

AA 811 Arbeitsschutzregeln für Fremdfirmen

Occupational health and safety regulations for external organizations

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AA 811 Arbeitsschutzregeln für Fremdfirmen**A) Introduction**

These instructions apply to the performance of work by the staff of non-company organizations (external companies) on the premises of the Waskönig+Walter company. These company regulations are part of the contract and are therefore to be regarded as binding.

Our company has a management system in accordance with the ISO 9001/ ISO 14001/ ISO 45001/ ISO 50001 established and lived. Operational environmental protection and occupational safety is therefore a declared goal at Waskönig+Walter. We understand nature, society, the economy and every single company as part of a global ecological system whose balance and biodiversity are crucial for the survival of all life.

- All of our business partners are included in efforts to improve environmental protection and occupational safety. We expect our suppliers to identify with our corporate goals, special environmental and occupational safety policies.
- We also oblige our contractual partners - in accordance with our environmental policy - to comply with all relevant legal provisions and internal regulations on environmental protection, occupational safety and emergency planning (alarm plan, fire protection regulations).

Please find out about the regulations that apply to your work before you start working at Waskönig+Walter. This applies in particular to observing and complying with work, fire and environmental protection. If these legal regulations are made more specific by official measures (permits, orders, etc.), you are obliged to comply with them as far as they are concerned.

You are obliged to observe the company's internal regulations for work, fire and environmental protection (alarm plan, disposal guidelines, etc.) and to monitor and ensure compliance with them by your employees. In accordance with § 5 of the BGV A 1 regulation "Principles of Prevention", we hereby request you to com-

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ply with the relevant safety requirements within the framework of the order placed and, in addition, to only use technically suitable and sufficiently instructed personnel .

In accordance with the Occupational Safety and Health Act, you must take measures to prevent accidents at work that comply with the provisions of the accident prevention regulations and the generally recognized safety and occupational health rules. Insofar as there are requirements in other legal regulations, in particular occupational safety regulations, these regulations remain unaffected.

B) Behavior in the event of fire, accidents and other hazards:**Verhalten im Brandfall, bei Unfällen und anderen Gefahren:****1. Make an emergency call**

Emergency calls can be made on any telephone under the number **112**.

Please provide the following information:

WHERE is the scene of the accident? component, room number

What happened? how many injured, what injury

Who is calling? Say your name

Wait for questions! The call is ended by the person on duty in the control room.

2. Escape

In the event of an alarm (e.g. in the event of a fire), the building must be evacuated immediately via the nearest escape routes, emergency exits and stairwells. Warn people in the neighborhood and help injured or disabled people.



Attention: Do not use elevators!

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After the arrival of the fire brigade, only the instructions of the fire brigade are to be followed. Until the arrival of the fire brigade, the authority to issue instructions is initially given by the fire protection officer or, if necessary, by other persons who are authorized to issue instructions, see the operational safety manual (available for inspection at the gatekeeper).

C) Prohibitions**1. Stimulants**

The consumption of alcohol and other intoxicants is strictly prohibited in the company buildings and on the outdoor areas, including in vehicles. There is an absolute smoking ban on the entire company premises. Be sure to observe the relevant signs such as "No smoking, smoking, fire and naked flames prohibited".

Smoking is only permitted during the break times in the designated areas outside the site. The use of these (unpaid from our point of view) smoking breaks must not disrupt the operational process.

2. Eating and drinking

Consumption of food (eating and drinking) is prohibited in all production areas. There are designated rooms for eating and drinking on the 1st floor of the main production building. Only these seats are to be used during the breakfast and lunch breaks, including distance regulations.

3. Working hours/ break rules:

Adapt the beginning and end of working hours as well as the breaks of your employees to the company working hours as far as possible.

- The breakfast break takes place between 9:30am – 9:45am.
- The lunch break takes place between 12:30am – 1:00pm.

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By exercising its domiciliary rights, Waskönig+Walter ensures that employees of external companies are subject to the non-smoker protection agreements and break regulations in the same way.

4. Cellular

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

5. Access Restriction

Work places other than those assigned to them may not be entered without authorization.

6. Dangerous work

Dangerous work is strictly prohibited. Exceptions with written permission e.g. E.g. for: work with a risk of ignition (welding, burning, drilling, etc.), work in potentially explosive areas, work on roofs, work in containers and confined spaces.

7. Security Precautions

Safety devices must not be removed or rendered ineffective. The fulfillment of the traffic **safety obligation** is to be arranged in cooperation with the contact person (client).

Only the Waskönig+Walter specialist department may switch the power on and off, as well as assemble and disassemble the corresponding protective devices. Unauthorized actions are prohibited.

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The statutory and trade association work, environmental and health protection regulations and accident prevention regulations apply. The statutory working time regulations must be observed.

2. Equipment Condition

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

Ladders, steps, high workplaces:

All ladders, steps, scaffolding and platforms used by you must be designed and used in accordance with the relevant regulations and rules of technology.

If the type of work to be carried out does not permit securing by means of parapets and railings when working at height, arrange for safety scaffolding, safety nets or safety harnesses to be used.

If people can be endangered by objects falling from higher workplaces, traffic or operating facilities, make sure that special safety precautions are taken, e.g. B., by appropriate barriers.

3. Personal Protective Equipment

Insofar as wearing personal protective equipment (instruction) is necessary or prescribed for the planned work, the external contractor must make this available to his employees in sufficient



quantity. The employees are obliged to use this personal protective equipment as intended (§15 ArbSchG).



There is a general obligation to wear protective helmets on construction and assembly sites. The headgear is also indispensable when working overhead and when working in the area of production lines, hoists, cranes, conveyors, etc.

As a result, there is an obligation to wear a bump cap in the production halls.

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The provisions of the fire protection regulations apply (see notice).

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

The client (contact person) must be informed of possible hazards to company employees or the environment from the planned work and the materials used.

2. Sign in / Sign out

Before work begins, the client (contact person) must be informed in good time about the schedule (e.g. when will the work begin, how long will the work take).

After completion of the order, feedback on the work carried out must be sent to the client (contact person). Acceptance of the work carried out is carried out by the client.

3. Traffic regulation

The road traffic regulations apply accordingly. The maximum permissible speed of 5 km/h must be observed.

Driving on the factory premises is only permitted for loading and unloading. Service vehicles that are required to carry out the work on site can be driven in and parked after approval by the responsible coordinator.

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

Industrial trucks:

- The use of forklifts and lifting platforms must be coordinated with the responsible coordinator at least one working day before the start of work.

- Before using the forklift, a written order with a documented signature must be obtained. In any case, this must be coordinated with the responsible coordinator.

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- The driver must be in possession of a corresponding driving license. This must be carried and shown on request.
- When using aerial work platforms/elevators, an operator ID for aerial work platforms must be presented and instructions must be given by the coordinator. Documentation of the instruction is expected.

4. Instruction, briefing, information

Instruction, information, possibly instruction of the person responsible for the external organization (external company) is carried out by the **client / operator** (contact person). The instruction contains at least the information about rules of conduct, access restrictions and hazards in the work areas and protective measures to be taken as well as the emergency organization.

The person responsible for the external organization (external company) is responsible for instructing his employees. The instruction contains at least the information about rules of conduct, access restrictions and hazards in the work areas and protective measures to be taken as well as the emergency organization. If subcontractors are commissioned with the work, the person responsible for the external organization (external company) is responsible for informing, instructing and instructing the subcontractors about the activities to be carried out, rules of conduct, access restrictions and hazards in the work areas and protective measures to be taken as well as the Emergency organization, responsible.

5. Identification of hazards and determination of security measures

The client / contact person and the person responsible for the external organization determine together - if necessary on site - including the work flow plan drawn up by the external organization - hazards that arise during the execution of the work for the company's own employees and for the employees of the external organization can arise. If hazards are identified, security measures must be defined.

6. Contact person / coordination

The contact person of the client (e.g. specialist for occupational safety) is known to the person responsible for the external organization. Before starting work, mutual agreement must be reached, including the contact person.

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

8. Hazardous Materials

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

Hazardous substances of any kind and concentration must never get into the sewage system or into the ground.

9. Cleanliness

The workplace must be kept in a tidy condition at all times and must be left tidy after the work has been completed!

No motor vehicles, forklifts, containers, tubs, etc. may be hosed down or washed on the factory premises.

10. Disruptions

Any disruption and danger during the execution of work must be reported to the contact person or the person responsible for the order immediately.

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EMERGENCY (fire brigade, accident, etc.)	Tel.-Nr.	112
Headquarters/ guards/ main entrance	Tel.-Nr.	+49 (0) 4988 88 899
Internal safety contact person for the commissioned work	Tel.-Nr.	+49 (0) 4988 88 907
Occupational Safety Officer	Tel.-Nr.	+49 (0) 4988 88 804
Company doctor	Tel.-Nr.	+49 (0) 4988 88 201
Environmental Protection Officer	Tel.-Nr.	+49 (0) 4988 88 961

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

Contractor Declaration

Ordering department:	Company Waskönig+Walter Kabel-Werk GmbH & Co KG Ostermoorstr. 77 DE-26683 Ramsloh
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Name of contact person / phone:	
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Name of Supervisor: (only for activities with special risks)	
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Address of the external contractor**Responsible person of the external company on site**

Company:		Name:	
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ZIP/City:		Position:	
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Phone:		Phone:	
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Responsible accident insurance institutions:

The signatories have taken note of the following points and confirm their compliance with their signature.

1. Occupational health and safety regulations [date/status]

The occupational health and safety regulations are recognized.

2. Occupational Health and Safety

The commissioned work is carried out in compliance with the relevant laws and regulations. Accident prevention regulations, safety rules and standards.

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The stipulations of the Waskönig+Walter management handbook apply to environmental protection.

4. Use of hazardous substances

The substances are only to be used as intended. Professional disposal is ensured. A permit must be obtained before the use of hazardous substances.

5. Cooperation

To coordinate the work of the external organization (external company) with the work of the client or other companies, the above Employee appointed as contact person. He will coordinate the planned work in order to avoid possible mutual hazards. The contact person has the authority to issue instructions to external company employees insofar as this is necessary for a safe workflow. The external organization is still responsible for the safety of its employees. She has to instruct them on an order-related basis. If the external company unexpectedly encounters other companies, an agreement must be reached to avoid mutual hazards. If activities with particular risks are to be expected, _____ will be used as supervisor. If the external contractor uses subcontractors, he is responsible for them and obliged to pass on the occupational health and safety regulations. The data of the subcontractors are to be recorded on the following pages. Before starting work, coordination with the contact person is mandatory.

Proof of qualification, SCC certificate, proof of specialist company, if available, are attached to the declaration. Yes No

Date, signature:.....

(Ordering body)

Date, signature:.....

(Contractor)

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Company:.....

Represented by:.....

ZIP / City:.....

Phone:.....

Address of the contractor

Company:.....

Represented by:.....

ZIP / City:.....

Phone:.....

Address of the contractor

Company:.....

Represented by:.....

ZIP / City:.....

Phone:.....

Address of the contractor

Company:.....

Represented by:.....

ZIP / City:.....

Phone:.....

Address of the contractor

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