

# Safety Regulations for External Companies

According to BGV (Accident prevention regulation) § 5 A1, Glaston Germany GmbH is required to urge external companies in writing to observe the regulations and requirements designated in § 2 BGV A1.

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These “Industrial Safety Regulations for External Companies” are part of the contract and are thus binding. They apply to all companies and persons with which or whom Glaston Germany GmbH has business relationships of any nature. The relevant companies or contractors are responsible for ensuring that all employees, freelance employees, and subcontractors are familiar with these “Industrial Safety Regulations for External Companies” and observe them if they work or are present at Glaston Germany as part of a business relationship.

Please find out about the regulations governing work before accepting work within our company.

This applies especially to observance of requirements for work, fire, and environmental protection. If this statutory regulations have been defined by government agencies (approvals, instructions, etc.), you are required to observe them.

You are required to observe company-internal regulations for work, fire, and environmental protection, (alarm plan, disposal guidelines, etc.) and to monitor and ensure they are followed by employees under your responsibility.

According to the Industrial Safety Law, you must take measures to prevent work accidents in accordance with the requirements of the regulations for prevention of accidents and generally recognized rules of technical safety and industrial medicine.

If regulations have been made in other statutory regulations, especially industrial safety requirements, those regulations remain unaffected.

## 1. Industrial Safety Organization

The Director of the Department for Industrial Safety is:

**Henning Emmel – Security Staff (Tel. 383).**

He is responsible for considering all questions related to industrial safety and provides impetus where necessary in both technical safety and organizational areas.

## 2. Alarm Regulations

### • Making an emergency call

Fire Department 0-112

Rescue Service 0-1922

In addition, the Security Staff (Mr. Emmel Tel. 383) is informed.

### • Escape

When a warning signal (siren, horn) is sounded, for example in the event of a fire, leave the buildings immediately by the nearest escape route and emergency exits. Warn persons in the vicinity and assist injured or handicapped persons. Go to the determined gathering points.

### • Persons authorized to give instructions

Instructions of rescue personnel and factory security service must be followed.

### 3. Prohibitions

- **Alcohol and tobacco**

Smoking, consumption of alcohol and other inebriants is strictly prohibited in operating sites, offices and outside grounds, including in vehicles.

- **Confidentiality**

Making recordings related to operating equipment and work methods is not permitted. In addition, external company employees are required even after their work is terminated to keep the items noted above confidential from third parties.

- **Access restrictions**

External company employees must not enter work areas other than those to which they are assigned without authorization.

- **Dangerous jobs**

Dangerous jobs are normally prohibited. Exceptions with written approval include:

- Working in tanks and narrow spaces
- Work involving danger of ignition (welding, burning, drilling, etc.)
- Working on roofs
- Working in hazardous (explosive) areas

- **Safety devices**

Safety devices must not be removed or rendered ineffective.

Checks are performed by the Security Staff to ensure order and security.

The checks include persons, vehicles, and all containers and objects in their possession.

The instructions of the Security Staff must be followed immediately.

Noncompliance may result in the external company's immediate expulsion.

### 4. Accident Prevention

- **Regulations**

The following requirements apply: statutory and trade union regulations related to labor, environment, health and safety, and accident prevention. Statutory work time regulations must be observed.

- **Nature of equipment and materials**

All work and operating materials required to complete the order must meet relevant regulations and may only be used in the proscribed manner.

- **Personal Protective Equipment (PPE)**

If wearing of personal protective equipment is required or prudent for the intended job of the day, the external contractor must make them available to his or her employees in sufficient quantity. Employees are required to use the personal protective equipment properly.

- **Fire and explosion protection**

The provisions of the Fire Protection Regulation apply.

### 5. Signing In and Instruction

- **Signing in/signing out**

Signing in is required when entering the factory. Signing out is also required when leaving the factory.

- **Traffic regulations**

Provisions of the traffic regulation apply with appropriate adjustments. Vehicles may only be parked in designated parking places.

- **Instructions**

An instruction from the responsible person of the external company may be given in some cases by the person responsible for the contract (or Supervisor/Department Director). The responsible person of the

external company is responsible for instructing his or her own employees. There is no special instruction for short-term visits. The same applies to companies or persons that regularly and repeatedly perform work at the Lenhardt facility (for example as part of maintenance contracts).

**• Coordination**

To ensure that employees of different contractors do not endanger or hinder each other at the same workstation, mutual coordination with participation of the Supervisor/Department Director is required before work begins.

**• Waste**

All waste materials that accumulate must be disposed of properly. The disposal must be cleared with the person responsible for waste at the location.

**• Hazardous substances**

Report storage and use of hazardous substances in advance to the Security Staff (safety data sheet).

**• Cleanliness**

The workstation must always be kept in an orderly state and must be left cleaned up after work is complete!

**• Faults**

Every fault and hazard that occurs when performing work must be reported to the person responsible for the order or the Supervisor/Department Director.

## **6. Use of Glaston Germany Equipment**

If you require any of Glaston Germany's working and operating equipment or vehicles, for example a front end loader or skyjack, you must receive instruction in advance from an authorized Glaston Germany employee. You will be responsible to the full extent for any damage you may cause with it. You must also make certain the working and operating materials or vehicles meet all applicable regulations

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Date, contractor's signature