

Leaflet for employees of external companies and their subcontractor

As an employee of the contractor, you are obliged to avoid causing personal injury or damage to property, or creating fire or other hazards, on our premises or on the construction site. You are obliged to comply not only with the general directives and instructions in this leaflet but also with the special plant, control, administrative and security regulations as well as the relevant regulations of the trade cooperative associations (BGVs; see no. 31) and the instructions of the client, and to support all measures serving to ensure safety at work and to protect the health of our employees.

The BGVs of our trade cooperative associations (Berufsgenossenschaften – BG) also apply to the employees of foreign companies whose employees do not belong to a trade cooperative association in Germany. Persons contravening these regulations may be immediately expelled by the client from the place of work or construction site.

Before you start work you should contact our coordinator who is responsible for coordination of the work between the two parties and who has authority to issue instructions to you in matters relating to industrial safety. If you have not yet been told who the coordinator is, contact the department in our company that awarded the contract.

Administrative regulations

1. If you have been given a visitor's pass or an external company's identification document for the purpose of visiting a company or company plant or a construction site, this authorization must be shown on request and surrendered on conclusion of your business, but not later than the end of its period of validity. Loss of such a document or pass must be reported without delay to the department that issued it.
2. Persons and objects, particularly vehicles, are subject to the entry and exit checks usual in our company,
3. On Sundays and public holidays, entry into our facilities, whether on foot or by car, where access requires signing in (i.e. a visitor's pass) or the production of an external company's identification document, is not permitted unless you can present written permission including details of the work location or construction site.
4. Company regulations regarding bringing vehicles, tools, items of equipment, material and the like onto the premises must be observed.
5. It is not permitted to bring image or sound recording equipment or devices onto company premises nor to use them unless our consent has been obtained beforehand.
6. Road traffic regulations apply on company premises, on construction sites and in parking areas. All persons must drive with care and with consideration for others. Speed limits must be observed. Causing any obstacle or hindrance to freedom of vehicle movement on company premises must be avoided without fail. With no exceptions, approach roads used by the fire department must never be obstructed or blocked. Parking in front of fire hydrants, entrances, gates or similar constrictions is not permitted.
7. Do not leave or keep objects of any kind on approach routes used by the fire department or by rescue vehicles or ambulances. Blocking free areas on these routes is also forbidden. All other roads or paths should also as far as possible be left unobstructed. Objects left or stored directly in the vicinity of roads or paths should be secured so as to prevent accidents.
8. Safety or security symbols and safety, security and information signs on the premises, such as prohibition or regulatory signs, warning signs and rescue and first aid signs, must be observed and must not be removed.

Leaflet for employees of external companies and their subcontractor

9. Any damage to or malfunctioning of our facilities must be reported immediately.
10. The place of work or construction site must always be kept in a clean and tidy condition and, upon completion of your work, cleaned up and secured.
11. For reasons of personal and general safety you must not, by consuming alcohol, drugs or other intoxicating substances, put yourself in a state in which you might pose a risk to yourself or others.
Particularly it is forbidden to consume alcohol during working hours or to report for work in an intoxicated condition.
12. Storage of building materials and equipment and the like and the erection of temporary buildings, site caravans or containers requires the previous consent of the client.
13. Entering parts of the plant or company where you have no work to perform as part of the work contract is not permitted.
14. Removal of fresh water, electrical power or gas is only permitted when the previous consent of the relevant coordinator or of the site management has been obtained.

Safety regulations

15. Surveillance areas and controlled areas, which might be marked "RADIOACTIVE", for example, may only be visited by authorized persons.
16. Work equipment, machines and tools must be kept in good condition and be used properly and for the purpose intended. Inspected equipment has to be labeled with inspection plates.
17. If personal protective equipment (such as head or foot protection, for example) is required for your work, it must be worn!
18. Protective devices in place in the company must not be disabled or circumvented without the previous agreement of an authorized person familiar with the installation concerned.
19. Working on or in plants or plant sections outside the scope of your work contract requires the previous agreement of an authorized person familiar with the plant or plant section. This applies in particular to electrical installations of Siemens AG. The standard EN 60204 "Electrical equipment of machines" must be complied with.
20. Before commencing any work involving naked flames or sparks (for example, welding, cutting, shearing, soldering, grinding, shaping, burning off, thawing, heating, flame chipping or descaling, or tarring work), you must first obtain written approval (a permit in the case of welding, cutting, soldering, thawing and abrasive cutting) from the coordinator. Naked flames must be kept under supervision at all times!
21. Hazardous substances and flammable materials must not be used or stored unless the previous agreement of the site manager or of our coordinator has been obtained.
22. Work with certain hazardous substances or certain other work that could endanger health may be carried out only by persons who undergo precautionary medical examinations both before and during these activities. These examinations must be carried out by a physician so authorized by the trade cooperative associations. In individual cases, precautionary industrial medical examinations can also be arranged and agreed with the corresponding company medical services.
23. Work at hazard black spots such as containers, pits, channels and shafts must be carried out in compliance with the previously defined safety measures.

Leaflet for employees of external companies and their subcontractor

24. Prior to the commencement of earthworks, the site management or our representative must be contacted to discuss local conditions so as to prevent any possible damage to underground supply or disposal pipes and the like. Any unexpected obstacles encountered during this work must be reported immediately.
25. Excavations, shafts, floor openings and the like must always be secured such that no persons may injure themselves. This applies especially when leaving the place of work. The hazard location must be covered, fenced off or secured in another suitable manner.
26. Ladders, work platforms, scaffolding and the like must have no defects and must be properly erected and used as intended. If there is a danger of falling, special safety precautions must be taken, such as using a safety belt and safety line when working.
27. When stud guns are used, all relevant safety precautions must be taken and observed. It is absolutely essential to ensure that there is no-one in the danger area, particularly next to or behind the place where the studs are being driven in.
28. Load elevators without a cabin safety bar or the like must only be used when an elevator operator is operating the elevator.
29. Cranes and hoisting gear, industrial trucks and similar equipment must only be operated by employees trained and authorized to do so.
30. Using mobile heating equipment to heat working rooms and common rooms is only permitted after previous consultation with the client.
31. Whenever in-situ electrical power systems are used for construction work involving only single electrical components or for minor construction work on small construction or assembly sites, a mobile circuit breaker must be used (at least an FI circuit breaker with a response threshold of 30 mA).
32. You are also referred to the following basic rules:
 - a. BGV A1 / DGUV Vorschrift 1 "Principles of prevention"
 - b. BGV A3 / DGUV Vorschrift 3 "Electrical installations and equipment"
 - c. BGV C 22 / DGUV Vorschrift 38 "Construction work"
 - d. BGI 608 / DGUV Information 203-006 „Selection and operation of electrical installations and equipment on construction and installation sites“
 - e. BGI 694 / DGUV Information 208-016 „Guideline for using ladders and steps“
 - f. ASR A1.3 "Safety and health protection signage"
 - g. And also the generally accepted safety and occupational health codes of practice, particularly: VDE 0100 and VDE 0105.

Leaflet for employees of external companies and their subcontractor

Other instructions

33. Minors, trainees and other persons who require special care and protection must be supervised when working on our premises and must not be given dangerous work nor employed in hazardous areas.
34. The existing first-aid facilities and company medical care centers are available to you in the event of an emergency. Find out where these places are located!
35. In the event of an accident occurring on our premises that requires medical treatment by a physician authorized by the trade cooperative association, the safety officer, the site manager or our coordinator must be notified without delay.
36. If evacuation exercises are undertaken on company premises as part of danger or catastrophe-response activities, you must participate in these to the same extent as employees of our company.

As a fundamental rule, external companies must meet their legal obligations!

This applies in particular to:

- Work, health and environmental protection training courses, including instructions according to § 4 BGV A1 and operating instructions according to § 14 GefStoffV [Hazardous Substances Act].
- Regular inspections of the place of work by managers, with particular attention to safety, health and environmental aspects.
- Wearing complete personal protection equipment where required.
- Meeting the requirements of §§ 5 and 6 of the Arbeitsschutzgesetz [Industrial Safety and Health Act] (risk assessment, documentation).
- Numbers of employees, hazard assessments, certificates of competency (e.g. personal safety logbook) as well as the verification of conducted instruction sessions are to be submitted to the client.

The external company must confirm in writing that it has received this ASM 0107.