

The “works regulations for external companies” is an essential part of the terms and conditions of the contract and ensures safety at work for your employees as well as ours. The observance of the applicable occupational, health and environmental provisions at the responsibility of the contractor shall remain unaffected.

## 1. General Information

The main contractor is also obliged to enforce the observation of these works regulations by subcontractors or partner companies they have commissioned.

Image and sound recordings are not permitted on the works premises.

Each external company will be assigned a ruhlamat contact person. The safety instructions of the ruhlamat advisor (as well as those of the fire prevention officer, the safety expert and the environmental officer) must be obeyed.

ruhlamat operates a general ban on smoking and alcohol. Smoking is only permitted in the stipulated smoking areas.

Necessary safety provisions for the working areas are the responsibility of the employees of the contractor.

The contractor commits to only use tools, machines and devices which comply with valid regulations and are reliable and safe. The use of lifting equipment requires the permission to drive such lifting equipment.

The contractor and his employees or subcontractors are obliged to maintain secrecy regarding all of the information and documents handed over to them in connection with the commission, this also applies following termination of the activities.

## 2. Registration, access, parking

Access is only possible via registration at the main entrance of the works. Your employees will be given visitor passes, which must be worn so that they are visible on the works premises. Signs prohibiting entry must be observed. The visitor passes must be returned after the work has been completed.

The employees of external companies are not permitted to move freely around our works premises without authorization. They will be accompanied by a representative of the specialist department/contact person. Works installations (buildings, rooms, facilities etc.) may only be entered when necessary during the visit and is authorized by an accompanying ruhlamat employee.

Entry for vehicles is only permitted when necessary for the performance of the work. The laws of the road traffic act apply on the works premises. The stipulated maximum speed of 20 km/h must be obeyed.

Vehicles may only park in the designated or allocated parking spaces.

## 3. Authority to issue instructions

The instructions of the representative of the specialist department/contact partner must be obeyed. They are also authorized to carry out checks on persons, vehicles and items of equipment of the personnel of external companies. The authority to issue instructions on the part of ruhlamat does not release the managers of the external company from their responsibility and supervisory duty towards their employees and subcontractors.

## 4. Contact partner for industrial, health and environmental protection

The specialist departments of ruhlamat are available to provide advice in response to questions and measures concerning industrial, health and environmental protection. The direct numbers of the contact partners are listed on page 3 or can be obtained from the contact person.

## 5. Particularly hazardous work

Particularly hazardous work must be indicated separately and requires the express approval of the ruhlamat fire prevention officer or the ruhlamat safety expert. Written permission (permit FB 0097) is required for particularly hazardous work. Examples of work which requires permission include:

- Working with fire (welding, cutting, burning) and inflammable liquids,
- Working in containers, confined spaces and potentially explosive areas,
- Working in or near electrical installations,
- Extensive work with solvent-based adhesives, solvents, etc.
- Working in areas at risk of gas and on steam and hot-water pipes.
- Work with cranes and lifting platforms

Details must be discussed with the advisor, for example the issue of the permit.

For welding work only approved welders can be employed, while for soldering and other work where flames, sparks or molten metal splashes arise, only reliable and experienced employees can be used who are familiar with the equipment and processes and with the relevant accident and fire prevention regulations and who are expressly appointed to do this by their company. Necessary safety measures, e.g. fire watch are the responsibility of the contractor. **Please note! In some buildings and areas there are automatic fire detection devices.**

When working on laser systems our instruction manual BA E012 “Handling laser systems” must be acknowledged and signed.

## 6. Use of hazardous substances or cleaning agents

The use of hazardous substances must be avoided at all costs! If this is not possible the contact person must be informed before the activities are commenced and will then lay down the necessary safety measures with you. The EC safety datasheet must be available for all hazardous substances you bring with you.

The contractor is responsible for the correct use, labelling, provision and disposal.

Hazardous substances must be stored at the workplace only in the quantities required for a single day (and must be filled into other containers if necessary). The use of inflammable liquids and materials must be limited as much as possible. Handling and temporary storage may only take place in the approved containers.

Highly inflammable items may not be stored by the fire and heating systems, hot pipelines and technical equipment and distribution units.

## 7. Machines, devices, equipment, tools

In principle there is a ban on the use of ruhlamat equipment (e.g. forklift trucks or cranes); exceptions to this are only granted with the permission of our respective contact persons and subject to a written request.

In addition, the applicable local company instructions must be complied with and implemented.

Protective equipment may not be circumvented, removed or disabled.

Safety symbols (prohibition, warning, mandatory, information and rescue signs) are to be observed.

Switching off the energy supply (electricity, water etc.) is only permitted after consultation with ruhlamat and only with its permission (to be applied for in writing in advance – emergencies excepted).

The tools used must have a valid VV inspection sticker in compliance with statutory stipulations. If ruhlamat gives the contractor tools to use, the contractor must immediately inform the contact person about any defects discovered. The tools must not be used in any circumstances for as long as there is a hazard.

Work on live installations shall only be carried out by a specialist electrician after clearance from ruhlamat. Electrical equipment must comply with VDE regulations. Electrical devices that are not required must be switched off when you leave the workplace.

## 8. Personal protective equipment

All employees from external companies are obliged to wear the prescribed personal protective equipment, which the contractor will provide them with. The accident prevention regulations apply. Category 1 safety shoes must be worn in the production areas.

## 9. Noise, dust, odor

Impediments due to noise, dust and odour must be reported to the contact person in order to agree on how to address them before the activities are commenced and must be avoided as far as possible via suitable measures. If vehicles with combustion engines are used in the halls, they must be reported beforehand and it is necessary to check whether measures need to be taken.

## 10. Fire prevention

The signs for fire and explosion protection and the alarm messages must be observed!

The marked escape routes and emergency exit doors must be kept free at all times. Markings may not be removed or concealed. In case of an alarm all employees must leave the buildings immediately and gather at the assembly point. The instructions issued following an alarm must be strictly followed.

During work the fire control devices, such as portable fire extinguishers, wall hydrants, fire-fighting equipment and fire doors shall not be moved, removed, blocked or put out of operation in any other way.

Cigarettes and the remnants of tobacco must be disposed of in the ashtrays which are set up in the smoking areas. In case of fire:

If despite all measures to the contrary damage occurs, it is essential to begin with the limitation of the extent of the damage:

- Set off the fire alarm or inform reception
- Warn persons who are at risk and encourage them to leave the area
- Remove materials which exacerbate explosions and fire from the area at risk
- Try to fight the fire with fire extinguishers until help arrives.
- Until help arrives, only try to extinguish fires if you do not put yourself at risk.

## 11. Environmental protection

Order must be maintained on the building site. Waste and empty containers must be removed daily. After completion of the work the building site must be cleared and left in an orderly condition.

The work must be carried out in such a way that no environmental damage occurs within the terms of legal provisions. If substances have to be stored/placed on environmentally protected areas, that must be reported to ruhlamat before the activities are commenced.

The waste which arises during performance of the services must be collected in an environmentally sound manner, and the contractor is responsible for disposing of it properly. Deviations from this along with the possibly required separation of waste are to be discussed with the contact person. Waste shall only be disposed of in the available waste containers with the permission of ruhlamat!

The mixing of paper waste with household type waste is forbidden.

Polluted cleaning water must be discharged into the waste water drainage system (e.g. wash basins and toilets, not in road drains). The discharge of substances which are harmful to water and contaminated (e.g. oil or solvent-based) waste water into the drainage system is forbidden!

## 12. Accidents

In case of serious accidents get in touch directly with the rescue coordination center on 0-112 - the ruhlamat contact person is then to be immediately informed. The contact person is to be directly informed about less serious accidents.

The notices regarding the escape route and emergency exit plans and emergency and alarm plans are to be observed. Inform yourself about how you can make emergency calls before you start working.

## 13. ruhlamat advice

Alongside support from the contact person the following will provide assistance to questions regarding fire prevention and occupational and environmental protection.

The fire prevention officer Tel.: -760

The safety expert Tel.: -160  
The environmental protection officer Tel.: -160

## 14. Liability

External companies are obliged to secure their property in a suitable manner. Ruhlamat accepts no responsibility for the loss or damage to materials, tools, vehicles, equipment and other property of the external company, their representatives and their employees.

The external company or their representatives are not released from the responsibility for their own employees through the role of the advisor. In cases of non-compliance with regulations the external company is liable for possibly occurring damages and costs.

For their work on the works premises the contractor must take out sufficient company liability insurance and show evidence of it to ruhlamat on request (minimum 500,000 €).

## 15. Information security

You are prohibited from taking photos anywhere on the premises.

You must apply to the reception if you wish to use the WLAN. We point out that use of the WLAN is logged.

Any use of removable storage media on our machines and systems and the use of our computer systems requires prior agreement with our IT department.

If one of the above activities is required to perform the services, the contact partner must be informed in advance so as to agree that.

## 16. Annual instruction

The contractor is obliged to conduct the annual instruction on these works regulations in full for all employees assigned to work at ruhlamat's Marksuhl location and to document that completely along with written proof.