



**WORK SAFETY RULES and
GENERAL RULES OF CONDUCT for external companies**

Client:	Dichtungstechnik Wallstabe & Schneider GmbH & Co. KG Straße der Dichtungstechnik 2 94559 Niederwinkling	Contractor:
Head of Maintenance:	Department Head:
Phone:	09962-201-0	Phone:
Safety Specialist:	Coordinator:
Phone:	09962-201-0	Phone:

Work to be carried out:

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The company Wallstabe & Schneider attaches great importance to occupational safety.

This regulation applies to all contractors and subcontractors working on the premises. It shall be a binding part of any assignment or contract.

The contractor shall inform all his employees, including subcontractors and temporary workers commissioned by him, of the content of these safety rules before commencing work and shall ensure that they are complied with.

When entering the company premises and during the work to be carried out there, all relevant industrial safety regulations, e.g. the Industrial Safety Act, the accident prevention regulations, the Ordinance on Hazardous Substances and the corresponding technical regulations must be complied with. Failure to comply with health and safety regulations may result in the withdrawal of the order.

A risk assessment of the work to be carried out on the premises of Wallstabe & Schneider must be submitted to the responsible external coordinator at the start of the work.

1. General rules of conduct / occupational safety

- Before the start of work and at the end of work, registration and deregistration takes place at reception (administration building).
- Details are to be clarified with the responsible contact persons on site.
- Only enter the areas of the company to which your contact person leads you or for which you have received a residence permit.

- Access to the production halls is only permitted for the purpose of carrying out the work and after consultation with the department head responsible there.
- Safety shoes must be worn in all production areas.
- The consumption of alcohol or other intoxicating substances is strictly prohibited.
- Smoking is prohibited throughout the premises, with the exception of the designated smoking zones.
- At the end of work, the workplace must be left tidy and clean.
- Photography and filming on the premises is prohibited.
- External data carriers (laptops, USB sticks, etc.) may only be connected to the company network after prior verification by our IT technology.
- **Secrecy: You are obliged to keep secret all company and business information that has become known to you.**

2. Machinery, tools and equipment

- The use of Wallstabe & Schneider equipment (machines, forklifts, etc.) requires prior approval and instruction.
- Tools, machines and equipment brought along must comply with the applicable accident prevention regulations.

3. Electrical Equipment

- All work on current-carrying systems or equipment must be coordinated in advance with the electrical department. Unauthorized actions on electrical systems are prohibited.

4. Information in case of alarm and rescue

- Familiarize yourself with local emergency and rescue plans and fire extinguishing equipment.
- In the event of an alarm (fire or gas alarm), the assembly point (car park) must be visited immediately.
- Report the completeness to the responsible contact person.

5. Disposal – environmental protection – water protection

- In all activities, the legal provisions of environmental protection regarding water, soil and air pollution control, waste disposal, hazardous goods and noise protection must be observed.
- Contamination of soil, groundwater and water bodies with substances hazardous to water must be prevented.
- Residual materials and waste must be taken back or, if expressly approved by the client, returned to the company's waste disposal facilities.
- Waste may only be disposed of in the designated collection containers. The waste management representative must be contacted regarding questions of scrap and waste disposal.

6. Dealing with energies

- Cooling or heating of heated or air-conditioned rooms through open doors, gates, windows is to be avoided. If this cannot be avoided for work reasons, our environmental officer or the electrical department must be informed so that measures can be taken as required.
- In general, energy guidelines apply throughout the entire plant, which also prescribe energy-efficient behaviour for all contractors and subcontractors on the site. These must be requested from the external company coordinator.

7. Factory traffic

- Entry into the factory premises is only permitted for the purpose of loading and unloading. Parking within the factory premises is only permitted with a parking approval - issued by Wallstabe & Schneider - and exclusively on the designated parking spaces.
- Road traffic regulations and a maximum speed of 6 km/h apply on the factory premises.
- Particular attention must be paid to pedestrians, forklifts and loading traffic.
- Industrial trucks participating in internal traffic on the premises of the customer may only be driven or operated by suitably trained persons with a valid certificate of qualification, a written order from the contractor and after instruction.

8. Behaviour in case of accident

- Accidents involving personal injury or damage to property must be reported immediately to the management.

9. Flammable work (welding, cutting, grinding, soldering, etc.)

- For work with open fire or flying sparks, the permit for work involving fire hazards is required; this is issued by the fire safety officer.

10. Explosion-protected areas

- Work in and near areas designated as explosion protection zones (Ex-protection zones) may only be carried out with the permission of the external company coordinator. You must bring your own PPE.

11. Barriers

- If paths or passageways are obstructed by work or other employees are endangered, shut-off regulations must be established. These must be agreed in good time with the contact person.

12. Handling of hazardous substances

- If hazardous substances are brought along, the corresponding safety data sheets or operating instructions must be carried along and their requirements complied with.
- Containers must be closed again after use and kept out of the reach of other employees.
- For substances with the hazards "Water hazard class 3 (highly hazardous to water), toxic, very toxic or carcinogenic (also suspected)" Wallstabe & Schneider's approval is expressly required. The materials may only be brought along in the quantity required for the work.
- Remnants of the hazardous materials and their packaging must be taken back by the contractor after completion of the work. Storage by Wallstabe & Schneider shall not take place or shall only take place with the approval of the external company coordinator.

13. Handling cranes and hoists

- For work in the movement range of crane systems, the responsible specialist department must be informed of the type and scope of the work. If a hazard cannot be excluded, the crane must be shut down for the duration of the work and secured with a padlock at the main switch. Cranes may only be operated by external companies with the permission of the maintenance management and after instruction.

14. Handling ladders, scaffolding and aerial work platforms

- Ladders, scaffolds and aerial work platforms must comply with applicable regulations, must be tested and may only be used for their intended purpose. Working platforms may only be operated by suitably trained persons with a valid certificate of competence, a written approval from the contractor and after instruction. When operating aerial work platforms, the PPE against falls from a height must be used; this must be provided by the operator.
- The erection and alteration of scaffolding may only be carried out by a competent person.
- When working at heights, sufficient scaffolding and safety equipment must be used.

Furthermore, the safety information and rules of conduct of the visitor registration must be observed!

Confirmation of instruction and obligation:

Date

Contractor's Signature