>While loading driver or any other person can only enter the trailer if forklift is not there. Cargo securing activities can only be performed when forklift is outside of loading ramp platform. Driver is supposed to inform loading operator prior to loading about all the cargo securing activities driver will perform. When driver or any other person is in the trailer forklift operator is not allowed to enter the trailer.</p>

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CONVERTIBLE PLATFORM

When securing loads on a semi-trailer in the yard in front of the finished goods warehouse, the driver is required to use a convertible platform to avoid dangerous climbing on to finished goods or climbing on the semi-trailer structure. Two convertible platforms for use by drivers are set up at the main entrance to the warehouse.



CLEANLINESS AND CONDITION OF THE TRAILER

Before loading, the operator performs the steps of checking the condition of the trailer for:

- condition of the tarpaulin, condition and cleanliness of the floor,
- presence of foreign odors,
- presence of pest outbreaks or traces of pests,
- presence of moisture/water,

If any abnormalities are found, the truck will be sent back, refusing to load it. Information about abnormalities should be reported to the MWG Shift Coordinator or shift leader, as well as to the MWG MM Kwidzyn manager and the Cracow Transportation Coordinator.

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2. Cargo securing for transportation



ANTI-SLIP MATS

Every trailer transporting paper reels has to be equipped with at least 40 anti-slip mats (10÷20 x 30÷80 cm). If reels are loaded double stacked it is required to put anti-slip mats between reels. It applies to loading both in standing position or rolling position. Anti-slip mats should also be placed on trailer floor itself before loading.



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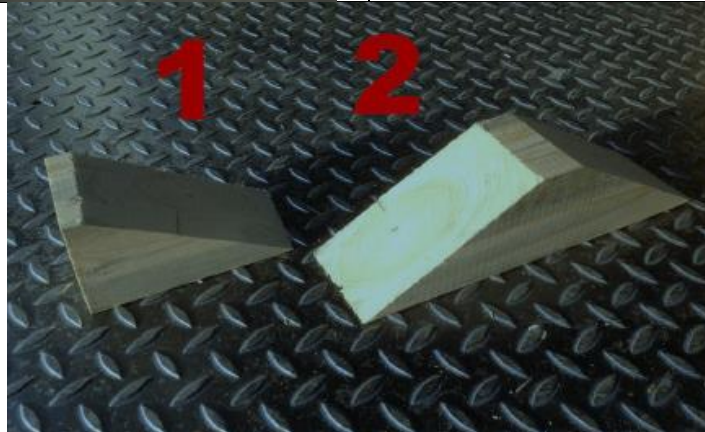
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WOODEN WEDGES FOR REELS

MM Kwidzyn warehouse provides drivers with wooden wedges to secure reels. Wedges should be used to secure reels loaded in rolling position. Wedges are inserted below the reel or can be nailed to trailer floor. Single wedges can also be used to secure reels loaded in standing position, in this case it is necessary to nail the wedge to trailer floor. They can also be used to secure coils loaded on the front face. In this case, however, it is necessary to nail a wedge to the floor.

- 1 – Single wedge
- 2 – Double wedge



TRAILER SIDE BARS

If reels or pallets are loaded double stacked trailer has to be equipped with at least 3 levels of side bars along both trailer sides. The lowest level of side bars has to be placed at 1 meter height from trailer floor. Instead of side bars or grate can be used. Trailers without this equipment can't be loaded with double stacked goods.

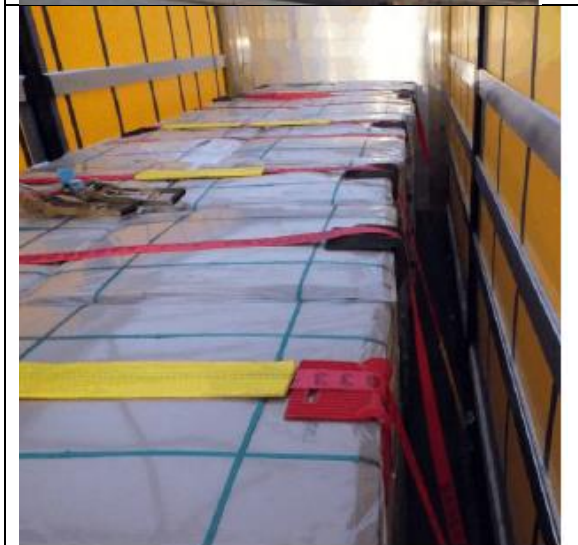
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SECURING STRAPS

Every trailer should be equipped with at least 12 straps securing goods to trailer floor. Straps need to be in good condition and valid approved for use date. Whole cargo loaded should be secured with straps. It is mandatory to secure with straps all pallets or reels that are loaded double stacked. Securing with straps can be done while loading or after loading.



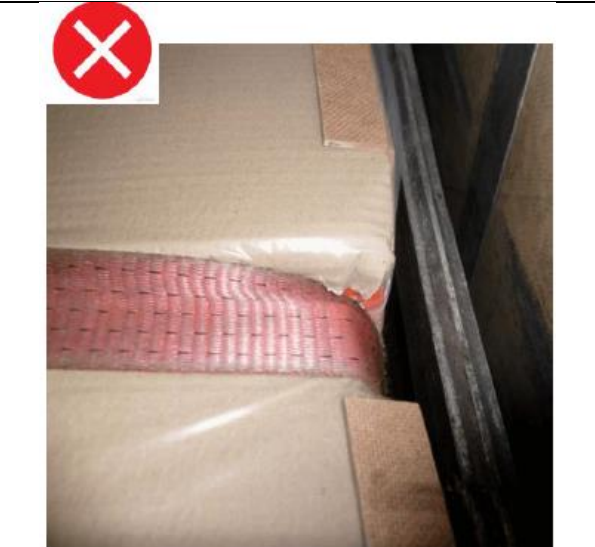
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CORNER PROTECTORS

Every Trailer must be equipped with at least 24 corner protections. Edges of cargo must be secured by putting edge/corner protectors preventing from damage caused by securing strap. Protectors must be in good condition to ensure proper cargo protection with stretched straps. The design and angles must be such as to protect the load when the strap is properly stretched. It is not allowed to use strapping belts without using protectors.



CROSS SAFETY BARS

All double stacked loads need to be additionally secured with 2 cross safety bars in the front and back of the trailer. Bars should be placed across the middle of top cargo layer and be attached to side safety bars or grate. Additionally pallet loadings should be secured with soft material to prevent damages from safety bars.

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3. Emplacement of loading gates and safety entries in paper & board warehouse Symbols on the below scheme:

MPT-W - eastern building of paper & board warehouse
MPT-Z - western building of paper & board warehouse

R01 - loading gate number 1
R02 - loading gate number 2
R03 - loading gate number 3
R04 - loading gate number 4
R05 - loading gate number 5
R06 - loading gate number 6
R07 - loading gate number 7
R08 - loading gate number 8
R09 - loading gate number 9
R10 - loading gate number 10
R11 - loading gate number 11
R12 - loading gate number 12
R13 - loading gate number 13
R14 - loading gate number 14
R15 - loading gate number 15
R16 - loading gate number 16
R17 - loading gate number 17
R18 - loading gate number 18
R19 - loading gate number 19
R20 - loading gate number 20
R21 - loading gate number 21

W01 - entry nr 1 to loading gates R01 i R02

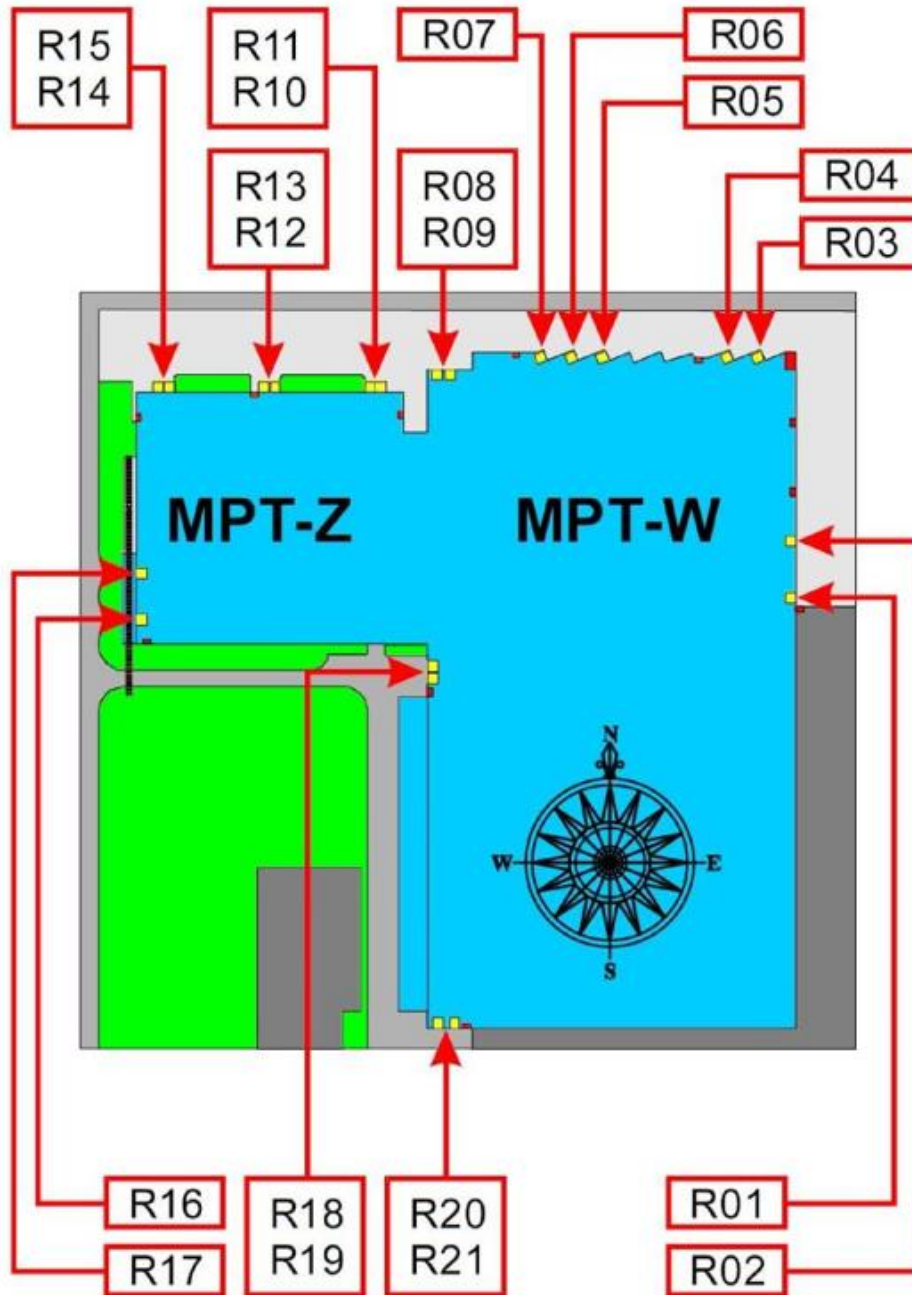
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- W02 - entry nr 2 to loading gates R01 i R02
- W03 - entry nr 3 -main entrance to warehouse" office
- W04 - entry nr 4 to loading gates R03 i R04
- W05 - entry nr 5 to loading gates R03 i R04
- W06 - entry nr 6 to loading gates R05, R06 i R07
- W07 - entry nr 7 to loading gates R08 i R09
- W08 - entry nr 8 to loading gates R10 i R11
- W09 - entry nr 9 to loading gates R12 i R13
- W10 - entry nr 10 to loading gates R14 i R15
- W11 - entry nr 11 to loading gates R16 i R17
- W12 - entry nr 12 to loading gates R18 i R19
- W13 - entry nr 13 to loading gates R20 i R21

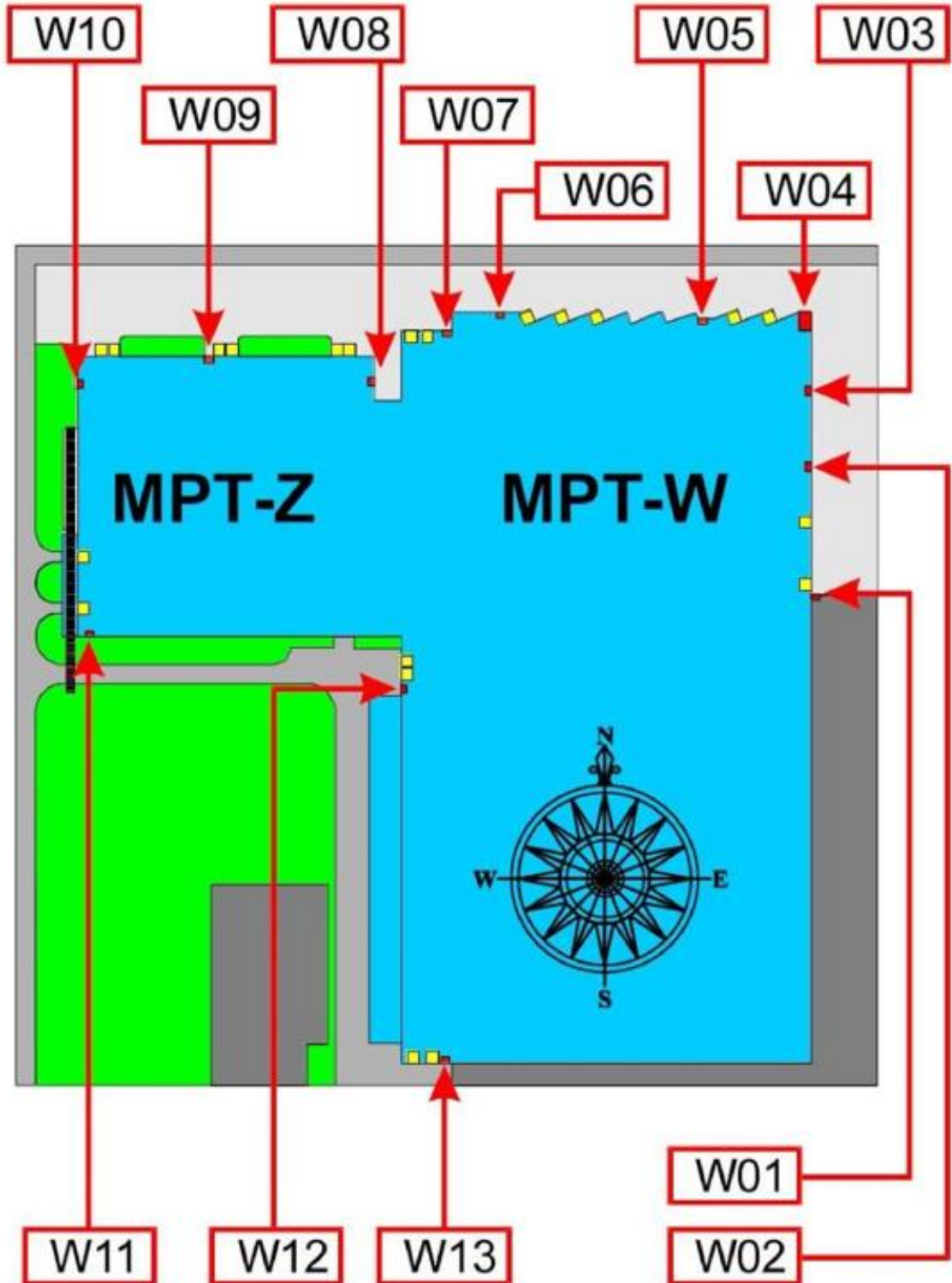
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4. Procedure for drivers loading at MM Kwidzyn.

- 4.1.** Registrations at entry gate pass office PS-3.
- 4.2.** Vehicle registration and drivers identity card to be presented to MM Kwidzyn employees in order to issue MM Registration Card.
- 4.3.** Signature and pick up of MM Registration Card allowing entering MM Kwidzyn premises.
- 4.4.** Entry through PS-3 entry gate.
- 4.5.** Entry security check: documents, truck and trailer, personal safety equipment (protective vest, shoes etc.) and cargo securing equipment.
- 4.6.** Drive to MM Kwidzyn warehouse.
- 4.7.** Registration at MM Kwidzyn warehouse office with documents. Loading ramp assignment.
- 4.8.** Drive to assigned loading ramp.
- 4.9.** Loading observation – securing of loaded cargo.
- 4.10.** After loading is finished – driving away for loading ramp and completion of cargo securing.
- 4.11.** Collection of shipping documents at warehouse.
- 4.12.** Number of loaded goods and loading quality to be confirmed by driver.
- 4.13.** Drive to exit gate.
- 4.14.** Exit security check: documents and cargo securing.
- 4.15.** Leaving MM Kwidzyn premises.