

Safety requirements for contractors

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1. Area of application

Any order placed by Hengst SE & Co. KG requires compliance with all relevant rules. We attach great importance safety. Hence, these safety requirements must be met by our contractors working on our premises. The budgeting of the contractor should consider these requirements.

One copy signed by the purchaser must be had ready on site by the assembly manager. **Attachmend 2 is sufficient.**

These safety instructions apply to all work carried out by other companies at the follwoing sites:

- **Münster, Nienkamp 55-85, 48147 Münster**
- **Nordwalde, Industriestraße 6-8, 48356 Nordwalde**
- **Berlin, Mandelstraße 16, 10409 Berlin**

2. Traffic regulations

The road traffic act is valid for all our work premises. The permitted top speed for Münster premises is 6 km/h, for Nordwalde it is 10 km/h. Entering factory buildings without a particular permission is forbidden. Within the factory buildings, only step speed (6km/h) is allowed. Internal traffic has priority. Parking of vehicles is only allowed in assigned parking areas. Fire fighter accessibility and maneuvering space, extinguishing equipment, meeting points and emergency exits must be kept clear at any time. Fuel-operated vehicles and machinery (fork lift trucks, excavators, platforms, emergency generators etc.) are not permitted to factory buildings. Workplace exposure limits must be relieably adhered to at any time. The CONTRACTOR is responsible for observing the limits.

3. Construction site and assembly manager

The CONTRACTOR has to announce a construction- or assembly manager to the purchaser in charge. In case of a longer period of absence he is obliged to announce his absence to the fold division and he must also designate his deputy. He is obliged to keep ready a list containing all necessary data - like accident insurance and perhaps a valid work permit - of present staff members. If subcontractors are involved – as far as this kind of employment is approved by Hengst – the assembly manager of the CONTRACTOR is the person who is responsible for the staff and the equipment of the subcontractor. Official exemptions regarding working hours, Sunday working et cetera must be applied for by the CONTRACTOR and must be kept ready for control purposes.

4. Site installations

Before starting to work, the assembly manager must announce his arrival to the appropriate coordinator. He will then be introduced to the necessary warehouse and to other working areas. This introduction will be followed by an introduction to the building site. The building site main cabinet and other equipment may only be connected to the internal power net in coordination with and approval of the electric division of Hengst. All movable electric equipment used must be checked according to DGUV 3. This test must not be older than 2 years.

5. Safety at building sites and at assembly points

At the building site as well as at assembly points, the CONTRACTOR is responsible for the safety of his staff as well as he is responsible for the staff of the subcontractor. Construction- and assembly activities may not pose danger neither to staff members by of Hengst nor to other contractors working on the premises. If it is not possible to ensure safe conditions by technical measures, they must be ensured by taking assurance measures in accordance with the coordinator. If OSH regulations are being disregarded, Hengst reserves the right to stop works and to ask the CONTRACTOR to take appropriate safety measures without narrowing the CONTRACTOR's responsibility and without prolonging the deadline. The staff employed must bring the necessary conditions. In case of special activites, associated documents (like driving licences for platforms) must be available at the assembly manager.

6. Tidiness at work place

The construction site as well as the work place must be kept tidy. After termination of daily work, the work place must be tidied up so that no one is endangered by any material or other objects lying around.

Traffic routes, escape- and emergency routes as well as access to fire alarms, fire extinguishers and stretchers must be kept clear at any time. Rubble, scrap metal and other leavings must be disposed of properly. Combustible waste must be removed every day at end of work. Before a work break – e.g. before weekends – a general cleansing of the assembly area has to be made.

In case of inobservance, cleaning may be arranged by Hengst at the expense of the CONTRACTOR.

Any consequential damage due to omitted or insufficient cleaning will be forwarded to the CONTRACTOR.

7. Working equipment

Working equipment (machinery, ladders, worksite distribution boards etc.) must wear the company name due to property law reasons. Devices and machinery must be in a reliable condition and must be checked in due time by an authorized expert. No liabilities are being accepted for stolen, damaged or unusable belongings of the CONTRACTOR.

8. Excavation- and earthwork

In case of excavation- and earthwork, the CONTRACTOR is obliged to get the approval and comment of Hengst to a confirmation about the exact position of cables, pipelines and similar.

Any soil- and water contamination being detected must immediately be reported to the fold division respectively to the appropriate coordinator.

9. Groundwater lowering

Groundwater lowering must be announced to the environmental officer before work starts as this requires permission.

10. Utilization of facilities belonging to Hengst

Without the particular authorization of the coordinator, the use of facilities (like fork lifters, crane systems, platforms, scaffolds and ladders) are forbidden.

11. Harm message

Any damage and injuries must immediately be reported to the security office in Nordwalde (phone 02573-9587-333), security office in Münster (phone (174) 9207957), in Berlin: plant management (phone 030 42189-6) Until a damage survey is being done, the accident scene may only be modified as far as it is needed to rescue injured persons.

12. First Aid

The CONTRACTOR must ensure a suitable organization of first aid (with regard to practical as well as to personnel organization).

13. Evacuation

If a continuous tone from a signal horn is generated, this means the halls must be left immediately via the escape routes to the assigned rallying points.

14. Fire prevention measures

Without a written permit, fire hazardous works like e.g. flame cutting, abrasive works, welding and cutting are prohibited.

Unavoidable works require the written permit of the CONTRACTOR. The restrictions listed in this written permit must strictly be adhered to. The CONTRACTOR must ensure that the above mentioned fire hazardous works do not cause any damage to persons and/or property. Smoking is only allowed in restricted areas (see attachment). In the building, smoking is prohibited.

The written permit for fire hazardous works is available at:

Plant Münster

Maintenance coordinator (OM-M, 0251 20202 187)

Plant Nordwalde

Maintenance office (ON-M, 02573 9587 120)

Plant Berlin

Fire protection commissioner (-L, 03042189-755)

15. Scaffolding

As far as the CONTRACTOR wants to use existing construction- and protection platforms, he has to close a contract with the constructor of the scaffolding concerning the use grant. The contractor is obliged to check the scaffolding before each use whether it is safe and he must report any shortcomings directly to the constructor of the scaffolding. Changes in the scaffolding may only be made by the constructor of the scaffolding. The CONTRACTOR Dem AUFTRAGNEHMER is not entitled to make any changes. The scaffoldings must be used according to arrangement between the CONTRACTOR and other users. Any claims of the

Safety requirements for Contractors

CONTRACTOR due to inadequate construction and traffic safety of the scaffolding do only exist against the constructor of the scaffolding which whom he has drawn a contract with regard to the use grant. A legal responsibility of the **client** concerning this kind of claims is excluded. He must protect the scaffoldings against any changes of damage as well as he has to verify their traffic safety permanently. The usage notices of the constructor of the scaffolding must be followed.

16. Access to the factory premises

Access to the factory premises is via the main entrance. Factory buildings are to be entered via appointed gates and doors. A visitor badge is being handed over to each co-worker which must be visibly worn. If needed, a special visitor badge may be handed over which provides access to some of the automatic doors. The handing over of the badges must be acknowledged accordingly. After cessation of work and after acceptance of one of the coordinators, followed by a deregistration. Upon this point of departure time, all badges must be returned. Other parts of the building than the area where the work is done may not be entered unauthorized. For entering the factory buildings, only the doors must be used. The gates are blocked for passengers.

17. Contact persons

Before works start, Hengst designates a coordinator as a contact person for all matters. He must be informed about any kind of problem or occurrence which could affect the planned schedule essentially.

The service provider has to announce his arrival to this contact person before he starts to work as well as he has to report his checking out to him. Furthermore, he is obliged to hand over a complete work report. The status of the works (e.g. release and acceptance of the device) has to be communicated clearly.

On the part of the service provider there is also a designated coordinator who is permanently present and who can be reached by phone. This person is responsible for the staff training and for the rules to be followed. To avoid any risk, the following Hengst employees can be contacted during the works process:

Plant Münster

Occupational safety specialist: Oliver Klein, 0251 20202 475

O.Klein@hengst.de

deputy:

Occupational safety specialist: Günter Wagener, 0251 20202 102

G.Wagener@hengst.de

Plant Nordwalde

Occupational safety specialist: Torsten Heeger, 02573 9587 108,

T.Heeger@hengst.de

deputy:

Occupational safety specialist: Gerhard Reichel, 02573 9587 149

Plant Berlin

Occupational safety specialist: Burkhard Kluß, 030 42189 720

B.Kluss@hengst.de

If necessary, a further occupational safety specialist and/or further internal contact persons will be designated.

18. Occupational safety

The CONTRACTOR and possible sub-contractors must strictly follow not only any general legal regulations regarding occupational safety but they must also adhere to all regulations set by professional associations and general regulations regarding safety and occupational medicine as well as they have to follow the „safety requirements for contractors“ by Hengst. The CONTRACTOR is obliged to instruct all his staff members and also the sub-contractors working on the Hengst premises in the contents of these regulations and he must ensure compliance with these rules. The CONTRACTOR gives a written confirmation to the Hengst coordinator or to the appropriate contact person containing information about the exact time, contents and participants of the instruction. For all work to be performed on the Hengst premises, the CONTRACTOR is obliged to create a hazard assessment according to the OSH which he must present upon request. Any equipment used by the CONTRACTOR must comply with the requirements for equipment- and product safety law and with all regulations and ordinance on industrial safety issued in this context (also concerning German industry standards, VDE regulations and other). Every day before starting with daily works routine, the site manager must verify the occupational safety of the assembly area including a check of coverings of opened ceilings, banisters, scaffoldings and working devices. Excavations and construction zones must be secured properly day and night. Staff members of the CONTRACTOR must be equipped with personal protective gear which definitely must be used. This protective gear must also be used when working in corresponding danger areas. Works in areas which require carrying of personal protective gear must be used also by the staff members of the CONTRACTOR regardless of function or activity. Areas defined as special danger zones (e.g. areas where fire and naked light is prohibited) require compulsory special behavioral measures.

Works at current construction sites and at traffic areas must be protected by canopies against falling objects. The room must be protected accordingly. Works accompanied by any danger of falling require the appropriate precautions (regarding scaffoldings, safety harness, safety ropes, G41 aso.).

19. Works in containers or with narrow space

Working in narrow space and in containers is only allowed in case of a prior hazard assessment by the CONTRACTOR. Narrow space is defined as a room without any natural air exhaust having an air volume under 100m³ or with dimensions (length, width, diameter) under 2m.

20. Hazardous materials

Hazardous materials may only be brought and used on the premises after review of security data sheets by the occupational safety specialist. The hazardous substances ordinance must be followed. The CONTRACTOR is responsible for instructing all their employees in the proper handling of hazardous materials (risks, use, protection measures). In case of the use of hazardous materials, a risk for third parties must be absolutely excluded. Safety data sheets and operating instructions of the material used must be available.

21. Behaviour in case of emergency

Escape and rescue plans must be available at suitable locations. In case of emergency, buildings have to be left via the nearest escape routes directly to the meeting points. In case of a fire, escalators must not be used. Instructions of the fire department must be followed; this especially concerns the release of a return into evacuated buildings. At the workplace, the position of the nearest accessible first aid kit and the next fire fighting equipment must be determined.

22. Personal protective gear

Wearing suitable protective gear carrying a CE-marking is mandatory. Safety shoes must comply with an S2 safety standard. Gloves, protective goggles and ear protection must be worn in all marked areas and in case of hazardous activities..

23. Working with machinery

The CONTRACTOR must ensure the release of the machinery or device and if necessary provide the necessary emptying the accumulators. This is done in accordance with the appropriate expert of Hengst. Any changes at the machinery and other electrical devices always require the approval of an Hengst expert.

24. Water protection

Basically, any water endangering material must be carefully handled so that soil pollution, groundwater pollution or water pollution is certainly avoided. Water endangering material must neither be led into the main drainage system nor be used over unsecured ground. Leading water endangering material into the main wastewater and rainwater drains is only allowed after explicit permission by the environmental manager. Washings or personal body are not allowed on the premises.

25. Identification of hazardous areas

In case of mutual risk, the work area must be closed off. Work places bearing crash danger and/or the risk of falling pieces must be secured accordingly. Works in transport areas must always be closed off.

26. Embedding work

For embedding devices and equipment, ground anchors can be used.

Site in Münster: MS administrative building 1: a maximum hole depth of 15 cm must be kept – underfloor heating!

Site in Nordwalde: NW building 3.1: a maximum hole depth of 15 cm, for the administrative area in building 3.1, a maximum hole depth of 5cm must be kept. Underfloor heating!

27. Precautions in the foundry

Please note that fire liquid masses are being processed in the foundry. This work consequentially bears a particular risk

28. Radiation protection

In case the CONTRACTOR or his sub-contractor carry out inspections, measurements or tests with ionizing radiation (e.g. non-destructive testing with x-ray or gamma radio graphic devices, neurones radiometry, x-ray fluorescence analyses a.s.o.) on the premises of the client, the following points need to be considered:

At least together with the order confirmation, the CONTRACTOR submits the following documents as a proof:

- approval according to x-ray- or radiation protection ordinance (handling, possibly transport).
- letter of appointment of the radiation protection officer of the CONTRACTOR who supervises the test/measurement.
- a currently valid technical qualification certificate according to expertise guideline technique x-ray- respectively radiation protection ordinance.

- All steps and measures regarding the order must comply with the legal x-ray and radiation protection regulations.
- Scheduling and implementation of any tests, measures or examinations accompanied by ionizing radiation must be done in accordance with a radial protection manager or with somebody from the occupational safety. The contact is being provided by the assigning area of the site.

29. Foto shoots and filming, carrying of multimedia devices

Foto shoots and filming as well as the drawing of sketches which have nothing to do with the current order are forbidden. Taking pictures and filming must be clarified with the coordinator beforehand. Carrying MP3-players and other devices that hinder the acoustic or visual perception is forbidden.

30. Handling of IT-facilities

All relevant hardware will be connected to the corporate network system solely by staff members of the Hengst IT-department. As far as devices by Hengst are concerned, all software will be installed, deinstalled or configured by the Hengst IT. Software and hardware not belonging to Hengst are not being supported by the Hengst IT. Working on the network cabling is forbidden. If IP-addresses are issued, the specifications of the Hengst IT-department are definite and binding. In no case is it allowed to issue IP-addresses unauthorized. Any changes must immediately be reported to the Hengst IT-department. Company data and work data are to be treated confidential any time. Confidential data supposed to leave the company may not come into the possession of unauthorized persons. The IT-department must be informed in time about any upcoming works. The appropriate contact person at Hengst is responsible for forwarding all necessary information to the IT-department.

31. Working in the driving range of cranes

When working in the driving range of cranes, the responsible department has to be informed of the nature and extent of the works. Works may only start after safeguarding (e.g. locking of crane master switch, mechanical end stops) the workspace in consultation with the appropriate department. All works in the driving range of cranes need to be approved of by the coordinator. An interruption must be declared to the department. Before the start of the works in the driving range of cranes, the crane must be locked at the main switch and secured against back line starting. After having finished the works, the release may only be effected by the coordinator together with the department and the contractor.

31. Works with forklift trucks and mobile cranes

Vehicles and forklift trucks may only be moved to and driven on the work premises after except approval. Vehicles taking part in the in-plant transport as well as mobile cranes may only be driven and operated by accordingly skilled staff who have the appropriate written order of their company. Driving around on the work premises by contractors is on own risk and according to permission granted.

32. Works with platforms

Platforms may only be driven by and operated by accordingly skilled staff who have the written order of their company. Driving around on the work premises by contractors is on own risk and according to permission granted. For all platforms, the PSAgA is to be used.

33. Individual work and working time

individual work must generally be avoided. If this is not possible, the introduction of control measures will be necessary. The legal working time must be followed.

34. Roofing works

Roofing works presume special protections for the workplaces such as parapet, banister or the use of safety harness. There must also be protections against possibly falling objects. The following regulations are to be observed: BGV C22, BGR 203, BGR 198 and DIN 4426

For all roofing works, the permission for performing height works is needed. This permission is available at

Münster
inapplicable

Nordwalde
ON-M (02573 9587 264).

Berlin
inapplicable

35. Waste disposal

The service provider is responsible for his own waste disposal under the contract. Waste must be separated properly. In case of larger amounts of waste (e.g. rubble), the contractor is responsible for the provision as well as for the removal of the disposal containers. All working areas must be left tidy and clean every day after work. The disposal system of Hengst may only be used if there is a release of the coordinator.

36. Energy efficiency

Hengst pays high attention to energy efficiency and energy saving. Please, coordinate with your Hengst coordinator (maintenance, industrial technology, facility management a.s.o.) any installations, replacement or exchange of parts and components which may have an influence on power consumption. Please bring forward your ideas concerning energy efficient parts and components.

37. Consequences of non-compliance

The client reserves the right to pronounce a ban against staff members of the CONTRACTOR who have violated legal principles and/or safety instructions. In this case, the CONTRACTOR has to provide an appropriate personal replacement. The CONTRACTOR is liable for any delays resulting from this with regard to the execution of the order or any additional expenses.

38. Liability

For any damage caused to the client in the area of responsibility of the CONTRACTOR, the CONTRACTOR is liable as far as he can not give a proof that he or his employees respectively sub-contractors are not guilty. There is also a liability according to road traffic law for any damage caused by vehicles. The CONTRACTOR is obliged to conclude a liability insurance and to maintain this insurance during the complete period of the execution of the order. The coverage has to be negotiated with the appropriate department and with the responsible procurement area of the client.

Safety requirements for contractors

- Contractor consent form and list of subcontractors-

Attachment 1

Mailing address of the contractor:

Company name: _____

SAP-supplier number: _____

industry: _____

contact partner: _____

zip code, town : _____

address: _____

phone: _____ Fax: _____ Email: _____

appropriate accident insurance company: _____

Company is certified: Yes No

If yes, according to which standard: _____

We confirm the receipt of the Hengst rules for the employment of contractors which we have read and understood. We are obliged to follow these rules concerning all works that must be done on the Hengst premises and to carefully comply with the safety regulations. Our employees as well as the contractors have been informed accordingly. These validations are available and are ready for a check at any time.

place/date:

stamp/signature:.....

The following contact persons are appointed:

Name: Function: Mobile number:

Names an address of the appointed contractors:

Name: address: phone number:

Please attach this completed and signed declaration to your confirmed order. Any changes must be forwarded before order execution!

Attachment 2

service provider / contractor: _____

To be completed before the beginning of works by the purchaser:

An instruction into the works has been carried out.

Purchaser: _____ **phone:** _____
Hengst name/block letters signature

Coordinator: _____ **phone:** _____
Hengst name/block letters signature

assembly manager: _____ **phone:** _____
Contractor name/block letters signature

employee : _____ **phone:** _____
contractor name/block letters signature

employee : _____ **phone:** _____
contractor name/block letters signature

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