



# Visiting Rolls-Royce

**Site:** Dahlewitz

**Address:** Eschenweg 11, 15827 Blankenfelde-Mahlow



**Put safety first and speak up** Safety can be as simple as starting a conversation. Saying something could save someone.

**Welcome to Rolls-Royce. Ahead of your visit to our site, we would like to share with you some information that will ensure you have a safe and enjoyable time.**

Please take some time ahead of your visit to read the following information.



## Preparing for your visit

- **Site address and directions:**  
Eschenweg 11  
15827 Blankenfelde-Mahlow  
[Directions to the Dahlewitz site](#)
- **Where to go on arrival:**  
Reception
- **Security checks on arrival:**  
Vehicles and bags may be checked upon arrival
- **Personal ID requirements:**  
ID needed for check in.

- **Pre-arrival paperwork requirements:**  
Please familiarise yourself with the contents of this document.

### Things to let your host know before your visit:

- Any **accessibility requirements** - so we can make suitable access arrangements.
- Any **medical conditions** that we might need to be aware of - so we can advise you of any precautions to take on site.
- Your **PPE size requirements** if you need to borrow any items - please see further information in the PPE section of this document.



## PPE information

- **PPE requirements on site:**  
See the induction for external contractors or visitors
- **PPE that can be borrowed from the site on arrival:**  
Safety shoes and goggles, contractors please bring their own PPE
- **PPE that can be borrowed from the site if pre-arranged (let your host know):**  
No special PPE required.
- Review and adhere to all **PPE signage** on site.



## Vehicle and driving guidelines

- **Site entrance for visitor/contractor parking:**  
Enter via Eschenweg
- **Parking details:**  
To the right/left of the factory gate
- **Parking permit requirements:**  
Contractors require an entry permit from site security to park on site.
- Always **wear your seat belt.**
- **Never use a handheld devices** while driving.
- **Reverse park** your car.
- Do not enter **restricted zones.**
- Always adhere to the site **speed limit.**





## General site rules

- **Sign in/out** and **meet your host** at reception.
- Always **display your visitor badge**.
- Follow all **security protocols** and **PPE requirements**.
- Use **designated walkways** only.
- **No photos or videos**, unless agreed prior to your visit.
- You are not allowed to make phone calls or send text messages whilst walking.
- **No smoking and vaping**, unless in designated areas (see site map) during certain times.
- **Report any personal items lost** to your host immediately.
- If you see something dangerous or that doesn't look right, please **report to your host**.
- Follow our [Dignity and Respect policy](#).



## Questions to ask your host on arrival

- Where are the restrooms and eating facilities?
- Are there any restricted areas I need to avoid?
- I have certain medical and/or accessibility requirements. Are there any extra precautions I need to take?
- Will I need to be escorted or guided in certain areas?
- What site-specific hazards do I need to know about?
- What is your mobile phone policy?



# Our Life-saving Rules

10 rules to follow - no matter where you work or what you do - that will protect your life.



## ALWAYS

**Speak up** to report unsafe acts or conditions when you see them.



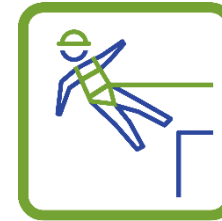
## ALWAYS

wear your **seatbelt** and obey the **speed limit**.



## ALWAYS

wear mandated PPE (**personal protective equipment**) correctly.



## ALWAYS

protect against **falls** and use the specific protective equipment when working at height.



## ALWAYS

adhere to the approved **lifting** methods.



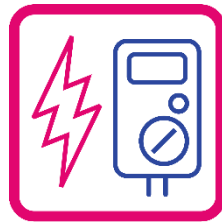
## NEVER

use or programme a handheld device when **driving**.



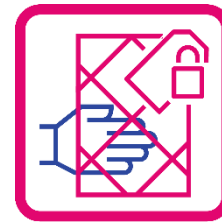
## NEVER

work or drive under the influence of **drugs or alcohol**.



## NEVER

assume **electrical equipment** is isolated – **Always test** with approved equipment before touching.



## NEVER

deactivate or bypass **safety critical equipment** such as interlocks and guards when using machinery.



## NEVER

enter a **confined space** unless trained and authorised..

## How to find us

[How to get to the Dahlewitz site](#)

