

1 General

The purpose of the external company guideline is to maintain safety and order on the company premises and in the production area, as well as to prevent dangers and to guarantee hygiene for safe production and safe products. General and specific company guidelines are established, reference is made to the applicable "Arbeitsschutzgesetz" *German Occupational Safety and Health Act (Arbeitsschutzgesetz)* and the German Employers Liability Insurance Association (Berufsgenossenschaftliche Vorschriften).

Variations from the external company guidelines are only valid after consultation and written confirmation by the contracting company ST/TT/SPT (hereinafter referred to as "the client"). The external company guideline is part of the contract with the client and is therefore binding. The executing company (hereinafter referred to as "the contractor") must instruct his employees or his subcontractors about the content of the external company guidelines.

In accordance with the *German Occupational Safety and Health Act (Arbeitsschutzgesetz)*, Section 2, as well as DGUV Regulation 1 Principles of Prevention, the contractor has to arrange and install measures to prevent accidents at work, which comply with the accident prevention regulations and also with the generally recognized safety and occupational health rules. Insofar as requirements are made in other legal provisions, in occupational safety regulations, these remain unaffected.

A contact person (usually the person commissioning the work) is appointed for the work in the above-mentioned companies for all questions relating to the processing of the order. The contact person or his representative has the authority over the employees of the external company to instruct and to monitor the execution of the work regarding the compliance with the hygiene regulations. He will coordinate the work processes in such a way that possible hazards are always avoided. This does not exempt the responsibility of the external company supervisor from his duty for his own employees regarding the safety and health protection.

The commissioning person has the authority to issue instructions to the employees of the external company.

1.1 Work clothes/ safety equipment

It is obligatory to wear clean work clothes (including personal safety equipment such as safety shoes) as well as the hygiene clothing (hair protection, beard protection) within the hygiene areas, for further information see our document "Hygiene Guidelines for External Companies". The contractor must provide its employees with the necessary personal safety equipment. Persons without the required protective equipment are generally not permitted to enter the company premises (overalls/overalls may be provided) and may be expelled from the company premises by the client in the event of non-compliance. Pants must always cover the entire leg.

The client can expel a person from the company premises if the safety guidelines are not followed. Within the company premises any activity that is unfavorable to our peace, order and work purpose must be avoided.

1.2 Hygiene regulations/ eating and drinking/ prohibition of smoking & alcohol

The "Hygiene guidelines for external companies" must be recognized and implemented by the workers of the external company who access the production area. It applies among other things:

- ☛ Obligation to report (in accordance with the Infection Protection Act IfSG) infectious diseases (e.g. salmonella, hepatitis, gastrointestinal flu, etc.) or open purulent/infectious wounds. The use of jewellery is forbidden (including watches, wedding rings, piercings, and artificial fingernails, etc.) It must be removed, if it's not removable, consult your contact person.
- ☛ It is prohibited to enter the production/logistics area with private items.
- ☛ It is prohibited to enter glass, fragile objects, wood, little items (e.g. needles for staplers or wooden tools) into the production. → Breakage/splinters or loss of glass or plastic items must be reported immediately!
- ☛ It is prohibited to consume food or beverages (including chewing gum). Water dispensers are available in the hygiene area.
- ☛ Smoking, alcohol, and drugs are prohibited on the company premises (Smoking is permitted in designated smoking areas). Entering the company premises while intoxicated or under the influence of drugs is prohibited

If the security guard, contact person or the company responsible has the impression that the external company worker is under the influence of alcohol or drugs, access to the company premises will be denied.

- ☛ In the event of non-compliance of these regulations, the worker will be expelled from the company premises and barred from further employment in our company.

1.3 Changing rooms/ common rooms/ storage rooms

By awarding the contract, the client is not obliged to provide the employees of external companies with accommodation, social rooms or storage space. The use of in-house facilities and systems is only permitted with the approval of the client.

1.4 Vehicles

The traffic regulations apply on the entire company premises. On the company premises the vehicles are to be parked on the designated visitor parking spaces (TT and SPT) or outside the company premises in the designated parking spaces (ST) (see the overview plans). Driving on or parking on the company premises is generally only permitted with prior approval of the client or the security guard. The maximum speed on the premises is 10 km/h.

1.5 Use of telephone, laptops, sound and image recordings

Any kind of sound and image recordings are prohibited on the company premises. It is not allowed to take cellphones/ smartphones into the production and logistics areas. If necessary, an in-house telephone can be made available to your company. Photos will be provided by an employee of our company.

The client must be informed in advance in writing if the use of a laptop/programming device is required for the execution of the order. The client will grant a written permit.

1.6 Use of operating resources and technical auxiliary materials

Unless expressly agreed otherwise in the contract, the use of any type of operating equipment (e.g. tools, industrial trucks of any kind, electrical equipment of any kind, climbing aids, etc.) and technical auxiliary materials (including lubricants) deviating from the client's register is prohibited. An exception must be granted in advance by the technique department. In individual cases, only the contact person is authorized to issue a written exemption after consultation with the management.

For all non-registered lubricants, safety certificates and safety data sheets from the manufacturer must always be provided. An NSF H1 registration is available for lubricants, for which incidental contact with food cannot be excluded.

Allergens, that are subject to labeling for food, are not included in the used lubricants/ technical auxiliary materials:

The client assumes no responsibility for the use of technical auxiliary materials in case of a violation of this regulation.

1.7 Safety signs/ questions about industrial safety

The safety signs must be observed. If there are any uncertainties about occupational health and safety issues, you can contact our occupational safety specialist (contact via contact person). If necessary, we can provide the accident prevention regulations and other safety rules.

1.8 Confidentiality

It is prohibited to copy and take documents, layouts, drawings, files, etc. out of the company premises without the permission of the management. The information must not be available to unauthorized persons. The employees of external companies are obliged to maintain confidentiality about all business secrets during the duration of their activity and after its termination. The obligation to confirm the general confidentiality agreement remains unaffected.

2 Execution of the work

2.1 Entering the company premises/ registration

Access to the company premises is only possible through the security office (ST) / reception (TT, SPT). At first the hygiene guidelines must be recognized. Staying on the company premises ST / TT / SPT is only permitted with an visitor pass, received from the security guards ST, reception TT / SPT. This identification pass is not transferable and must always be worn visibly. Upon request from the contact person, the external company can receive an access key/chip from the security guard / reception. The protocol from the reception of the key/chip must be signed. The contact person should accompany the external company employee when he/she visits for the first time the company premises ST/TT/SPT. Access is always via the reception (see plant overview plans) and then through the hygiene sluice.

2.2 Delivery of materials

The delivery of material/machine will be in coordination with the contact person. The contractor is the only responsible for bringing in material or machines. Working materials are always brought in at the goods delivery or at the technique goods delivery (see plant overview plans). Exceptions must be made in writing by the client.

2.3 Beginning of work

Employees of external companies can only enter and remain in places where the work is to be performed (rooms, halls, open spaces). Entering other areas of the company premises or the production is prohibited. To avoid mutual danger, the contractor is obliged to reach an understanding with the contact person before starting work, so that the necessary safety measures can be considered in time. The safety measures must be documented.

To be considered:

- ☛ Determination of possible mutual hazards
- ☛ Coordination of safety measures (e.g. approval document)
- ☛ Inform the involved workers about the defined safety measures,
- ☛ If necessary, initiate shutdowns and releases of the machines/systems,
- ☛ Check that agreed safety measures are adhered to for changing groups, e.g. next shift,
- ☛ Temporary **safety-related check** (preferably with the safety coordinator).

The work to be carried out can be started after the instruction and approval of the contact person. The decommissioning / recommissioning of alarm and signaling systems, electrical systems and other supply lines may only be carried out by the client's employees.

2.4 Equipment testing

If a device has to be put into operation on a trial basis without it being possible to apply regulations applicable to normal operation, in particular because this is the only way to establish that the device is in perfect condition in terms of safety or because a newly developed device or a device intended for export has to be tested, the special provisions of the following paragraphs shall apply.

The contractor must determine the necessary special safety measures and ensure their compliance. Those involved in the test must be competent, they must have been informed of the dangers involved in the work and be familiar with the necessary safety measures. Instructions must be given for what to do if irregularities or faults occur. During the test, danger areas are to be marked and, if necessary, cordoned off (consultation with the contact person). Only the persons absolutely necessary for carrying out the test may be in the danger zone. If extraordinary dangers are to be expected, special escape routes must be available and marked. If the scope of the test and the possible risk to the employees make it necessary, the contractor must appoint a person who is responsible for the planning, implementation and monitoring of the test and the safety measures. The test sequence including the coordination must be documented.

A device may only be tested if the necessary measuring, safety and warning devices are operational and functional.

2.5 Completion of the work

When the work is finished, the contact person must be informed. The contact person carries out a visual inspection of the work (no acceptance) and checks whether the safety equipment concerned is working properly again and whether the work site was left clean and tidy. Any material still available will be removed from the building after consultation with the contact person. All remaining parts - scraps of material, screws, rivets, planks, etc. - must be removed from the client's premises by the contractor at his own expense (part of the order). Waste is disposed of in accordance with the relevant regulations, e.g. Oily waste and cleaning rags must be stored separately and treated as hazardous waste.

Once all of this has been done, the contractor's employees leave the premises via the hygiene lock and the porter's building or reception. The security service/reception checks whether the employees have received access chips and acknowledges the withdrawal. Please write down the departure time on the visitor's list.

2.6 Special instructions for construction and assembly work

Construction sites, excavations, pits, channels, floor openings, etc. must be adequately secured by the external company during the entire construction and assembly period. If the normal flow of traffic is hindered, suitable signs must be used to indicate the danger point in good time.

2.7 Use of ladders, scaffolding and work platforms

Ladders, scaffolding and work platforms must be designed in accordance with the applicable regulations and standards and may only be used as intended. Changes to scaffolding may only be made by authorized persons/companies. Only perfect scaffolding material may be used. All scaffolding and work platforms that are more than 2 m above the ground according to DIN 12811 must have handrails, intermediate beams, and toe boards.

The stability of mobile scaffolding, which consists of parts of tubular steel coupling scaffolding, is ensured by a sufficient width / height ratio ($\leq 1:3$ in the open air and $\geq 1:4$ in rooms, or 12m in the room for simple mobile scaffolding and 8m outdoors). They must not be moved while people are on them. Rollers and cantilever must be determined before entering. Activities on scaffolding are prohibited while work is being carried out underneath. In such cases, it must be agreed with the contact person if the work can be carried out.

Exceptions to the above prohibition are completely closed scaffolding areas. Scaffolding, ladders and work platforms on construction sites must show the name of the owner.

2.8 Roof work

Roofs without a stable roof - e.g. Glass roofs, asbestos-cement corrugated roofs - due to the risk of breakthroughs, they may only be walked on walkways.

2.9 Civil engineering work


Before beginning civil engineering work, the contractor must obtain information from the relevant specialist departments about the location of the current-carrying cables, water, gas and oxygen lines. The instructions given by these specialist departments must be followed. Road blockings must be coordinated with the client.

2.10 Dangerous work carried out being alone

Dangerous work performed being alone is to be avoided. If, as a result of an emergency or exceptional case, dangerous work is carried out by one person alone, the contractor must, in accordance with § 8 (2) BGV A1, monitor the work through suitable measures, such as to ensure short-term control, reporting system.

2.11 Working in confined spaces

Work in containers or narrow spaces must be coordinated with the client. A written permit must be obtained beforehand. The contractor must take all necessary security measures. Only electrical devices approved for this

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purpose may be used in confined spaces with increased electrical hazard. It is explicitly stated that ventilation with oxygen is prohibited.

2.12 Working in the radius of action of crane systems

When working in the radius of action of a crane system, the client must be informed of the type and scope of the work. The work may only be started after the work area has been secured in coordination with the client (e.g. locking the main crane switch, mechanical end stops).

2.13 Noise

When dealing with noise, the Noise and Vibration Occupational Safety and Health Ordinance – (LärmVibrationsArbSchV) - and the corresponding technical rules apply. If unavoidable noise pollution or hazards occur during the work, the contractor's attention must be drawn to this in good time so that the appropriate measures (e.g. suitable working hours and the use of personal protective equipment) can be determined.

2.14 Common room/ workshop container on construction site

Staff containers, workshop containers are only permitted on the company premises ST / TT / SPT after consultation with the client. The company name must be clearly legible. The legal provisions for such buildings must be observed (ArbStättV, DIN 13782: 2015). Overnight stays are not allowed in these containers.

2.15 Hot work

2.15.1 Permit for hot work

Welding, soldering, burning, hot-gluing, and drilling work as well as work that can produce sparks (e.g. chiseling work) require written approval (permit for hot work) through the contact person. The contractor must name the client a suitable and responsible supervisor for the duration of the work and, if necessary, for the subsequent fire watch. Work may only begin after the safety responsible has arrived. Fire extinguishers must always be kept close at hand during all hot work.

Work with fire in potentially explosive areas requires special agreement and may only be carried out with the client's written approval after the explosion hazard has been eliminated.

2.15.2 Oxy-fuel/ Oxyacetylene welding equipment

Acetylene and oxygen cylinders must be secured against falling over. When withdrawing gas from a horizontal acetylene cylinder, the end of the cylinder must be marked in red. Oxygen cylinders must not come into contact with oils and greases on the fittings. It is forbidden to place gas cylinders near pits. The specifications made in the previous chapters must be observed.

2.15.3 Electric welding equipment

When operating electrical welding devices, make sure that inflammable objects are removed within a 10 m radius or covered with appropriate fire protection mats. With electric welding, it is important to ensure that the earth cable is only connected to the object to be welded and not to any components. Closed clothing, protective gloves, and a welding shield / welding helmet must be worn.

2.15.4 Grinding and cutting machines

For grinding and cutting work, the necessary protective equipment must be worn (handle, protective plate). They may only be provided/equipped with approved grinding wheel. Sparks are created during grinding and cutting. Care must be taken to ensure that flammable objects within a radius of 10 m are removed or covered with appropriate fire mats. Closed clothing, protective goggles and hearing protection must be worn.

2.16 Handling of hazardous substances

Bringing in hazardous substances must be coordinated/agreed with the client in advance.

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If hazardous substances are used, the associated safety data sheets and the operating instructions must be kept available at the point of use and presented to the contact person without being requested to do so. The handling and disposal instructions to protect people and the environment must be observed. The Hazardous Substances Ordinance (Gefahrstoffverordnung) and the Water Resources Act (Wasserhaushaltsgesetz) apply to the handling of dangerous goods and working materials.

The respective hazard warnings and safety advice must be observed during storage, decanting processing, and disposal. Hazardous substances (e.g. paint or varnish residues, solvents, oil) must under no circumstances enter the sewage system but must be recycled or disposed of in accordance with legal requirements.

2.17 Electrical equipment

If necessary, the disconnection of the electrical current must be requested from the contact person in time so that appropriate arrangements can be made. The power disconnection and installation, or assembly and disassembly of the protection may only be carried out by the client's representative. The electrical construction site distributor must comply with the DIN EN 61439-4; VDE 0660-600-4 built and in proper condition. The emergency power generators are to be earthed depending on the approval and only operated outdoors.

2.18 Use of company machines, tools, and equipment

2.18.1 Company facilities

The use of in-house facilities, machines, materials, etc. is only permitted with the approval of the client.

2.18.2 Equipment of the external companies

The use of tools, machines, vehicles, and devices must be designed, tested and operated in accordance with the applicable regulations and standards.

2.18.3 Marking/Labeling

Hazardous areas must be cordoned by the contractor (in consultation with the contact person) and provided with the specified identification (according to ARS A1.3).

2.19 What to do in the event of an accident

In the event of a serious accident, immediately notify the emergency services on telephone number (0) 112. The scene of the accident is to be left unchanged if the rescue of persons allows this. The provisions on reporting accidents that apply to the client's operations remain unaffected. In the event of accidents of any kind, the client must be informed immediately.

2.20 Fire alarm

If a fire occurs, the fire department should be notified immediately from the nearest telephone using the emergency number. It is therefore always necessary to check where the next reporting option is before starting work