

What do you have to take into account when you work on the premises of the company Möhlenhoff GmbH?

1. You and your employees must observe all relevant **occupational safety regulations, accident prevention regulations** and **generally accepted safety and occupational medicine regulations**.
2. In case of **security breaches**, our representatives are entitled
 - to order the suspension of the work until the defect has been remedied,
 - to exclude offending employees from further activities.
 - **Important:** Supervision by our representatives does not relieve your executives of their own duties and responsibility towards your employees.
3. **For all kinds of accidents and questions about occupational safety:**
 - Notify us of all **industrial accidents, faults and irregularities** that occur during your activities. Irrespective of this, you are obliged to comply with the statutory reporting requirements of the trade associations and trade supervisory board in the event of an industrial accident.

Medical transport, Salzgitter Fire Department**Tel. No: 05341/19222****External occupational safety specialist (SiFa): Mr. Schürholz Tel. No: 0172/7517644**

4. **Our special internal safety regulations:**
 - Tools, devices, equipment and installations of our company may not be used without our permission.
 - Material storage and material stacks must be set up in such a way that they do not endanger occupational safety, the production process and the transport and flow of traffic.
 - Excavations, trenches, open channels, floor openings etc. must be adequately secured everywhere.
 - An unrestricted alcohol ban applies during the entire stay in the buildings and company premises. There is a general ban on smoking in the buildings. The operation of radios or similar devices is prohibited.
 - On the premises of our company, the regulations of public road traffic (road traffic regulations) apply. Maximum speed is 10 km/h. External vehicles may only be parked in designated parking spaces.
 - Escape routes and escape doors are marked. They must be kept clear at all times; markings must not be removed or otherwise made unrecognizable.
 - Fire-extinguishing equipment shall not be concealed, delivered or rendered unusable in any other way. They must be accessible at all times. Damage must be reported to the contact person immediately.
5. **Fire protection:** You must accordingly use the registration form for work which poses fire risks, and arrange for the decommissioning of the fire alarm systems in cooperation with your contact person or the Operational Service.

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You are obliged to provide extinguishing agents and to remove flammable substances and gases from the building or work areas as e. g. roof surfaces after completion of the work.

- If work with open fire is required in the course of the execution of the order, the permission for flammable work must be obtained, and the fire alarm systems must be taken out of operation (see registration form, contact person: BS).
- In case of **fire** or **explosion**, the fire brigade and the Operational Service “BS” (Betriebsservice) must be notified immediately.

Salzgitter Professional Fire Brigade

Tel. No: 112

Fire prevention officer: Mr. Brandt

Tel. No.: 05341/8475-750

6. When **handling hazardous and water-polluting substances**, in particular chemicals, oils, fuels, etc., the special legal regulations must be complied with.
- If hazardous substances are to be used within the scope of the activities, the current safety data sheets must be handed over to our FASI before the activities begin. The FASI decides on the use of hazardous substances. Water-polluting substances must be stored on troughs - do not allow them to reach the floor during decanting.

Environmental Management Officer: Mr. Homeister

Tel. No: 05341/8475-615

7. **Work permits are required for hazardous work as defined in par. 36 VBG 1** (e. g. welding permit, see registration form, contact: BS).
- If work is to be carried out with open fire and flying sparks or with easily flammable or combustible materials, it is imperative that the responsible ordering party is informed before the start of the work and that an appropriately approved extinguishing agent is available in the immediate vicinity.
 - When working on or in the vicinity of live installations or facilities, the Operational Service must be consulted (also when working on or in the vicinity of electrical installations and facilities). The same applies to work in the area of water/waste water.
 - Electrical energy may only be drawn at the assigned points.
 - Other electrical connections to the plant network may only be made by the Operational Service Department (BS).

Contact Person Operational Service (BS)

and Energy Management Officer: Mr. Brandt

Tel. No: 05341/8475-750

8. **The following must be guaranteed:**

- Every external service provider is obliged to register with Möhlenhoff before starting work. The registration form handed over at the time of registration must be returned to Möhlenhoff signed before the start of work.

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- Inform your employees about the content of this policy before starting work in our company. This also applies to subcontractors appointed by you.
 - Coordinate the work with the Operational Service or the contact person named by us before starting.
 - The tools and equipment used by you, in particular ladders and scaffolding, must be in a safe working condition. They must be locked or otherwise secured when leaving the workplace so that they do not pose any danger to persons or property.
 - Employees operating industrial trucks, cranes and aerial work platforms must be in possession of a corresponding written order and proof of competence and must be able to present it at all times during their work.
 - Use only specially qualified personnel for hazardous work.
 - When working at our company's facilities or premises, make sure that the work is approved by one of our representatives.
 - Ensure that your employees use the necessary personal protective equipment.
 - Möhlenhoff GmbH operates an energy and environmental management system; therefore the contractor is obliged to minimise the energy consumption arising from the execution of the order and to commit himself to the continuous optimisation of energy efficiency.
9. The valid **waste separation system** must be observed by your employees. This means that your employees must to avoid the accumulation of waste or to dispose of it in accordance with our existing guidelines. By accepting the order, the waste arising during the execution of the work passes into your possession. This means that there is an obligation to properly recycle or dispose of these substances in accordance with the applicable law.

Waste management officer:

Mr. Weyerstall Tel. No: 05341/8475-753

10. You are obliged to inform your executives and employees about the content of our “External Company Policy” (Fremdfirmenrichtlinie) before starting your work and to ensure that your employees comply with the requirements and prohibitions.
11. The ordering party warrants that all persons entrusted with the execution of work have the necessary knowledge, valid certificates and other certificates required for the execution of the work in accordance with VOB, DIN, general insurance regulations, hygiene regulations, crafts code, a valid ordinance or other legal or technical regulations.
12. **Secrecy:** The recording of equipment and procedures is not permitted. That includes the ban on taking photographs. In addition, the employees of external companies are obliged to maintain secrecy towards third parties even after completion of their work on the aforementioned matters.
- The contractor undertakes to treat all information and all material about Möhlenhoff GmbH products confidentially and not to pass them on to third parties. Furthermore, the contractor must inform his employees in detail about the legal data protection regulations and oblige them to observe data secrecy (par. 5 of the Federal Data Protection Act).

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External company information (filled in by the contractor)			
Date:	Arrival:	Departure:	
Planned duration:			
Company name and address:			
Name and telephone number of the contractor:	Name:	Tel. No:	
Responsible employee on site:	Name:	Tel. No:	
Other employees:			
Details of the planned works (filled in by Möhlenhoff)			
Place of external works:			
Keys handed over:	No:	To:	By: Return to:
Type of external work:			
Danger from external work:			
Agreed protective measures:			
Fire alarm system	Caution: Photoelectric sensors of the fire alarm centre are installed in various parts of the hall. The triggering of a false alarm will be charged!		
Requirement to switch off fire alarm centre:	<input type="checkbox"/> Yes, who switches off? From: To: <input type="checkbox"/> No Decided by:		
Works posing fire risks	Approval required e. g. for: Welding, cut-off grinding, handling of flammable materials		
Approval by fire prevention officer	<input type="checkbox"/> Yes From: To: <input type="checkbox"/> No Decided by:		
Aerial work platform	Instruction is completed; operating instructions are stored on the device.		
Make: JLG, type: 2646E3	<input type="checkbox"/> Yes, <input type="checkbox"/> no, briefing by:		
Handling of hazardous substances	Permission required e. g. for chemicals, water endangering substances, oils and fuels, refrigerants		
Approval by environmental protection officer	<input type="checkbox"/> Yes From: To: <input type="checkbox"/> No Decided by:		
I hereby certify that I have received the outsourcing policies and that I will follow the instructions.			
Signature of responsible staff member of external company:			

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