

AA.DSM-U-380 Process SGU	R. STAHL Schaltgeräte GmbH	Edition 10/15	
	Work instruction		

Safety regulations for outside companies (company regulations)

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1 PURPOSE

These company regulations are meant to ensure and improve the safety and health of our own employees and employees of outside companies when working here, by measures implemented for occupational safety. (ArbSchG §1, German Occupational Safety and Health Act)

Work has to be performed in such a way that hazards that could result in injury or death are prevented and that the remaining risks are kept at a minimum. (ArbSchG §4 para.1)

2 AREA OF APPLICATION

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

3 DEFINITIONS

Outside companies are companies and their subcontractors as well as their employees ("outside employees") who, in order to fulfil contractual obligations to R. STAHL, spend time on R. STAHL premises and / or in R. STAHL buildings. This also includes temporary staff

Tenants renting R. STAHL premises and the employees of these tenants are also regarded as outside companies.

According to these company regulations, the employer representative is the R. STAHL employee who is responsible for external contractors.

4 RESPONSIBILITIES

The R. STAHL employee responsible for external contractors must ensure that the company regulations for outside companies are integrated into the service contract and that they are observed by the outside company. (ArbSchG §3 para.1) The most recent version is to be made available to the contractor every time a contract is awarded. In case of short-term awarding of a contract to an external contractor by phone, the employees of the outside company have to get a documented information about these company regulations by the responsible R. STAHL employee.

Besides other obligations specified in these company regulations, the outside company has to ensure that its employees and / or other persons that are required in order to fulfil the contractual obligations, present on R. STAHL premises, are informed about these regulations, regardless of whether or not these persons were given a copy of these company regulations by R. STAHL (ArbSchG § 7.7). All other agreements between R. STAHL and the contracting party remain unaffected.

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

(ArbSchG §8 para.1)

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

The employer or his representative has to take measures to ensure that only personnel who have received adequate instructions are allowed access to especially hazardous work areas. (ArbSchG §9 para.1)

5 PROCEDURE

5.1 Introduction

The generally recognized technical regulations as well as the relevant accident prevention regulations have to be followed for planning and awarding of a contract to an outside contractor.

5.2 Visitor's pass / Staying on the premises

The persons stated in section 3 get a visitor's pass, which must be worn visibly at all times for the entire time they are on the R. STAHL premises. The visitor's pass is not transferable and has to be picked up at the reception desk upon entering the R. STAHL premises and / or R. STAHL buildings.

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The visitor's pass is issued by the receptionist and has to be returned unrequested when the work is completed. The reception staff has to be informed immediately in case a visitor's pass is lost.

In case jobs will take longer, the employees will get a company ID card from department Facility Management, with the respective marking, granting access to the required premises. This company ID card also has to be worn visibly at all times. When the work is completed, the ID card has to be returned to department Facility Management. Department Facility Management has to be informed immediately in case the visitor's pass is lost.

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

All other contractual agreements remain unaffected.

5.3 Keys

If required, R. STAHL will provide keys in time and free of charge. The outside company is liable for loss or damage of the keys. The keys have to be returned daily to the R. STAHL representative.

Company ID cards may also serve as keys; loss has to be reported immediately to the R. STAHL representative.

The outside company is liable for any damage resulting from inappropriate use of the keys that have been provided.

5.4 Aviation security

Exterior doors must not be blocked, they may only be kept open by a second person.

Do not let unknown persons into the building. Keep doors and windows closed

Staying on the company premises is only allowed for persons who have a valid company ID card.

5.5 Traffic regulations on the R. STAHL premises

The traffic regulations apply to driving and parking on the R. STAHL premises. Driving is at the driver's own risk. All traffic signs have to be observed like official traffic signs. Building entrances, escape routes and emergency routes have to be kept free at all times. Vehicles may be towed away at the owner's or driver's expense. The R. STAHL representative has to be informed immediately about any unusual incidents, especially accidents, damages to parked vehicles or other cases of damage.

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

5.6 Escape routes

The persons named in section 3 have to inform themselves about the location of the nearest escape routes, fire extinguishers, fire alarms and emergency call equipment, as well as about the behaviour in case of an emergency. Traffic routes, escape routes, emergency exits, safety equipment (such as fire extinguishers and eye showers, etc.) as well as access to electrical equipment must not be obstructed.

5.7 Accidents

Department Occupational Safety has to be informed immediately in case of an accident. Follow the R. STAHL instructions in case of an emergency.

As a rule, First Aid has to be provided by the outside company. If, after an accident, First Aid is provided by R. STAHL employees, the responsibilities of the contract partner remain unaffected.

5.8 Video and audio recordings

Photographs and video and audio recordings on the R. STAHL premises are only permitted with a written consent of R. STAHL. Violation of this rule may result in the confiscation and destruction of the video and audio material.

5.9 Smoking in the R. STAHL buildings

Smoking is prohibited anywhere in the R. STAHL buildings; there are smoking areas outside the building.

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5.10 Fire and explosion hazard

Prohibition signs on the R. STAHL premises have to be observed without fail. Fire and naked light are prohibited in work areas in which there is fire and / or explosion hazard. Fire and naked light must be approved by the fire protection officer (hot work permit). In explosion-protected rooms, only explosion-protected equipment and tools may be used. An automatic fire alarm system and a sprinkler system that covers the entire factory is installed. The outside company will bear the costs that result from negligent triggering of the alarm.

5.11 Ban on alcohol

Persons under the influence of alcohol are not tolerated on the R. STAHL premises.

5.12 Lost property

Items that are found on the R. STAHL premises have to be handed over immediately to the R. STAHL representative or to the reception desk. R. STAHL expressly points out that keeping of lost property will lead to the filing of criminal charges and criminal prosecution without any exceptions.

5.13 Items brought to the company

Items, materials and tools that are brought to the company have to be secured against unauthorized use and theft. R. STAHL will not be liable for loss of property.

5.14 Items taken away from the company

Items that have not been brought to the company by persons mentioned in section 3 may only be removed from the R. STAHL premises with an appropriate confirmation of the R. STAHL representative.

5.15 Entering of rooms, operation of machines

Entering of rooms and facilities and operation of machines and devices not required to fulfil the contractual obligations is prohibited. Permission to use the break rooms and the cafeteria may in individual cases be granted on request.

5.16 Hazardous work

The following work requires careful coordination of the person responsible from the outside company and requires a written permission and an on-site instruction by the R. STAHL representative:

- welding, soldering, grinding and cutting work as well as working with an open flame and the processing of flammable and oxidizing hazardous substances (working with flammable materials)
- work in confined spaces, containers, pits and supply and waste channels.
- work on fire extinguishing, alarm and warning systems.
- work in rooms that are protected by automatic fire extinguishing systems (except sprinkler systems).
- use of hazardous substances according to the German Ordinance on Hazardous Substances.
- removal of protective devices.
- work on containers and pipelines.
- work on electrical systems and in areas where there is a hazard of radiation, fire or explosion.
- earth moving work, such as digging of construction pits and shafts.
- all work during which sprinkler nozzles may be damaged.
- work in areas that are protected against electrostatic discharges (ESD).
- work in the laboratory using the test stands.

A written permit procedure is required for work with flammable materials.

Before commencement of the work, the R. STAHL representative has to be informed about the safety data sheets of the hazardous substances or hazardous mixtures that are used.

If hazardous substances or hazardous mixtures are used by the outside company, the person responsible from the outside company has to obtain an approval and he/she has to inform about the required protective measures.

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5.17 Confidentiality

The persons stated in section 3 will treat all facts and information provided by R. STAHL during their presence on the R. STAHL premises with utmost confidentiality and neither pass it on to third parties nor use it for any other purpose than to fulfil the contractual obligations to R. STAHL. Unless the information has already been released by R. STAHL or became common knowledge without violation of this agreement. This especially concerns facts or information about operating procedures, operating results, production figures, products, business policy, dues, receivables, organizational, social or business-related measures as well as purchasing data.

5.18 Data protection

The persons stated in section 3 are obligated to observe the regulations of the German Data Protection Act (BDSG). Personal data obtained or processed while working at company R. STAHL must not be made accessible to others for any other purpose than that required for the legal performance of the duties, nor may they be utilized otherwise.

The outside company is obligated to inform its employees about the data secrecy pursuant to BDSG and to bind the employees to this data secrecy according to § 5 of BDSG in case they perform work relating to data secrecy.

This commitment to maintain data secrecy pursuant to BDSG continues even after termination of the current contractual relationship with R. STAHL. In case of violation of data secrecy or other relevant laws, fines or imprisonment are stipulated by the German Data Protection Act.

5.19 Special regulations for outside personnel

All persons stated in section 3 are required to take all necessary precautions to prevent hazards to themselves, R. STAHL employees and R. STAHL equipment.

This concerns, among other things:

5.19.1 Registration

Before commencement of work, all outside employees have to obtain a visitor's pass at the reception desk. This visitor's pass entitles the visitor to stay on the company premises. Staying on the R. STAHL premises is only permitted to those persons that are involved in the order (see point 5.2).

After completion of the work, the visitor's pass has to be handed in at the reception desk.

Family members or other persons must not be brought along.

5.19.2 Safe working

The following information has to be observed without fail:

- **Work equipment** (tools, devices etc.)

The work equipment used to fulfil the contract must be in accordance with the relevant regulations and it must be in perfect condition.

- **Execution of work**

The work must be carried out in accordance with the relevant regulations. This especially concerns the regulations on electrical safety and the setting up and securing of workplaces (e.g. barriers, crane runway, mobile elevating work platform).

- **Personal protective equipment;**

In some R. STAHL areas, special personal protective equipment has to be worn, e.g. protective goggles, protective clothing, protective gloves, ESD protection, etc.

Safety shoes have to be worn in all production areas and in the logistics area.

The protective equipment required for fulfilment of the contracted work has to be provided by the outside company.

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- Evacuation of the building

In case of emergency (e.g. fire), evacuation of the R. STAHL buildings can be ordered. 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 R. STAHL.

5.19.3 Disposal of waste and residues

The materials and auxiliary materials delivered for the execution of the work remain the property of the outside company or its subcontractor until they are used for the intended application. All waste resulting from the work, including substances requiring special disposal, remains the property of the outside company or its subcontractor. It has to be properly collected and disposed of pursuant to the statutory regulations.

5.19.4 Tidiness of workplace and assembly area

Workplace and assembly area have to be kept clean. Material and tools have to be stored securely. Tools, devices and material may only be stored in the places that have been defined by the R. STAHL representative.

5.20 Violations of the company regulations / liability

Monitoring of these company regulations falls to R. STAHL and the respective plant security company. Serious violations of the company regulations will entitle R. STAHL to ban the person who violates these rules from the R. STAHL premises. In serious cases R. STAHL is also entitled to terminate the contract on which permission to enter the R. STAHL premises was based without notice.

The outside company is liable to R. STAHL for any damage that results from an employee or subcontractor not observing these company regulations.

5.21 Equal treatment

The outside company commits to fulfilling its organizational obligations towards R. STAHL pursuant to § 12 Equal Treatment Act and to informing its employees regularly and comprehensively about the contents and the obligations that arise from these regulations to prevent illegal discrimination.

According to these regulations, direct and indirect discriminations, importunity, sexual harassment and prompting of discrimination due to race, ethnic origin, religion or ideology, a disability, age, gender or sexual identity are prohibited.

The outside company indemnifies R. STAHL from any damage claims that result from employees of this outside company committing illegal violations of the Equal Treatment Act towards R. STAHL employees.

Violation by an employee of the outside company towards employees of R. STAHL entitles R. STAHL to terminate the contract with the outside company without notice for good cause.

6 OTHER APPLICABLE DOCUMENTS

- All relevant laws, regulations, etc. which concern accident prevention, hazardous substances and further hazards.
- The generally accepted technical rules have to be applied

Differing approaches have to be agreed with the R. STAHL representative.

7. CONFIRMATION

I herewith confirm that I read the safety regulations for outside companies and that I informed my employees about the contents of this work instruction.

Company

Place / Date

Name of instructor

Name of employee

Signature of outside company

Signature of employee

I herewith confirm that I received and understood the safety regulations for outside companies.

I received information about their contents from an R. STAHL employee.

Place / Date

Name of R. STAHL employee

Name of technician Outside company

Signature of R. STAHL employee

Received and understood
Outside company