



KERAMOST

Instructions for Loading Trucks

Instructions for drivers – Loading / Unloading

- The driver presents the delivery note at the gatehouse. Security will issue written instructions on safe movement within the KERAMOST, a.s. premises – Safety Instructions. The driver then moves to the loading/unloading area, where they must first report to the respective employee and hand over the documentation.
- Loading and unloading are managed by the employee who ordered the service or the finished product dispatch employee.
- If the driver leaves the vehicle, they are required to wear a reflective vest at the loading/unloading area. During loading/unloading, the rear wheels must be properly secured with a safety wedge.
- The driver must provide a vehicle ready for loading/unloading and is responsible for the cleanliness of the vehicle's loading area.
- Operating the vehicle during loading/unloading is prohibited. If starting the vehicle is necessary, the responsible person for loading/unloading must be informed, and loading/unloading will be interrupted.
- During loading/unloading, the driver remains in the designated area. Based on the delivery note, they check the integrity of the packaging and the completeness of the goods during loading/unloading.
- The driver must adhere to the no-smoking rule outside designated smoking areas, vehicle repairs, waste disposal outside designated and marked containers, and for safety reasons, must move around the premises only in the administrative building and dispatch area.
- After loading, the driver must check whether the vehicle is ready for departure and if the safety wedge has been removed.

Instructions in case of hazardous substance leakage

- If lives or health are at risk, ensure their evacuation outside the hazardous area, **provide first aid**, and seek the nearest operations employee to call a doctor.
- Ensure that the spill does not continue.
- Prevent the spread of the leaked substance, especially into the sewage system, use emergency tools or seek the nearest operations employee who will ensure the use of emergency tools.
- Ensure the extent of the accident.
- Find the nearest operations employee and inform them about the occurrence of the accident. Describe the location and extent of the accident and the type of leaked substance.

Important local phones

		Phone
Telephones are located in the offices and at the gatehouse.	Dispatch – site Obrnice	+420 476 133 318
	Dispatch – site Pruněřov	+420 474 638 083
	Dispatch – site Želenice	+420 476 118 084
	Dispatch – site Chanov	+420 476 140 141
	Production and technical director	+420 476 442 623
	Purchase of raw materials and packaging	+420 476 422 699
	Safety manager and fire protection	+420 476 442 605
	Environmentalist	+420 476 442 617

6.1.2025 in Most