

Plant regulations for external companies

Contents

0. Preface

1. Fundamentals

1.1. General information

1.1.1 Regulations

1.1.2 Coordination of work

1.1.3 Issue of third-party company ID

1.1.4 Safety signs

1.1.5 Issues relating to occupational safety, environmental protection, fire protection and plant security

1.2 Personal protective equipment

1.3 Plant-internal traffic

1.4 Completion of work

2. Construction and assembly work

2.1 Ladders, scaffoldings and lifting platforms

2.2 Roof work

2.3 Civil engineering work

2.4 Hazardous work alone

2.5 Work in confined spaces

2.6 Work in the movement zone of crane systems

2.7 Noise

3. Working with fire - welding

3.1 Permits

3.2 Fire alarms

4. Handling hazardous substances

4.1 Warnings

4.2 Drainage systems

4.3 Asbestos work

5. Waste disposal

6. Electrical equipment

6.1 Work in the vicinity of live installations

6.2 Electrical connections

7. Machinery, tools, devices

7.1 In-house facilities

7.2 External company equipment

7.3 Autogenous welding machines

7.4 Electric welding machines

7.5 Powder-actuated tools

7.6 Grinding and cutting tools

7.7 Marking

8. Liability

9. Conduct in case of an accident

Annexes

Annex 1 Leaflet for visitors

Annex 2 Confidentiality statement

Annex 3 Acknowledgement of safety information

0. Preface

Dear contractors and external company employees!

In this brochure, we have laid down the safety-relevant regulations for the work of external companies on our premises.

The brochure is intended to serve as a guideline for uniform action to enforce the essential regulations relating to occupational safety, environmental protection, plant safety and fire protection.

We thus want to make a contribution to avoiding personal, material and environmental damage as well as to increasing general safety on the company premises.

We believe that these concerns are in everyone's own interest and count on your cooperation in their implementation.

1. Fundamentals

1.1 General information

1.1.1 Regulations

The safety instructions for external companies are an integral part of the contract and are therefore mandatory to observe.

Please be informed about the regulations that apply to your work before you take up work on our premises. This applies in particular to the observance of and adherence to operational safety, fire and environmental protection (BGV/UVV, state occupational safety law, trade association rules, etc.)

If these legal provisions are substantiated by official measures (permits, ordinances, etc.), you are obligated to comply with them where affected.

You are obligated to observe the internal provisions on occupational safety, fire and environmental protection (alarm plan, disposal guidelines, etc.) and to supervise and ensure compliance of these by the employees you deploy.

For the prevention of accidents at work, you shall set up equipment, issue instructions and take measures in accordance with Article 2 of the German Occupational Safety Law and BGV A1 Article 2/1 that comply with the provisions of the accident prevention regulations and otherwise with the generally recognised safety and occupational health regulation. Insofar as regulations, in particular occupational health regulations, are laid down in other legal provisions, these regulations shall remain unaffected.

Please provide proof to the coordinator of how you organise your safety and occupational health care.

Furthermore, the stipulations of the work rules of the Handtmann companies shall be legally binding for you.

The employee shall only remain in those sections of the facility in which he/she is engaged or to which he/she has been expressly assigned.

The visitor's pass must be returned to plant security when leaving the company premises.

The non-smoking regulations in the designated areas must be strictly observed. The non-smoking zones established in the company are marked with signs.

Personal belongings not required for work should not be brought onto the premises. In particular, electrical heating devices, radio and television sets or other dangerous or interfering devices are prohibited.

Files, drawings, documents, copies etc. must not be taken from the working areas or offices, copied or made accessible to unauthorised persons without permission of the respective management.

Carrying or using photographic or film equipment is not permitted. Exceptions require prior written approval of the respective responsible management.

It is imperative that the instructions of the coordinator and the members of security are followed.

In order to protect personal and business property, checks, which may extend to items carried may be requested. Decency and a sense of honour are taken in consideration when performing these checks. All employees are obligated to tolerate these checks.

Any action detrimental to peace, order and purpose must be ceased within the company.

You are obligated to maintain secrecy about all trade and business secrets both for the duration of your activities and after their termination.

The consumption of alcohol or other intoxicating substances constitutes a risk of accident and it is therefore forbidden to bring in particular spirits and to enjoy them during working hours, including breaks.

The use of company vehicles and equipment (forklifts, tractors, workshops, etc.) is not permitted unless otherwise specified in the contract.

You shall be liable for the transport of all materials and equipment, for their storage and safekeeping, for services and installations provided until acceptance and for all damage caused by your employees, subcontractors or suppliers. You shall take all protective measures and precautions to this end.

The set-up of the work or construction site, the erection of construction fences, barracks, machines etc., the creation of material storage areas and the identification of traffic routes on the construction site may only be carried out in agreement with the supervising department and the security on site.

Please ensure cleanliness and tidiness at the workplace and on the traffic routes as well as in the changing and common rooms. Construction rubble and waste must be disposed of by the contractor.

Company waste disposal facilities and plants may only be used with permission.

Please make sure that your employees go directly to their workplace before starting work and leave the premises as quickly as possible after finishing work. Staying outside the specified workplace is not permitted. Working time outside the usual working hours must be agreed with the supervising department and notified to plant security.

For work on Saturdays, Sundays and public holidays, the supervising department shall notify security and indicate the location, type and duration of the work, the number of staff deployed (with names), the vehicles and their licence number.

It is the responsibility of the contracting external company to make sure that all external company employees deployed on the company premises possess a valid social security card and, if necessary, a valid work permit.

Handtmann shall not be liable for damage resulting from non-compliance with the conditions listed above and following.

No liability shall be assumed for objects brought onto the premises by the Contractor's employees.

Violations of these rules of staying on the company premises may be penalised with a plant ban.

All regulations also apply to assistants (subcontractors). You shall be obligated to instruct those in this matter.

Please submit the declaration enclosed as Annex 3 to plant security.

1.1.2 Coordination of work

To avoid mutual hazards, the coordinator appointed by us shall coordinate work activities in accordance with Article 8 German Occupational Safety Law and BGV A1 Article 6, taking into account the interests of security and other departments. In this respect, this employee shall be authorised to instruct you. Any measures instructed by him/her shall be complied with.

If employees of several employers should work in the same workplace, the employers are obligated to cooperate in terms of enforcing the health and safety regulations. To the extent necessary to safeguard the safety and health of workers at work, the employers shall in particular, depending on the nature and type of work, inform each other and their staff of the hazards to the safety and health of the workers involved in the work, and agree on measures to prevent such hazards.

Depending on the type of activity, the employer shall make sure that the workers from other employers working in his/her company receive adequate instructions regarding the hazards to their safety and health while working in his/her company.

1.1.3 Issue of third-party company ID

If you should be working on our company premises for a longer period of time, you may submit a written application via the supervising department to the security department for the issue of a business partner ID.

This application must state:

- Name and address of company
- Name and first name of employee
- Duration of activity and immediate location

You shall be responsible for ensuring that your employees have been familiarised with these safety instructions and committed to respect them before they are granted the business partner ID and before taking up work on our company premises.

The validity of an issues business partner ID is limited in time. Necessary extensions must be obtained in good time from the supervising department.

The loss of an ID must be immediately reported by the owner to plant security.

1.1.4 Safety signs

Observance of the safety signs as well as the prohibition and information signs on our company premises is mandatory.

1.1.5 Issues relating to occupational safety, environmental protection, fire protection and plant security

For any issues relating to occupational safety, environmental protection, fire protection and plant security, please refer to the security department. If required, you may view the accident prevention regulations and other safety-related rules, laws, etc. there.

1.2 Personal protective equipment

You and your employees, if applicable, are obligated to observe the corresponding instructions signs on the company premises and to wear the required personal protective equipment. This equipment shall be provided by your employer.

1.3 Plant-internal traffic

The rules of the German Road Traffic Regulations (StVO) apply on the company premises. In deviation thereof, the maximum speed for all vehicles on the premises is limited to **10 km/h**.

The production halls are an exception to this: Here, not the German Road Traffic Regulations apply but the principle of **prudence and mutual consideration!**
Walking speed applies in the production halls.

Vehicles, such as cranes, that participate in plant-internal traffic, may only be conducted or operated by persons with your company's express written authorisation. They must be trained accordingly and have proven driving/operating skills. A driving license must be carried and presented during checks. Riding on vehicles without seats is prohibited.

All traffic signs and signals must be observed. Illegally parked vehicles may be towed at the expense of the vehicle owner. In the event of gross violations of the provisions of the German Road Traffic Regulations or existing safety rules, the entry permit may be revoked.

External company vehicles and/or trailers may generally not be parked on the company premises. Exceptions must be agreed with the security department.

Vehicles from external companies may only enter for material transports or for operational reasons. A permit will be issued upon entry. If it shall be necessary to enter the premises with the vehicle repeatedly over an extended period of time, it is possible for the security department to issue a temporary permit on the basis of a written application by the responsible department. The vehicles must be parked in the assigned parking spaces.

When filling and emptying tank trucks, the relevant safety regulations must be strictly observed.

1.4 Completion of work

After completion of work on buildings, plants or machinery, a final inspection shall be carried out. Here care must be taken to ensure that the safety-related equipment concerned functions properly.

All remaining parts, scrap pieces or residual materials must be removed. Waste must be disposed of in accordance with the relevant regulations.

2 Construction and assembly work

Constructions sites, excavations, pits, ducts, floor openings, etc. must be adequately secured before the start of work and for the entire duration of construction and assembly. Should the regular flow of traffic be obstructed, the danger point must be pointed out in good time by means of suitable signs.

Any construction site on plant roads or grounds, especially immediately adjacent to buildings, may only be set up following prior coordination between coordinator and the security department.

Construction pits and working areas must be properly secured and signposted day and night. For work performed next to or on roads and sidewalks, the construction site must be sufficiently lit at night.

For work above existing working or traffic areas etc., protective roofs must be erected or the danger zone secured accordingly against dropping building materials or tools. Working areas that pose the risk of falling must be marked and secured accordingly.

2.1 Ladders, scaffoldings and lifting platforms

Ladders, scaffoldings and lifting platforms must conform to applicable regulations and standards and may only be used for their intended purpose.

Modifications to scaffoldings may only be carried out by authorised companies/bodies. Only flawless scaffolding material may be used. All scaffoldings and lifting platforms more than 1 metre above the ground must be furnished with guardrails, midrails and toeboards.

The stability of mobile scaffoldings must be ensured by an adequate ratio. Rollers and arms must be fixed. They must not be moved while persons are on them. Activities on scaffoldings are prohibited while work is in progress underneath. In such cases, the department must be consulted as to when the works may be performed. Exceptions to the above prohibition are fully enclosed scaffolding areas.

2.2 Roof work

Roofs without a load-bearing roof cladding (e.g. glass roofs, corrugated steel metal roofs) may only be walked on using running boards due to the risk of breaking through.

2.3 Civil engineering work

The company carrying out civil engineering work must obtain information about the location of live cables, water, gas and other pipes from the responsible department beforehand. Instructions given by the department must be followed.

2.4 Hazardous work alone

Hazardous work alone should be avoided in general. If due to an emergency situation or in exceptional cases hazardous work must be carried out by one person alone, monitoring must be ensured in accordance with BGV A1 Article 8 Section 2 by suitable measures, such as short-term monitoring or reporting systems.

2.5 Work in confined spaces

Work inside of containers or in confined spaces must be agreed with the responsible department.

In confined spaces with increased electrical hazards, only electrical equipment approved for this purpose may be used. Aeration with oxygen is prohibited.

2.6 Work in the movement zone of crane systems

For works in the movement zone of crane systems, the responsible department must be informed of the type and scope of these works. Works may only begin once the working area has been secured in coordination with the responsible department (e.g. locking the crane main switch, mechanical limit stops).

2.7 Noise

The German Accident Prevention Directive (UVV) Noise shall apply in particular when dealing with noise.

If particularly strong, unavoidable noise (over 85 db(A)) is involved in the work, you should indicate this in good time so that the appropriate measures can be determined.

3. Working with fire - welding

3.1 Permit

Should the use of open fire (this includes spark-forming work such as abrasive cutting, etc.) become necessary when carrying out construction or repair work, the responsible of the external company shall obtain a permit from the responsible department. The permit must be applied for in good time before start of the work. The workplace must be prepared before start of the work as required by the permit checklist.

The fire protection guideline of the Handtmann Group of Companies must be observed separately.

3.2 Fire call

If a fire breaks out, plant security must be informed immediately from the nearest telephone dialling the internal emergency number **Tel. 1888**. Please always check the nearest calling option before starting the work.

4. Handling hazardous substances

4.1 Warnings

The Ordinance on Hazardous Substances (GefStoffV) applies to the handling of hazardous substances. Especially during storage, refilling, processing and disposal of hazardous substances, the respective warnings and safety advice must be observed.

If certain substances are prescribed by our responsible department, only these may be used.

If there is a risk that substances may escape into the water, soil or air in violation of the regulations, or if substances must be used that are prohibited according to this regulation, approval must be obtained from us before bringing the substances onto the company premises. For each substance you must submit a safety data sheet to the coordinator.

4.2 Drainage systems, storm overflows

Hazardous substances (e.g. paint or coating residues, solvents, adhesives, oil) must under no circumstances get into the drainage system or the soil. They must be disposed of or recycled in accordance with the statutory requirements.

Cleaning water may also only be emptied at appropriate washbasins.

4.3.1 Asbestos work

The use of substances containing asbestos is generally prohibited. Exceptions are, for example, restoration works on asbestos-contaminated buildings.

For work on or with substances containing asbestos, the relevant provisions, e.g. the German Ordinance on Hazardous Substances GefStoffV, must be observed. The approval of the responsible security department must be obtained.

5. Waste disposal

Waste produced in connection with performing the contract must be disposed of under your own responsibility.

You must ensure that all relevant provisions are met and that your waste is disposed of properly. Disposal on our company premises is prohibited.

You must ensure that:

- You hold the required transport permit (Article 12 German Waste Disposal Act AbfG).
- In the case of waste requiring special monitoring within the meaning of Article 2 AbfG, you hold a declaration of acceptance from the company operating a suitable and authorised disposal facility (Article 11 Section 2 or 3 AbfG).
- In the case of waste that is also composed of hazardous goods, the required proof of disposal is available and the requirements of the Hazardous Goods Ordinance Road (GGV Straße) are met.

You may commission a third party, who meets the aforementioned requirements, to handle the disposal at your expense.

The use of our own collection containers is not permitted. Deviating regulations require the written approval of the responsible department.

After completion of work, you must leave the workplace in a clean condition and dispose of waste in a proper manner.

Should you fail to meet your clearing/disposal obligations, we shall be entitled, after expiry of a reasonable period set by us, to have the workplace cleared and the waste disposed of at your expense. Up until the clearing, regardless of whether it is performed by us or you, you shall remain sole owner of all waste.

6. Electrical equipment

6.1 Work in the vicinity of live installations

If work must be performed in the vicinity of live installations or equipment, the electric department that will decide on the appropriate measures must always be contacted via the coordinator.

The electric power shutdown must be requested at an early stage, so that appropriate arrangements can be made with the production facilities in good time. The power shutdown and switch-on or assembly and disassembly of the protections may only be carried out by persons authorised by the electrical department.

Unauthorised handling of all electric equipment is prohibited.

6.2 Electrical connections

Electrical connections to our plant's network may only be made following consultation with the electrical department.

The electrical equipment used by you must be in a proper condition. Pulling any plugs is generally only allowed following consultation.

7. Machinery, tools, devices

7.1 In-house facilities

The use of in-house facilities, machinery, materials etc. is only permitted by permission from the responsible department that supervises the contract. Approval of the respective superior must also be obtained.

7.2 External company equipment

Any tools, machinery, vehicles and devices used on our premises must comply in make and operation with the relevant regulations and standards.

7.3 Autogenous welding machines

Acetylene and oxygen cylinders must be secured against falling over. When taking gas from acetylene cylinders lying flat, the cylinder's valve must be stored at minimum 40 cm higher than the cylinder base.

Oxygen fittings and lines must never come in contact with fat, glycerine or oil (explosion hazard).

Mobile welding machines must be equipped with a suitable fire extinguisher and designated non-return device.

7.4 Electric welding machines

Sufficient insulation of the primary and secondary side of electric welding machines must be ensured.

The earth cable must be connected to the workplace to avoid vagrant welding currents that destroy the earthing system of our machines and plants.

7.5 Powder-actuated tools

The use of stud guns (see ZH 1/50) is not permitted. Stud drivers may be used with the approval of the coordinator.

7.6 Grinding and cutting tools

A permit must be obtained from the respective department for work with grinding and cutting machinery in spaces at risk of fire as well as for working with fire.

7.7 Marking

Tools, machinery, vehicles and other equipment must be clearly marked as property of the external company.

8 Liability

External companies shall be liable for all damage pursuant to the statutory provisions caused by them or any of their assistants. They shall be liable for damage of any kind arising from the non-compliance with the regulations to be observed etc., even if it is caused by their agents and other workers.

They shall at their own expense take all necessary precautions and safety measures to avoid personal injury, damage to property and pecuniary loss. Insofar as insurance options are available, external companies shall take out sufficient liability insurance for themselves and their assistants for personal injury, damage to property and pecuniary loss. The scope of statutory liability shall not be limited by the conclusion of liability insurance.

External companies shall be obligated to adequately secure and insure their own property and that of their employees and other agents. Handtmann shall not assume any liability or responsibility for the loss or damage of equipment, tools, tooling and lifting gear as well as any other property values of external companies or their agents.

9 Conduct in case of an accident

Should you or one of your employees suffer an accident, our first aid facilities and our first aiders shall be at your disposal. Please consult our alarm plans to find out about the locations and phone numbers before you start work.

Please report any incident to plant security dialling 1888.

The provisions governing the reporting of accidents applicable to your own business remain unaffected by this.

**Plant regulations
for external companies**

- Annexes -

Annex 1

Leaflet for visitors

1. Visitors are only permitted to stay on the company premises at directly contract-related places of visit. Unauthorised access to production and operating facilities is strictly prohibited. After the end of the visit, the company premises must be left by the shortest route and without delay.
2. The rules of the German Road Traffic Regulations (StVO) apply on the company premises. In deviation thereof, the maximum speed for all vehicles on the premises is limited to **10 km/h**.
The production halls are an exception to this: Here, not the German Road Traffic Regulations apply but the principle of **prudence and mutual consideration!**
Walking speed applies in the production halls.
3. When entering and leaving the premises, vehicle, driver and accompanying persons shall be subject to gate control.
4. The visited person will enter the time of stay on the visitor's pass and sign it. The visitor's pass must be returned to the reception desk or plant security when leaving the company premises.
5. It is imperative that the instructions of plant security or other security departments are followed.
6. The non-smoking regulations must be strictly observed.
7. The following activities in particular are prohibited on the company premises:
 - Bringing or consuming alcoholic beverages or other intoxicating substances.
 - Bringing or carrying weapons of all kind.
 - Trading of all kind, especially advertising and agency activities.
(With the exception of company representatives visiting the purchasing or any other department)
 - Taking photos and filming.
 - Any kind of party-political activity.
 - Distributing printed matter.
 - Conducting or participating in any form of gambling.

Annex 2

Confidentiality statement and handling of confidential information in the context of fulfilling a contract

I hereby make the following statement to Handtmann GmbH & Co. KG following adequate instruction:

1. Under the terms of the contract, I am obligated to maintain the strictest secrecy with regard to all information that become accessible to me in connection with my contract assignment at Handtmann GmbH & Co. KG.
The obligation to maintain secrecy shall also apply after completion of the contract assignment.
2. I am aware that neither objects, business papers, drawing nor other documents may be taken along without approval of Handtmann GmbH & Co. KG.
3. Bringing photo and filming equipment (including video devices) onto the company premises of Handtmann and taking photos and filming is not permitted.
4. I have been instructed that in the event of violation of the above statement I shall be fully liable for damages against Handtmann GmbH & Co. KG.

Biberach, dated

.....
(Name)

.....
(Signature)

Annex 3

We hereby confirm receipt of the plant regulations on the employment of external companies on the premises of Handtmann GmbH & Co. KG, as at 03/09. We undertake to comply with these and to inform, instruct and commit our employees as well as the employees of potential subcontractors engaged on the company premises of HAB to complying with the regulations.

Place _____, dated _____

.....
(Name)

.....
(Signature)