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# **Safety and Administrative regulations**

  

## **for entrepreneurs who carry out work within the JRS factory**

**Issue: December 2017**

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# 1 General Rules

## 1.1 Basics

These rules are designed to ensure safety and order at the premises of JRS (Client). They complement the recognised rules of technology and the statutory and regulatory provisions relating to the special requirements of JRS's factory.

The Client assumes that the entrepreneur working for him (Contractor), together with their managers and employees shall ensure compliance with these regulations. This also applies to the use of subcontractors, temporary employees or freelancers.

In the event of infringement, the Contractor may be asked, to no longer utilise the employees concerned or offending equipment, tools inter alia on the premises. In addition, the client reserves the right to further action.

## 1.2 Contact person

The Client and the Contractor shall name a contact person in each case before the work is carried out.

The Client assumes that the contact person named by the Contractor is authorised to represent the interests of the Contractor for carrying out the work.

The designation of the contact person must be communicated in writing.

The Contractor shall ensure, however, that the work only begins after a briefing from the Client's contact person, or by the competent person nominated by him.

## 1.3 Entering the factory

1.3.1 Visitors receive a pass at the gate. The permit must be signed by the contact person.

1.3.2 If the Contractor wishes to employ subcontractors, temporary employees or freelancers to work on the premises, Client approval is required.

### 1.3.3 Particularities for foreign employees

In the event of employment of foreign employees, the Contractor shall ensure that

- the employee has a residence permit from the foreign national authorities for the intended place of residence in the Federal territory
- the employee has a work permit from the relevant Employment Office.

The Contractor shall be responsible for observing time limitations. For communication on this issue see section 2.1.7.

**Entering and working on the premises (all year) is only permitted when wearing a safety vest.**

**The contractor must ensure that all employees and subcontractors are equipped with safety vests and these are worn on the premises.**

**Employees who do not wear safety vests must leave the premises!**

#### 1.3.6 Registration in exceptional cases

Carrying out work outside of the period of 6.30 - 16.00 on weekdays (Monday to Friday) should be communicated to the Client's contact person in good time, so any necessary safety precautions can be taken by the Client.

Carrying out work on Saturdays, Sundays and public holidays shall be coordinated with the Client's contact person.

It is the contractor's responsibility to obtain regulatory approval. In addition, the Contractor must inform the contact person no later than by 16.00 on the day preceding the start of work.

### 1.4 Stay at the factory

1.4.1 The Contractor and his personnel must only be present in the factory within the assigned operational areas and only to carry out the work.

Disturbances of order and industrial peace are prohibited.

#### 1.4.2 Alcohol and drugs ban

It is forbidden to bring alcohol or other intoxicating substances into the factory or consume them or pass them onto others. Persons who arrive for work and appear inebriated or intoxicated shall not be allowed to enter the work area.

#### 1.4.3 Smoking ban

Smoking is prohibited on all streets and areas of the factory, on all construction sites and assembly areas as well as in all motor vehicles in all marked plants, laboratories, workshops, buildings and spaces.

#### 1.4.4 Traffic regulations in the factory

In the factory and in the parking spaces of the Client all road users must observe the provisions of the Road Traffic Act in addition to signs relating to in-house traffic and rules of conduct (e.g. Maximum speed, wearing a seatbelt).

If vehicles or mobile tools (e.g. Excavators, loaders, cranes, industrial trucks) are used in the factory, the applicable laws and regulations and accident prevention rules must be observed (e.g. Vehicles VBG (Regulations for the Employers' Liability Insurance Association) 12, VBG 40 Excavator, cranes VBG 9, Industrial Trucks VBG 12 a, 12 b).

Private cars are only allowed to drive into the site by special permission from management.

Vehicles (including bicycles) may in principle be brought into the site only after approval by the Client's contact person, if they are necessary to carry out the work.

Contractors who deal with transport assignments within the factory or use a forklift on the premises shall be subject to the usual laws and regulations and accident prevention regulations.

In the event of traffic accidents on the premises the contact person of (JRS) shall be called for accident recording.

## **1.5 Import and export of working equipment, computer hardware and software, tools, materials and parts**

### **1.5.1 Import**

Personal tools, computer hardware and software, instruments and other materials and parts necessary to carry out the work should be recorded when brought into the factory at the gates.

The Client and its employees are not liable for the loss of property brought into the factory by the Contractor and its employees.

The Contractor and its employees must not bring private hardware or software into the Client's factory.

The Contractor shall ensure that only work equipment which has been tested in accordance with the Industrial Safety Regulations is used to ensure that they fulfil the required proper condition. Every piece of equipment must have an inspection sticker attached, stating the next testing date.

The complete test reports for work equipment shall be kept by the Contractor and submitted on request to the Client for monitoring. Usage of improperly tested equipment, or equipment, which is overdue for testing is expressly prohibited.

### **1.5.2 Export**

Property belonging to the Contractor and its employees may only be taken off the premises with a "pass slip for external companies". This must be submitted to the JRS contact person prior to export for countersignature and must be handed over at the gates when leaving the factory.

The contact person must notify the Client in a timely manner concerning the export of tools, instruments, materials and parts, and fragments of the same as well as scaffolding material of the Contractor as they have to countersign the "pass slip for external companies".

In terms of export of data carriers, which are the Client's property, a "pass slip for operating purposes only" is required. The Client's contact person shall provide a signature in this case.

If a shipment is made by the Client, the Client's contact person shall submit a shipping collection order for countersigning.

If the export of materials and parts is carried out, with trucks, the empty and loaded vehicle must be weighed in each case as a rule.

## **1.6 Establishment of construction and assembly sites**

### **1.6.1 Permission**

A permit is required for the introduction and installation of temporary structures and site equipment requires a licence and therefore must be coordinated with the Client's contact person in a timely manner.

The conditions (e.g. fire protection) must be observed in accordance with the granted permit.

The Contractor must properly secure the construction and assembly sites and regularly eliminate rubble resulting from their work and incidental waste and sewage in coordination with the Client's contact person. In this respect special requirements of environmental protection and clause 1.7.2 shall be taken into account.

### **1.6.2 Social facilities**

As far as possible, the client shall make social facilities available to the Contractor on request (e.g. changing facilities, lockers, showers and washing facilities, toilets and break rooms) for a fee. The Contractor's employees should pay attention to hygiene and cleanliness. The request must be submitted via the Client's contact person.

### **1.6.3 Energy supply**

Power outlets, provided by the Client and their technical acceptance can only be agreed by the Client's contact person.

### **1.6.4 Work on electrical installations and equipment**

Prior to work starting on electrical systems and equipment, the necessary safety measures must be agreed in a timely manner with the Client's contact person.

All work equipment must be closely inspected prior to use by the user. Defects must be reported immediately to the appropriate person and the equipment must be withdrawn from further use.

### **1.6.7 Scaffolds provided by the Client**

The assembly, modification and dismantling of scaffolding is the sole responsibility of the Contractor who is designated to this job by the relevant department of the Client. The responsibility for proper maintenance of operational safety and usage in accordance with its

intended purpose rests with anyone who uses the scaffolding. Scaffolding may be used only if so indicated by signs with the signature of the person who inspected it from the responsible department.

#### 1.6.8 Dissolving construction and assembly sites

When dissolving construction and assembly points the area used must be returned to its former condition at the time of the handover.

### 1.7 Use of Client property

1.7.1 Approval from the Client's contact person is required for the use of company-owned equipment, facilities and equipment (e.g. forklifts, hoists, cranes, pipe bridges, tracks and connections to power lines).

1.7.2 It is prohibited to take away the Client's property; this also applies to waste and scrap. Exceptions require written permission (a pass) from the Client's contact person. The pass must be submitted to the porter when leaving work unrequested.

### 1.8 Lost and Found

Objects found within the site must be handed into the personnel office or porter.

## 2 Occupational safety

### 2.1 Basics

2.1.1 The Contractor is responsible with respect to its employees for the fulfilment of the legal and professional health and safety regulations.

2.1.2 The operational supervision of the Client shall inform the Contractor of site-specific safety concerns that are necessary to carry out the work (special safety requirements).

2.1.3 The Contractor shall instruct its employees on the measures and codes of conduct arising from section 2.1 and 2.2 and ensure compliance with safety regulations through appropriate supervisory personnel.

2.1.4 In an operation which could create hazardous situation to both parties in principle, the Client must inform the Coordinator in accordance with section 6 (1) VBG 1. They are authorised within the scope of their duties to give instructions regarding safety with respect to the Contractors they coordinate, their employees and the Client's personnel. In addition, the Contractor is required to vote in accordance with section 6 (2) VBG 1.

2.1.5 The Contractor shall ensure that his employees follow the instructions of the Coordinator in accordance with section 6 (1) VBG.

2.1.6 Should hazardous substances be used by the Contractor, the Contractor must inform the Client's contact person of this in a timely manner before commencement of work.

2.1.7 If the Contractor chooses to use foreign employees, the Contractor must provide sufficient notification of this.

## **2.2 Starting work**

The works supervisor must be informed immediately prior to the commencement or resumption as well as interruption or termination of an assignment. The works supervisor must be informed immediately of any interruptions to work at the beginning and end of the work in factories every day.

## **2.3 Permit**

To ensure the required supervision is available during hazardous activities and to achieve the implementation of the necessary safety measures, the following approval procedure applies at JRS.

Such activities are:

- Working in containers and confined spaces.
- Fire work in fire and explosion hazard spaces/areas.
- Work where there is a possibility of the release of toxic, flammable or oxidising gases.
- Work where hazards may occur (potentially hazardous) by carcinogenic hazardous materials or biological agents.
- Work at and on pipe bridges and smokestacks and silos.
- Work on protective devices
- Work where special (greater) safety measures are considered necessary.

The permit must be signed by the Contractor's on-site management team (supervision of the employees on-site) with respect to the required compliance with established security measures. The name of the undersigned and the Contractor is also entered in block letters (if necessary Company stamp).

## **2.4 Welding, burning, brazing and spark producing work**

Before carrying out welding, burning, brazing and spark producing work (e.g. Cutting, grinding) the Contractor must contact the Client's contact person to coordinate on safety measures.

## **2.5 Earthwork**

Earthworks must be agreed with the Client's contact person because of the possible damage of supply and disposal lines before starting work.

## **2.6 Emergencies, faults, irregularities**

In the event of an emergency the emergency services must be called immediately. If the Contractor or its employees notice remarkable incidents in the context of carrying out their work (e.g. disturbances, irregularities, noise), they shall immediately inform the works supervisor.

## **2.7 Personal protective equipment**

The Contractor must provide personal protective equipment for its employees appropriate in accordance with section 4 VBG 1 and ensure that its employees use this as intended.

## **2.8 Accident reports**

Accidents that occur while carrying out work must be reported promptly to the business and the Client's contact person - regardless of official regulations.

In addition, the Client's occupational safety department must be given a copy of the specific accident report for the accident insurance provider.

# **3 Medical Assistance**

## **3.1 First aid**

The Contractor and its employees have the ability to make use of the Client's first aiders (emergency call on works telephone attached). The obligations in accordance with the accident prevention regulations (UVV) "first aid" VBG 109 remain unaffected.

## **3.2 Occupational health examinations**

The Contractor shall ensure that only employees are employed where in individual cases, occupational medical examinations in accordance with VBG 100 and in accordance with the Occupational Safety Act were undertaken with authorised physicians or occupational health services on time and the employee received a "no health concerns" result or were conducted in accordance with the deadlines.

# **4 Environmental and energy management**

In fulfilling his services in relation to the work at the Client's factory the Contractor must ensure that adverse environmental impacts are avoided as far as possible in relation to the circumstances of the particular case. Therefore, in relation to work-related and/or inevitable air-and water-based emissions, the issue is potentially one of coordination of necessary mitigation measures with the Client.

In relation to the generation of waste the Contractor shall ensure payment is made for the separate disposal of construction waste and combustible and non-combustible waste.

In relation to the generation of waste water the Contractor shall ensure that the discharge of contaminated and uncontaminated water is kept strictly separate.  
In addition, the Contractor shall ensure that the legal and regulatory requirements are complied with, in particular

- Law for protection against harmful effects of Air pollution, noise, vibration, and similar operations (Federal Emission Control Regulations-BImSchG).
- Law for protection against air pollution, noise and similar effects on the environment (State pollution control law-LImSchG).
- Waste Act (AbfG)
- Regulation on facilities for the storage, filling and handling of substances hazardous to water (VAwS)

J. Rettenmaier & Söhne GmbH & Co. KG is committed to efficient and sustainable energy use. We want to reduce our energy consumption in the long term and increase the energy efficiency of our operations, systems and processes as part of a continuous improvement process. This continuous improvement process helps increase the profitability of our company. To achieve these goals we have introduced an energy management system in accordance with DIN EN ISO 50001. You are therefore asked to deal with energy resources efficiently in this sense.

## **5 Secrecy**

The Contractor and his personnel must not give any information about operating facilities, business processes and operational methods to third parties (including unauthorised JRS personnel).

This confidentiality obligation remains even after the work is completed.

All documents made available to the contractor (e.g. plans, documents, drawings, programmes, data and models) and all results that are achieved when carrying out the work, shall remain the property of the Client. They must be protected against unauthorised access by third parties and returned after the work is completed

Unauthorised recordings and use of cameras or similar equipment and taking pictures are not allowed.

Documents, programmes, and client data may not be handed out to anyone without authorisation, if necessary written authorisation must be obtained.

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## 6 Controls

Compliance with these safety rules and systems shall be monitored within the factory and at the gates by appointed people.

CW  
04.12.2017

Appendix: Confirmation form for external companies

Document must be signed and send to the project manager

### Confirmation form for external companies

Please instruct your employees who are working for the company J. Rettenmaier & Söhne GmbH + CO KG about the contents of the safety and administrative regulations. To verify the instructions please send the signed confirmation form back to JRS (to the attention of the project manager), preferably by e-mail.

Should a return not be possible due to a lack of time please send this document to your responsible project manager in advance.

**Address contracting authority :** J. Rettenmaier & Söhne GmbH + CO KG  
For the attention of.:  
Holzmühle 1  
73494 Rosenberg

#### Confirmation contractor:

The company \_\_\_\_\_ confirms that all employees who are working for the company J. Rettenmaier & Söhne GmbH + CO KG are trained in accordance to the contents of the safety and administrative regulations.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Stamp and signature