

AA 811 Arbeitsschutzregeln für Fremdfirmen EN

AA 811 Occupational health and safety regulations for external organisations

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A) Introduction

These instructions apply to work carried out by personnel from external organisations (contractors) on the premises of Waskönig+Walter. These operating regulations form an integral part of the contract and are therefore binding.

Our company has a management system that is structured and implemented in accordance with the ISO 9001/ ISO 14001/ ISO 45001/ ISO 50001 standards. Operational environmental protection and occupational safety are therefore declared objectives of Waskönig+Walter. We understand nature, society, the economy

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and each individual company as parts of a global ecological system whose balance and biodiversity are crucial for the continued existence of all life.

- All our business partners are involved in efforts to improve environmental protection and occupational safety. We expect our suppliers to identify with our corporate goals and specific environmental and occupational safety policies.
- Accordingly, we also require our contractual partners – in line with our environmental policy – to comply with all relevant legal provisions and internal regulations on environmental protection, occupational safety and emergency planning (emergency plan, fire safety regulations).

Please familiarise yourself with the regulations that apply to your work before you start working at Waskönig+Walter. This applies in particular to observing and complying with occupational health and safety, fire safety and environmental protection regulations. If these legal regulations are specified in more detail by official measures (permits, orders, etc.), you are obliged to comply with them insofar as you are affected.

You are obliged to observe the internal company regulations on occupational safety, fire safety and environmental protection (emergency plan, waste disposal guidelines, etc.) and to monitor and ensure that they are complied with by the employees you employ. In accordance with § 5 of the BGV A 1 regulation 'Principles of Prevention', we hereby request that you comply with the relevant safety requirements within the scope of the order placed and, in addition, only employ technically suitable and sufficiently trained personnel.

In accordance with the Occupational Safety and Health Act (Arbeitsschutzgesetz = ArbSchG) and the German Social Accident Insurance (Deutsche Gesetzliche Unfallversicherung = DGUV), you must take measures to prevent accidents at work that comply with the provisions of accident prevention regulations and, in addition, with generally accepted safety and occupational health rules. Insofar as requirements are

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stipulated in other legal provisions, in particular occupational health and safety regulations, these provisions remain unaffected.

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Emergency calls can be made from any telephone by dialling **112**.

Please provide the following information:



WHERE is the accident location? Component, room number

WHAT has happened? How many people are injured, what are their injuries?

WHO is calling? State your name

Wait for further questions! The call will be ended by the control room operator on duty.

2. Escape in the event of an alarm

If the alarm sounds (like if there's a fire), you should get out of the building right away using the closest escape routes, emergency exits, and stairwells. You should warn people in the neighbourhood and help anyone who's hurt or disabled.



Caution: Do not use the lifts in the event of a fire!

3. Authority to issue directives

Once the fire brigade has arrived, only the instructions of the fire brigade are to be followed. Until the fire brigade arrives, the authority to issue instructions lies initially with the fire safety officer or, if necessary, with other persons authorised to issue instructions; see the company safety manual (available for inspection at the gatekeeper's office).

C) Prohibitions

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AA 811 Arbeitsschutzregeln für Fremdfirmen EN**1. Stimulants**

The consumption of alcohol and other intoxicants (cannabis, etc.) is strictly prohibited in the company buildings and on the outdoor premises, including in vehicles. Smoking is strictly prohibited throughout the entire company premises. Please observe the relevant signs, such as 'No smoking, smoking, fire and open flames prohibited'.

Smoking is only permitted during breaks in the designated areas outside the premises. Taking these smoking breaks (which we consider unpaid) must not disrupt operational processes.

2. Food and drink

The consumption of food and drink is prohibited in all production areas. There are designated rooms for eating and drinking on the first floor of the main production building. Only these areas may be used during breakfast and lunch breaks. Drinks are permitted and must always be kept closed after use.

3. Working hours/ break regulations

Where possible, align the start and end of your employees' working hours and breaks with the company's operating hours.

- Breakfast breaks take place between 9.30 – 9.45 AM
- Lunch breaks take place between 12.30 – 13.00 PM

Waskönig+Walter exercises its domiciliary rights to ensure that employees of external companies are subject to the same agreements governing the protection of non-smokers and break regulations.

4. Mobile phones and other portable devices

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The use and carrying of mobile phones and other non-explosion-proof electrical equipment is prohibited in potentially explosive areas.

5. Restriction of access

Workplaces other than those assigned to them may not be entered without authorisation.

6. Hazardous work

Hazardous work is strictly prohibited. Exceptions with written permission, e.g. for: work involving a fire hazard (welding, burning, drilling, etc.), work in potentially explosive areas, work on roofs, work in containers and confined spaces.

7. Safety precautions

Safety devices must not be removed or rendered ineffective! Compliance with traffic safety obligations must be arranged in cooperation with the contact person (client).

Only the Waskönig+Walter specialist department may switch the power off or on again, or install or remove the corresponding protective devices. Unauthorised actions are prohibited!

D) Accident prevention**1. Regulations**

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The statutory and trade association regulations governing labour, environmental and health protection, as well as accident prevention regulations, apply. Statutory working time regulations must be observed.

2. Equipment condition

All work and operating equipment used to fulfil the order must comply with these regulations, be in perfect condition and may only be used in the prescribed manner.

Ladders, kick stools, elevated workplaces:

All ladders, kick stools, scaffolding and platforms used must be procured and used in accordance with the relevant regulations and technical rules.

If the work to be carried out does not allow for safety measures such as parapets and railings when working at heights, ensure that safety scaffolding, safety nets or safety harnesses are used.

If persons may be endangered by objects falling from higher workplaces, traffic or operating facilities, ensure that special protective measures are taken, e.g. by means of appropriate barriers.

3. Personal protective equipment



If the planned work requires or stipulates the wearing of personal protective equipment (instruction), the external contractor must provide its employees with sufficient quantities of such equipment.



Employees are obliged to use this personal protective equipment in accordance with its intended purpose (National Occupational Safety and Health Act, Sections 15 and DGUV V1).



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Safety helmets must be worn at all construction and assembly sites. Headgear is also essential when working overhead and when working in the vicinity of production lines, hoists, cranes, conveyors, etc.

Safety caps must be worn in production halls!

4. Fire protection and explosion protection

The provisions of the fire safety regulations apply.

E) Registration and instruction**1. Information about hazards**

The client (contact person) must be informed about possible hazards to employees or the environment posed by the planned work and the materials used.

2. Registration/deregistration

Before work begins, the client (contact person) must be informed in good time about the time frame.

Once the work has been completed, feedback on the work carried out must be provided to the client (contact person). The client shall approve the work carried out..

3. Traffic rules

The Road Traffic Regulations apply mutatis mutandis. The maximum speed limit of 10 km/h (6mph) must be observed.

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Vehicles may only be driven onto the factory premises for loading and unloading purposes. Service vehicles required to carry out work on site may be driven onto the premises and parked there with the approval of the responsible coordinator.

No motor vehicles may be parked in the factory halls, workshops or buildings.

Industrial trucks, forklift trucks, telescopic forklift trucks, lifting platforms:

- The use of forklift trucks and lifting platforms must be agreed with the responsible coordinator at least one working day before work commences.
- Before using the forklift, a written authorisation with a documented signature must be obtained. This must be agreed with the responsible coordinator in any case.
- The driver must be in possession of an appropriate driving licence. This must always be carried and presented on request.
- When using lifting platforms/cherry pickers, an operator's licence for lifting platforms must be presented and instruction must be provided by the coordinator. The Documentation of the instruction must be kept on file.

4. Instruction, briefing, information

The client/operator (contact person) shall provide instruction, information and, if necessary, training to the person responsible for the external organisation (external company). The training shall include at least information on rules of conduct, access restrictions and hazards in the work areas, protective measures to be taken and the emergency organisation.

The person responsible for the external organisation (external company) is responsible for instructing their employees. The instruction shall include at least information on rules of conduct, access restrictions and hazards in the work areas, protective measures to be taken and the emergency organisation. If subcontractors are commissioned to carry out the work, the person responsible for the external organisation (external company) is responsible for informing, instructing and training the subcontractors on the activities to be carried out, rules of conduct, access restrictions and hazards in the work areas, protective measures to be taken and the emergency organisation.

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The client/contact person and the person responsible for the external organisation shall jointly identify – on site if necessary – any hazards that may arise during the execution of the work for their own employees and for the employees of the external organisation, taking into account the work schedule drawn up by the external organisation. If hazards are identified, safety measures must be defined.

6. Contact person / coordination

The client's contact person (e.g. occupational safety specialist) is known to the person responsible at the external organisation. Before work commences, mutual coordination must be achieved with the involvement of the contact person.

7. Waste

No waste may be stored or dumped on the factory premises! All waste materials must be disposed of properly. Disposal via the W+W collection points must be clarified in advance with the contact person (see below).

8. Hazardous substances

The storage and use of hazardous substances must be reported in advance to the contact person/client (safety data sheet). Storage may only be carried out in approved containers and at agreed locations.

Hazardous substances of any kind and concentration must not be allowed to enter the sewage system or the ground under any circumstances.

9. Cleanliness

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The workplace must be always kept tidy and left clean and tidy after completion of the work! No motor vehicles, forklift trucks, containers, tubs, etc. may be hosed down or washed on the factory premises.

10. Malfunctions

Any injury, malfunction or hazard during the execution of work must be reported immediately to the contact person or the person responsible for the order.

F) List of important telephone numbers / collection points

EMERGENCY NUMBER (fire brigade, accident, etc.)	Tel. no.	112
Duty officer/ Main Entrance/ Switchboard	Tel. no.	899
Internal safety contact person for the commissioned work	Tel. no.	907

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Occupational safety officer	Tel. no.	804
Doctor	Tel. no.	201
Environmental protection officer	Tel. no.	961

Appendix: 1**External company declaration**

Please send the completed declaration to the contracting authority before starting work at the latest!

External company declaration

Contract department: Firma Waskönig+Walter Kabel-Werk GmbH u. Co. KG

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Ostermoorstr. 77
D-26683 Ramsloh

Name of contact person / Telephone:

Name of supervisor:
(only for activities involving particular hazards)

Address of the external contractor**Person in charge at the external company on site**

Company:

Name:

Postcode/ City:

Function:

Telephone:

Telephone:

accident insurance provider:

The signatories have taken note of the following points and confirm their compliance with their signatures!

1. Occupational health and safety regulations (Date/Status)

The occupational health and safety regulations are acknowledged.

2. Occupational health and safety

The commissioned work shall be carried out in compliance with the relevant laws, regulations, accident prevention regulations, safety rules and standards!

3. Environmental protection

The provisions of the Waskönig+Walter management manual apply to environmental protection.

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The substances may only be used for their intended purpose! Proper disposal shall be ensured. Approval must be obtained before using hazardous substances.

5. Cooperation

The above-mentioned employee has been appointed as the contact person to coordinate the work of the external organisation (external company) with the work of the client or other companies. He will coordinate the planned work in order to avoid any potential mutual hazards. The contact person has the authority to issue instructions to the external company's employees insofar as this is necessary for safe work processes. The external organisation remains responsible for the safety of its employees. It must instruct them in relation to the specific task. If the external company unexpectedly encounters other companies, an agreement must be reached to avoid mutual hazards. If activities involving hazardous substances are to be expected, _____ shall be consulted in an advisory capacity as the hazardous substances officer. He shall support the parties involved in assessing the hazards, selecting suitable protective measures and complying with legal and operational requirements when handling hazardous substances. Responsibility for carrying out the work and complying with occupational health and safety measures remains with the respective executing organisation. External companies that use subcontractors are responsible for and obliged to comply with occupational health and safety rules and regulations! The subcontractor data must be completed on the following pages. Before commencing work, it is essential to consult with the contact person.

Qualification certificates, SCC certification, specialist company certificates, if available, are attached to the declaration. Yes / No

Date/Signature:

(Contracting authority)

Date/Signature:

(Contractor)

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Company:

Represented by:

Postcode/ City:

Telephone:

Address of the contractor

Company:

Represented by:

Postcode/ City:

Telephone:

Address of the contractor

Company:

Represented by:

Postcode/ City:

Telephone:

Address of the contractor

Company:

Represented by:

Postcode/ City:

Telephone:

Address of the contractor

Company:

Represented by:

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Telephone:.....

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