

Safety regulations for outside companies

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WORK SAFETY

Safety regulations for outside companies

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1. PURPOSE

These company regulations ensure and improve the health and safety of our own employees and employees of outside companies when working here by outlining the measures implemented for occupational safety. (ArbSchG §1, German Work Safety Laws)

Work is to be performed so that hazards that could result in injury or death are prevented and to keep the remaining risks at a minimum. (ArbSchG §4 Sect.1)

2. Area of application

These safety regulations apply to all factories and branch offices of the STAHL Schaltgeräte GmbH in Germany and to the STAHL AG.

3. Definitions

Outside companies are companies and their subcontractors as well as their employees (outside workforce) who, in order to fulfil contractual obligations to STAHL, spend time on STAHL company grounds and / or in buildings belonging to STAHL.

Outside companies also include tenants renting STAHL space as well their employees.

The employer representative according to these company regulations is the STAHL outsourcing manager for the contract.

4. RESPONSIBILITIES

The outsourcing manager at STAHL must ensure that these company regulations for outside companies are integrated into the service contract and are followed by the contractor. (ArbSchG §3 Sect.1) The most recent version is to be provided to the contractor every time a contract is awarded.

In addition to the other responsibilities stated in these company regulations, the contractor must also ensure that his employees and / or other persons he requires to fulfil his obligations whose presence is required on STAHL company grounds are informed of these regulations regardless of whether or not these persons were given a copy of these company regulations by STAHL (ArbSchG § 7.7). All other agreements between STAHL and the contracting party remain unaffected.

If employees from several employers are working at a workplace, then the employers or their representatives are required to work together to ensure these health and safety regulations are followed, i.e. they are required to inform one another of possible hazards and agree on preventative measures.

(ArbSchG §8 Abs.1)

The employer or his representative must ensure that the employees of other employers working at his company receive proper instruction in terms of the health and safety hazards for the type of work they are doing. (ArbSchG §8 Abs.2)

The employer or his representative must take measures to ensure that only personnel who have received proper instruction are allowed access to especially hazardous work areas. (ArbSchG §9 Abs.1)

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5. APPROACH

5.1 Introduction

The generally recognised technical regulations as well as the relevant accident prevention regulations are to be followed when planning and awarding a contract to an outside contractor.

5.2 Visitor's Pass/Stay

The persons stated in section 3 are provided a Visitor's Pass which must be worn visibly at all times for the entire time you are on the STAHL premises. The Visitor's Pass is not transferable and can be picked up at the reception desk upon entering the STAHL grounds and / or STAHL building.

The Visitor's Pass is handed out by the receptionist and is to be returned to the reception desk on your own accord after your work is completed. The reception desk is to be informed immediately if you lose your Visitor's Pass.

Written permission must be obtained in advance by all personnel working on the STAHL grounds outside of regular STAHL working hours (weekdays before 6:00 AM and after 4:30 PM, Saturdays, Sundays, public holidays and when STAHL is temporarily closed) from the STAHL representative.

All other contractual agreements remain unaffected.

5.3 Keys

If necessary, STAHL will provide keys for free at the proper time. The contract partner is responsible for lost or damaged keys. The keys are to be returned daily to the STAHL representative.

The contract partner is liable for any damage resulting from inappropriate use of the keys provided.

5.4 Traffic regulations on the STAHL company grounds

All traffic regulations apply accordingly when driving and parking your vehicle on the STAHL company grounds. You drive at your own risk on our grounds. All traffic signs are to be obeyed just like official traffic signs. Building entryways, escape routes, fire lanes and rescue lanes are to be kept free at all times. Vehicles may be towed at the owner's or driver's expense. The STAHL representative is to be informed immediately of any unusual incidents, especially in case of an accident, damage to parked vehicles or other cases resulting in damage.

The generally applicable rules for traffic accidents remain unaffected. STAHL only assumes liability within the scope specified by law.

5.5 Escape routes

The persons named in section 3 must collect information themselves about the location of the nearest escape and rescue routes, fire extinguishers, fire alarms and emergency call equipment as well as how to react in an emergency. Traffic routes, escape and rescue routes, emergency exits, emergency and safety equipment (such as fire extinguishers and eye rinsing sinks) and access to electrical equipment may not be obstructed.

5.6 Accidents

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The Work Safety Department is to be informed immediately in case of an accident. Follow the STAHL instructions in case of an emergency.

First-aid is to be provided as a rule by the STAHL contract partner. The responsibilities of the contract partner remain unaffected even if first aid is provided by STAHL employees in case of an accident.

5.7 Video and audio recordings

Photographs and audio and video recordings are only permitted on STAHL company grounds with the written consent of STAHL. Violation of this rule will result in the confiscation and destruction of the visual and audio materials.

5.8 Smoking in STAHL buildings

No smoking is permitted anywhere in the STAHL buildings except in the designated smoking areas.

5.9 Fire and explosion hazards

All warning and caution signs on the STAHL company grounds are to be heeded. Flames and incandescent lighting equipment are prohibited in workspaces where there is a hazard of fire and / or explosion. Only explosion-proof tools and equipment may be used in explosion-proof rooms. An automatic fire alarm system and a sprinkler system covering the entire factory is installed. The contractor bears the costs resulting from the careless or malicious triggering of an alarm.

5.10 Alcohol ban

Persons under the influence of alcohol are not tolerated on STAHL company grounds.

5.11 Lost and found items

Objects found on STAHL grounds are to be handed over immediately to the STAHL representative or the reception desk. STAHL would like to expressly point out that removing found items from company grounds will lead to the filing of criminal charges and criminal prosecution without any exceptions.

5.12 Tools and equipment brought in

Objects, material and tools brought in to the factory are to be secured against unauthorised use and theft. STAHL is not liable for loss of property.

5.13 Taking objects out

Objects not brought in by the persons stated in section 3 may only leave STAHL grounds with the corresponding written confirmation of the STAHL representative.

5.14 Access to rooms, operation of machines

You are not permitted to enter any rooms or plants or operate any machines or equipment unless this is necessary to fulfil your contractual obligations. Permission to use the common rooms and cafeteria can be granted upon request.

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5.15 Hazardous work

The following work requires careful co-ordination by the contract partner employee responsible and requires written permission and on-site instruction by the STAHL representative:

- Welding, soldering, cutting and grinding work and work requiring an open flame, the processing of flammable and combustible hazardous substances (working with flammable materials).
- Work performed in tight spaces, reservoirs, pits and supply and waste channels.
- Work performed on fire extinguishing, fire alarm and emergency systems.
- Work performed in rooms protected by automatic fire extinguishing systems (except for the sprinkler system).
- Use of hazardous substances in the sense of the German ordinance on hazardous substances.
- Removal of protective equipment.
- Work performed on reservoirs and pipelines.
- Work done on electrical systems and in areas where there is a hazard of radiation, fire or explosion.
- Earthmoving work such as digging building pits and shafts.
- All work in which the sprinkler nozzle may be damaged as a result of inattention or errors.
- Work performed in areas protected against electrostatic discharges (ESD).
- Work performed in the laboratory using the test stands.

Work performed using inflammable materials is subject to a written authorisation procedure.

Before work is started, the safety data sheets for the hazardous substances or hazardous mixtures used must be handed over to the STAHL representative.

If hazardous substances or hazardous mixtures are used in the workspace of the STAHL contract partner, then the contract partner representative must obtain authorisation and information on the necessary safety measures.

5.16 Confidentiality

The persons stated in section 3 will handle all facts and information provided by STAHL during your stay on STAHL premises with utmost confidentiality and will not provide such to third parties or utilise for any other purpose than to fulfil the contractual obligations to STAHL unless the information has already been released by STAHL or was made common knowledge due to this agreement but without violating the agreement. This applies in particular to facts or information on company operations, operating results, production figures, products, business policies, fees and taxes, outstanding debts, organisational, social or business measures and purchasing data.

5.17 Data security

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The persons stated in section 3 must obey the regulations of the German federal law regarding data protection (Bundesdatenschutzgesetzes (BDSG)). Personal data obtained or processed while working at STAHL may not be made accessible to anyone other than those required to fulfil the corresponding legitimate task or used for any other purpose than the original purpose for which the data was provided.

The contract partner is required to inform his employees of the data security regulations in the German data protection laws (BDSG) and to inform them of their responsibilities according to § 5 BDSG (when performing work relating to data security).

The commitment to maintain data privacy in the BDSG continues to exist even after the current contractual relationship with STAHL has been terminated. The German data protection laws provide for fines and / or imprisonment when the privacy of data is violated or other relevant laws are broken.

5.18 Special regulations for non-STAHL personnel

All persons stated in section 3 are required to take all necessary precautions to prevent hazards to themselves, STAHL employees and STAHL equipment. In detail, this means:

5.18.1 Outside contractor list

Before starting and after finishing work, all non-STAHL personnel are to register in and check out at the reception desk. Only those personnel working on the contract are permitted to stay on STAHL company grounds. You are not permitted to bring family members or other persons along.

5.18.2 Working safely

The following instructions absolutely must be followed:

- Working materials (tools, equipment, etc.)

The working materials used to fulfil the contract must be in accordance with the relevant accident prevention regulations and must be in perfect operating order.

- Performing the work

All work must be performed in accordance with the relevant accident prevention regulations. This applies in particular to the regulations relating to electrical safety and setting up and securing workplaces (using barriers, for example).

- Evacuating the building

In an emergency (e.g. in case of a fire), management can order the STAHL building to be evacuated. The evacuation order requires all persons present in the building to quietly leave the building immediately, go to the meeting points and stay there until further instructions are given by STAHL on how to proceed.

- Personal safety equipment

In some areas of STAHL, special personal safety gear such as protective goggles, protective clothing, protective gloves, protective shoes, ESD-protection, etc., must be worn.

5.18.3 Removing waste and residues

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The materials and consumable substances delivered that are used to perform the work remain the property of the contractor or his subcontractor until used for their intended purpose. All waste, including all substances requiring special disposal, resulting from the work performed remain the property of the contractor or his subcontractor. They are to be collected appropriately and disposed of in accordance with statutory requirements.

5.18.4 Keeping the workplaces and assembly areas clean

Workplaces and assembly areas are to be kept clean. Store the tools and material securely. Tools, material and equipment may only be stored in locations assigned for this purpose by the STAHL representative.

5.19 Violations of these company regulations / liability

STAHL and the corresponding plant security company are responsible for monitoring compliance to these company regulations. Serious violations of these rules authorise STAHL to deny the person violating these rules to enter or remain on STAHL premises. In serious cases, STAHL also has the right to immediately terminate the contract on which permission to enter STAHL was based.

The contract partner is liable to STAHL for all damage resulting when an employee of the contractor or subcontractor violates these company regulations.

6. OTHER VALID DOCUMENTS

- The relevant accident prevention regulations.
- The German Operating Safety Regulation.
- The German Ordinance on Hazardous Substances
- The generally recognised technical regulations

7. CONFIRMATION

These safety regulations are to be confirmed in writing before the contractor begins work.

Contracted company

Signature of the contractor

Signature of the employee

The current version can be found in the Intranet.

A current copy is available from the security personnel.