

## Safety regulations for outside companies

Workplace safety has top priority at our company. We therefore require that you become familiar with the applicable general accident prevention regulations before working within the plant. Compliance with the regulations is mandatory.

In addition, you and your employees must conscientiously observe the following safety instructions while you are on our plant premises. In the event that you fail to comply, we reserve the right to expel you from the plant premises and to hold you liable for any damages incurred. Exceptions to the following rules are possible only in coordination with the job originator or coordinator.

### I. General

1. The construction or installation site may be entered only for the purpose of fulfilling contractually agreed services.
2. It is prohibited to enter buildings and building components that do not belong to your contract fulfilment area.
3. A complete list of employees at the construction or installation site is to be submitted to our coordinator prior to starting work. Notice of any changes must be made without delay.
4. Occasional visitors must register at the gate. They need the permission of the coordinator to enter the construction or installation site.
5. Photography and filming is prohibited on the entire company grounds.

### II. Traffic regulations

1. The maximum speed is limited to 10 km/h. Otherwise, the general traffic regulations apply on our plant premises.
2. Parking is allowed only in the designated parking spaces. Avoid obstructing our works transport.

3. Do not block rescue paths, facilities and access routes with vehicles, installation material or other objects.
4. Vehicles may drive on the company grounds only to deliver materials and equipment; afterwards, they must leave the premises. Our coordinator can grant exceptions in individual cases.
5. Materials delivered by the contractor are subject to the latter's duty of care. Loading and unloading is the responsibility of the contractor. Industrial trucks and operating personnel generally are not provided. Special provisions must be stipulated in the contract.

### **III. Workplace safety**

1. Companies working on the company premises must ensure that their employees carry out the arranged work only within the stipulated work hours. Starting time is not before 7:00 AM.
2. Night shifts and work on Saturdays and Sundays must be reported in advance for the purpose of approval by our coordinator.
3. Every employee is responsible for carrying out the assigned tasks conscientiously and professionally. Employees must be trained for the task and have the necessary qualifications.
4. Every individual is responsible for maintaining order and cleanliness at the workplace. Tools, machines and materials are to be stored in the allocated space and to be locked up at the end of each work day.
5. Tools, equipment, machines and materials may be used only if they are in proper working order and suitable for performing the contractual services in accordance with the state of the art.
6. Measures must be taken to ensure proper handling, use, servicing and storage of the materials, tools and equipments provided by the client. The contractor is liable for damages resulting from failure to observe these duties.
7. In the case of demolition work, the necessary safety measures must be defined prior to starting work. The contractor must take measures to prevent anyone from entering hazardous areas. For performance and assignment of tasks, the contractor must assign an individual with the necessary expertise.

## IV. Safety equipment

1. Prior to starting work the contractor or his responsible party must familiarise himself with the necessary workplace safety aspects in the work areas where the work is to be carried out. Become familiar with emergency exits, the nearest fire extinguisher, hand-held fire extinguisher and telephone.

**Our emergency number is 88**

2. Each company must have the prescribed first aid gear for immediate treatment of minor injuries at the construction/installation site. Accidents must be reported at the gate immediately.

## V. Fire hazard

1. At our company, smoking is prohibited unless expressly permitted in individual rooms and at individual workplaces.
2. Stringent fire and explosion prevention regulations apply. You must ensure that all safety precautions are taken to prevent fire hazards. All types of open flames are prohibited. This also applies when handling flammable materials. These materials must be stored in suitable containers at specified locations.
3. In the event of a fire, you must immediately attempt to extinguish the fire, sound the nearest fire alarm and report the fire via the emergency number 88.
4. It is prohibited to use mobile phones when handling flammable materials and in explosive areas. In these cases, mobile telephones must be switched off.

## VI. Prohibition of welding, blow-torch and cutting work

1. At our company, welding, blow-torch and cutting work are prohibited, as are other tasks of all types involving open flames or sparks. Before carrying out such tasks, you must obtain the permission of our coordinator by means of the required written permit.
2. The safety measures specified in the permit are binding for you. In the case of especially hazardous tasks, our factory fire brigade will provide a firewatch.

3. Note that all areas of the factory are equipped with an automatic fire alarm system. Costs incurred due to false alarms will be borne by the outside company.

## **VII. Accident and damage prevention**

1. Prior to starting work the responsible person assigned by the contractor must convince himself of the safety of the work area and installation area. The necessary safety precautions (barriers, guards, lighting, warning notices, etc.) are to be taken prior to starting work.
2. Work on all systems that are in operation, as well as on all pipelines (e.g. gas, steam, oil, compressed air) requires the permission of our coordinator.
3. During excavating and earthwork it must be ensured that no cables or pipes are damaged or disrupted. Permission must be obtained from our coordinator prior to starting work.
4. Building pits, depressions, and openings in walls, ceilings and floors must be secured and/or covered, and illuminated in case of darkness.
5. Temporary power panels must fulfil the applicable VDE regulations. They will be connected to the existing power supply by the client.
6. Work may be carried out on electrical systems only in off-load state and only with the permission of our coordinator. The system must be secured against inadvertent start-up.
7. Handling of hazardous substances (e.g. surface treatment agents or solvents, including storage) is allowed only with the permission of our coordinator. The contractor must carry with him the required instructions for use.
8. The use of safety belts during work where there is a danger of falling, the wearing of gloves and safety goggles during work where there is a danger to the skin or eyes, and the wearing of safety helmets during work where a danger from projecting or falling objects cannot be ruled out, is mandatory.
9. Before using scaffolds and ladders, the user must convince himself that they are in proper working order.

## **VIII. Environmental protection**

1. Disposal of waste as part of the contract is to be coordinated with the client prior to starting work. Fundamentally you must dispose of waste that originates from your company, such as packaging and residual quantities of goods brought along or ordered by you.
2. Burning of waste is prohibited.
3. The contractor is liable without limitation (with sole responsibility) pursuant to applicable laws for damages to people, animals or plants caused directly or indirectly in concatenation with other circumstances, or directly or indirectly as delayed after-effects due to uncontrolled emptying of substances into the sewage system or the soil.
4. Work that causes noise exceeding the limits defined in the noise emissions regulations "BGR Lärm" and "TA Lärm", must be reported to our coordinator well in advance of starting work and only after obtaining express permission.
5. The contractor is obligated to provide regular training in order to keep his employees up to date on the current environmental protection regulations.

## **IX. Inspections**

1. Our works security team is authorised to conduct inspections when personnel enter and leave the company premises.
2. All instructions of the coordinator and the works security team must be observed without delay.

## **X. Work log**

The work log documenting the tasks performed must be handed over to the client prior to leaving the plant premises.

## **XI. Sub-contracting**

Prior to starting work the contractor must announce any sub-contractors in



advance. The contractor is liable to the client for compliance with these safety regulations by his sub-contractors.

Inform your employees of the safety regulations contained in this leaflet and ensure observance of the regulations. We emphasise that your employees are obligated to fill in a new visitor pass every day. If there are any questions, please contact the client or the coordinator.