

## House rules for external companies

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### **1. Entering the factory premises**

Entering and leaving the factory premises takes place via the main entrance. Registration takes place at the reception. There you will receive a visitor pass, a safety vest and a sticker to cover your camera, as it is not allowed to make film or sound recordings. If necessary, your contact person can provide you with the photos you need.

### **2. Support on the factory premises**

During your working hours on our factory premises, you will be looked after by a project manager/external company coordinator who is familiar with the work to be carried out. He is instructed to instruct you in the conditions at your workplace before you start to work and to monitor the proper execution of your order and compliance with the applicable safety instructions. The personal protective equipment must be provided by the external company and worn by the employees. In the event of a violation of these external company regulations and in the event of safety-violating conduct, he is entitled to issue a house ban immediately.

The responsible project managers for you are:

Mr. Schaffranietz: 02734-491-292      or Mr. Berkemeier: 02734-491-255

### **3. General behavior**

The Contractor's employees are permitted to enter and stay only in the premises and places of operation which must be visited in order to carry out the work. The use of HF's own facilities and systems is only permitted with the permission of the project manager. Occupational health and safety laws and accident prevention regulations must be complied with. The consumption of alcohol and intoxicants is generally prohibited. There is a general smoking ban, except in the designated smoking areas. Photography and filming are not allowed. Tidiness and cleanliness must be observed. Generated waste must be disposed of professionally. Passages, entrances, exits, escape routes, fire extinguishers and rescue facilities must be kept free. In areas where mandatory signs are displayed, the appropriate protective clothing must be worn. When leaving the marked paths, safety shoes must be worn. Protective devices on machinery must not be circumvented or made ineffective. Only legal employees with a valid residence permit may be employed by external companies.

The mutual hazards between external companies and HF are discussed and documented on site with the help of the checklist Instruction of external companies on special hazards.

### **4. Traffic**

The provisions of the road traffic regulations apply on the factory premises. The maximum speed is 10 km/h. The use of HF vehicles and tools is only permitted with the permission of the person responsible for the project and a valid driving licence. For the use of forklifts & aerial work platforms, a written order from HF is also required.

### **5. Technical plants and devices**

Access to and other interventions in operating facilities are prohibited. If work of this kind is required, coordination with the project manager is necessary. The equipment and tools used must comply with the applicable regulations and provisions. It must be possible to prove test certificates for facilities subject to inspection. The decommissioning / recommissioning of alarm and warning systems as well as other supply lines may only be carried out by the commissioned HF employees. If it is determined that there are safety-related defects in a system or device, this must be reported immediately to the project manager.

### **6. Handling of hazardous substances / water-polluting substances**

Required and brought hazardous substances must be registered by the external company at the latest upon arrival at the HF factory premises. It should be ensured that these hazardous substances do not pose a danger to HF employees. The regulations described in the safety data sheet must be followed. Hazardous substances may only be stored in original containers. In addition, pressurized gas cylinders must be secured against falling over with suitable slings.

Water-polluting substances must not enter groundwater, waste water or soil. Containers with solvents must always be closed. Any contaminants that occur must be removed immediately. In case of non-compliance, the necessary cleaning will be charged.

### **7. Securing construction sites**

Excavations, pits, ditches, open channels, floor openings, etc. must be adequately secured and illuminated in the dark. When working on higher surfaces, underlying surfaces must be secured against falling objects.

### **8. Working with an open fire**

Work with open fire such as welding, firing, grinding, soldering, etc. may only be carried out after instruction in the hazardous situation and after issuing a permit for fire-hazardous work. Permission must be requested from the project manager and will only be granted after examination and approval by the fire protection officer or the project manager if the necessary preventive fire protection measures have been taken.

### **9. Environmental protection & energy management**

Waste should be avoided as far as possible. Waste generated must be disposed of in the containers provided for this purpose. Please note the marking on the containers. Hazardous waste must be disposed of at the expense of the contractor.

In addition, care must be taken not to let machines and systems run unnecessarily long. In addition to the environmental management system, we also operate an energy management system and attach great importance to the efficient and economical use of energy. Unnecessary energy consumers must be switched off, especially compressed air. Connection points and sampling points must be coordinated with the project manager. For larger construction measures, a construction power box with electricity meter is required for the respective construction site. The meter reading must be documented regularly.

Of course, unnecessary water consumption must also be avoided.

### **10. First aid**

In the case of minor injuries, the first responders in the individual departments must be informed (see notice). In case of serious injuries, call for help via the first responders or dial the emergency number 112.

You are also welcomed to report near misses or uncertain situations to your contact person. In order to prevent possible sources of danger from actually turning into accidents, this system was developed for accident prevention. We want to achieve the highest possible level of security.

### **11. Brand**

In the event of a fire alarm, all persons must immediately leave the building and arrive at the assembly point. The instructions of the fireprotection helpers must be

followed. Escape and rescue routes, as well as the access to the assembly point, are marked and displayed on emergency plans, which, as well as basic information on how to behave in the event of a fire (Fire Protection Regulations Part A), are clearly displayed in all operating areas.

## **12. Schlussbestimmung**

These house rules are part of the contract. Violations of the house rules constitute a breach of contract. We reserve the right to claim damages resulting from this. In particular, the Contractor shall be liable for all personal injury and property damage caused to HF, staff members or third parties by him or his employees.

Please make sure your staff is aware of these house rules.

In addition, a briefing will take place on site.

**This confirms the knowledge of the house rules for external companies:**

Company name / name in block capitals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date / Signature of the contractor