



Work Safety and Environment Protection Guidelines for Subcontractors

Abteilung

Arbeitsicherheit : Tel.: 497

Umweltschutz : Tel.: 606

Rev.3 - Stand 01/2010

These guidelines are to protect you as well as our own staff from any danger, accidents and harm. They are also aimed at protecting the environment. Please adhere to and observe the following rules:

Make sure you meet the latest safety rules and regulations of the employers' liability insurance association, valid at the time of your work operations. On our premises, the German traffic regulations are in force, the speed limit being 15 km/h. In particular, pay attention to heavy works traffic (lorries and fork lift trucks).

Ensure you are instructed by the coordinator in charge regarding particular dangers, the nearest telephones and fire extinguishers on site, as well as other safety facilities, prior to commencing your work. Do not enter areas or shops you do not work in. Disposing of bottles or other objects into our scrap containers is strictly forbidden, for danger of explosion.

Any materials which are made use of in any way first need to be checked and approved by the OF department having ordered your services as well as by the Otto Fuchs department for work safety, based on up-to-date EU safety regulations in German language. Those documents which are decisive for us in order to carry out this check are to be made available as pdf files to the OF department for work safety and environmental protection (E-Mail: baginski.fr@otto-fuchs.com or kühn.ha@otto-fuchs.com).

For the sake of your own staff's safety please make sure they wear respective protective equipment (e.g. protective clothing, safety shoes, ear protection etc) for any work operations on our premises. Safety measures are to be taken in such a way that neither you nor our employees are endangered.

In case inflammable work operations such as welding, flame-cutting or any other actions using open fire are to be carried out, you first need to obtain a permit from our fitting shop (Tel: 295, 296) or works planning department (Tel: 497, 237) which is specifically made out for the work in question. Any requirements and conditions stated on this written permit have to be strictly adhered to.

Work on our hot water, gas and compressed air pipes may only commence after permission by our fitting shop (Tel: 295, 861), work on electrical facilities may only commence after permission by our department for electric matters (Tel: 620, 666). Waste water may only be drained into sinks or floor gullies which you have been advised to use by our fitting shop.

Any usage of our transport and lifting vehicles (e.g. fork lift trucks) is permitted only on special approval and only after sufficient instruction.

Building pits and other hollows (such as canals or shafts) are to be secured by railings in any case. Warning tape, ropes, chains etc **are not sufficient**.

Building materials, scaffolding etc may be stored only in places which have been expressly approved by our works planning (Tel: 589) or building department (Tel: 483).

When finishing your work operations, your workplace has to be tidied and cleaned up so that nobody will be handicapped or in danger by any materials left there. Waste induced by any work carried out by you – in particular packaging materials such as film, wood and cardboard – have to be taken out or disposed according to respective regulations. By way of exception, waste may be disposed into our waste containers on prior approval by our department for environmental affairs (Tel: 606). In the latter case, you will have to use the waste containers assigned to you, sorting the items to be disposed according to the respective regulations. Incorrectly sorted waste will be newly sorted by us at your expense. In case transport is required the Goods Income department will have to be notified (Tel: 476, 530).

Bringing as well as consuming alcohol and addictive drugs on(to) our site is strictly forbidden. For objects, tools and equipment taken by you onto our premises we do not accept any liability. The same applies to personal injury or property damage you may suffer on our premises; unless we are to be blamed for that.

Emergencies such as accidents involving people, fire or leakage of harmful substances must be immediately reported to the works security department via the internal emergency call **444**. The works security department will then coordinate any further measures that are appropriate.

In case of violations of these rules we are –after prior warning– entitled to send you respectively your employees off our premises, or to deny further access to our premises. Violation of these rules represents an essential reason giving us the authority to terminate the underlying contract, effective immediately.


General Management


Works Council


Safety Engineer


Environment Representative