

Status: February 2023

While working for our company, the employee of an external company remains an employee of his employer with all rights and obligations. This employer is responsible for the implementation of the safety and health protection measures.

A coordinator has been appointed by the client for the work in our company. The coordinator, Mr. Dieter Schmitz, is the contact person in questions of safety and health protection. He has the authority to issue instructions to the employees of the external company. However, this does not release the supervisor of the external company from his responsibility for his own employees.

The coordinator is responsible for checking the performance of the contractor's work with regard to safety and health protection. The coordinator also monitors compliance with the following obligations:

Before starting work, a registration must be made at our control centre. The employees of the external company receive a visitor and parking pass there. The parking permits must be displayed legibly behind the windscreen. Entry to the company premises may only be made via the permitted gate entrances. When parking vehicles, the spaces marked and numbered for external companies must be used. The visitor's pass must be handed in at the control centre before leaving the premises.

The state and trade association health and safety regulations shall apply for the duration of the work. The order was placed with the contractor on condition that the execution of the work complies with the state regulations (laws, ordinances, and technical rules), the trade association regulations, rules, information and principles as well as the generally recognized safety and work-related rules and that these are familiar to the contractor's employees. The contractor is responsible for providing the necessary protective equipment. If hazardous substances are used, the relevant safety data sheets and the operating instructions must be submitted to the coordinator at the latter's request before work commences.

Work to be carried out may only be started after release by the coordinator or a person appointed by him. The protective measures laid down for this purpose must be observed without fail.

The employees of the external company are only allowed to enter and stay in the places (rooms, halls, open areas) which have to be visited for the execution of the work. Details are to be agreed with the coordinator.

The decommissioning / recommissioning of alarm and fire alarm systems as well as other supply units may only be carried out by the authorized employees of our company.

Welding, soldering, bulf work is to be carried out in particularly endangered areas within the context of the order, the employees of the external company must have a written permit issued by the coordinator or a deputy in accordance with the statutory regulations. Welding, soldering, burning, chiseling and drilling work, as well as work that may produce sparks, require the approval of the coordinator or a deputy. The external company must appoint a suitable, responsible supervisor to our company for the duration of the work.

In the event of a fire alarm, all persons must immediately go to the meeting places until the alarm is cancelled. Leaving the work site is to be done via the marked escape routes. The responsible supervisor of the external company must report the completed evacuation to the coordinator.

Pits, trenches, excavations, open channels, openings in the ground, etc. must be adequately secured by means of covering or fencing and must be lighted in the dark.

Any contamination affecting the safety and operation of our company must be removed immediately. In case of non-compliance, the necessary cleaning will be charged. Waste must be disposed of properly by the waste producer.

After the end of work or the end of the shift, the workplaces are to be secured.

Our company is not obliged by the contract award to provide the employees with accommodation, social rooms or storage capacity. The use of company-owned facilities and equipment is only permitted with the approval of the coordinator.

The road traffic regulations apply on the entire company premises. Deviating from this, the maximum permissible speed for vehicles of all types is 20 km/h.

Smoking on the premises is only permitted in the declared smoking areas. Otherwise, smoking is absolutely prohibited on the premises. A general ban on alcohol also applies.

The external company must provide its employees with the necessary personal protective equipment. Persons without the required protective equipment are not permitted to enter the premises and may be expelled from the premises by the coordinator in the event of violations.

The contractor's employees must ensure that the tools, equipment and machines used comply with the applicable safety regulations. In addition, safe use and reliable maintenance and inspection must be ensured.

When selecting electrically operated hand tools, equipment and machines, the external companies must ensure that energy-efficient products are used. This can reduce electricity consumption and thus energy costs. As a matter of principle, energy must be used sparingly.

Photography on the premises is only permitted with the permission of the management.

The company regulations are an integral part of the contract/order. Violations of the company regulations constitute a breach of contract. Claims for damages resulting from this remain reserved. The contractor shall be liable in particular for all personal injury and property damage caused by him and his employees to our company and its employees or third parties

Accidents resulting in personal injury or damage to property must be reported immediately to the coordinator.

Please sign one copy of the company regulations and return it to us. The second copy serves to inform the employees of the external company.

We hereby confirm the above-mentioned company regulations.

Date:

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Stamp and signature of the external company