

# **Company regulations for external companies for occupational safety and environmental protection at J.A. Becker & Söhne GmbH & Co. KG**

## **General information**

These company regulations for occupational safety, health and environmental protection are an aid for all external companies that work on our company premises on our behalf. External companies must oblige their employees and other subcontractors to comply with the provisions of these company regulations. These company regulations are an integral part of the contract and are therefore to be regarded as binding. They apply to our operating site:

**J.A. Becker & Söhne GmbH & Co. KG  
Hauptstraße 102, 74235 Erlenbach**

Our company has a validated environmental management system according to DIN EN ISO 14001. Part of our environmental policy is the active information of all employees and external companies as well as their obligation to comply with all relevant, legal regulations as well as the internal regulations for environmental protection, occupational safety and emergency planning (alarm plan, fire protection regulations). The aim of these regulations is to reduce the environmental impact of our operations and to ensure occupational safety and the quality of our products.

In accordance with the provisions of the rules and regulations of the employers' liability insurance association (BGV/BGR), employees of external companies are also obliged to prevent occupational accidents. Corresponding measures must comply with the generally recognized safety and occupational health rules. Insofar as requirements are stipulated in other legal regulations, these regulations remain unaffected.

We ask employees of external companies and visitors to our premises to comply with the instructions of our environmental protection and occupational safety coordinators. In addition, the prohibition, instruction, warning and information signs posted on our premises must be observed.

## **1. Working area**

Only stay in the operating areas that are relevant to your work and have been agreed with us. Go directly there at the start of work and leave the premises directly at the end of work. Your contact person in our company will show you the way.

You are only permitted to enter other areas of the plant to the extent necessary to complete your work. Before starting work, please discuss with us any possible interference with our employees and/or work processes. Before starting work, check whether there are any hazards in your work area (e.g. equipment containing hazardous substances, areas subject to explosion hazards) or whether any hazardous points may arise in the course of your work. If your activities endanger other employees, protective measures must be discussed with our occupational safety coordinator. Your employees are required to wear personal protective equipment appropriate for the activity.

## **2. Accident prevention regulations**

For our company the rules and regulations of the Employer's Liability Insurance Association (BGV/R) of the BGHM apply. In order to avoid accidents and damage, we ask you to comply with these regulations.

## **3. Prohibitions**

Alcohol and drugs are prohibited on our company premises. Alcohol and drugs may neither be brought onto the company premises nor consumed there. Employees of external companies or visitors who are under the influence of drugs or alcohol must leave our premises immediately. Smoking is only permitted in certain designated areas outside the buildings.

## **4. Traffic**

The provisions of the German Road Traffic Regulations (StVO) apply on our company premises. Vehicles used by outside companies and visitors must comply with the Road Traffic Licensing Regulations (StVZO). In the case of hazardous goods transports, the regulations of the Hazardous Goods Ordinance must be observed. Wild parking on our company premises is prohibited. Your contact person in our company will inform your employees and visitors about our loading zones or parking areas.

## **5. Working and construction sites**

The setting up of work and construction sites, the erection of construction huts, construction fences, machines, etc., the creation of material storage areas and the blocking off of traffic routes on our company premises requires our approval. Fire extinguishers must be available in construction huts with heating facilities. All equipment must be accident- and fire-proof.

In the case of civil engineering work, your employees must inform themselves about the location of live cables, steam, water, gas, petrol, oil, compressed air or similar lines before starting construction work. Construction sites, excavations, pits, floor openings, etc. must be secured in accordance with regulations. They must be adequately marked with warning signs and illuminated during the hours of darkness.

## **6. Use of company-owned and external equipment**

The use of company-owned equipment, facilities and materials is at your own risk and requires our approval. This applies in particular to the use of cranes, lifting platforms and industrial trucks. Vehicles and cranes participating in internal traffic may only be driven or operated by persons who have been demonstrably trained and qualified to do so. Riding on vehicles without seats is prohibited.

The tools, machines, equipment, etc. used by your employees must comply with BGV/R. After completion of the work or during work breaks, the equipment used must be stored safely and inaccessible to unauthorized persons.

Connections of power tools must comply with the regulations of the Association for Electrical, Electronic & Information Technologies (VDE). Work on company-owned switchgear and distribution systems may only be carried out after consultation with our electrician.

Only scaffolds and ladders that comply with BGV/R may be used. Scaffolds must be designed in accordance with DIN 4420 of the scaffold regulations and must be equipped with toe boards, side braces and breast weirs. Mobile scaffolds may

only be moved if there are no persons on them; assembly scaffolds must be secured in such a way that persons cannot be injured by falling objects.

### **7. Carrying out fire work**

The performance of fire and hot work (welding, cutting, soldering, abrasive cutting, thawing, heating) is only permitted with our consent. Fire extinguishers must always be within reach during all fire or hot work. It is imperative that fire extinguishers be returned to their place after work is completed. Our fire safety coordinator must be informed immediately of any used fire extinguishers.

### **8. Performance of work on live equipment**

Bei Arbeiten in der Nähe offener und ungeschützter spannungsführender Anlagen ist in jedem Falle die Abschaltung der Spannung oder ein Berührungsschutz zu gewährleisten. Um Ausfällen in anderen Bereichen entgegen zu wirken, ist die Spannungsabschaltung bei Montagen so früh wie möglich anzukündigen. When working in the vicinity of open and unprotected live installations, the voltage must always be switched off or protection against contact must be provided. To counteract failures in other areas, the voltage disconnection must be announced as early as possible during assembly work.

### **9. Handling hazardous substances**

Hazardous substances are products such as acids, alkalis, oils, paints, solvents, etc.. They may only be used after approval by our work safety coordinator. The current safety data sheet must be submitted for approval. Containers and containers with hazardous substances must be labeled with the following information in accordance with the Hazardous Substances Ordinance: product name, hazard symbol, information on special hazards (H-phrases) and safety advice (P-phrases). Prior to activities involving hazardous substances, our coordinator must be provided with all safety-relevant information, hazard assessments and information on relevant protective measures.

### **10. Handling substances hazardous to water**

Under no circumstances may substances hazardous to water enter the sewage system, soil or groundwater. They may only be carried and stored in original containers or packaging approved for transport or the medium. Work on facilities for the storage, filling, handling (LAU facilities) as well as facilities for the production, treatment and use (HBV facilities) of substances hazardous to water may only be carried out by external companies that have a permit in accordance with § 19 I (1) WHG (Water Resources Act).

### **11. Waste**

After finishing work, your employees must leave your work site clean. Auxiliary and working materials as well as remaining or dismantled parts must be completely removed from our premises by your employees and disposed of at their own responsibility in accordance with the regulations. The use of the company's own collection containers and the temporary storage of waste is only possible after consultation with our company.

### **12. Energy**

The use of electricity, heat, cold or compressed air is to be reduced to the necessary extent. The settings of machines and equipment are to be checked and adjusted regularly. Since the generation of compressed air requires a great deal of energy, economical use and the immediate reporting of leaks must be ensured.

### **13. Reporting of accidents and cases of damage**

The following incidents of damage must be reported immediately to our Fire Prevention Coordinator:

- Accident involving personal injury
- Outbreak of a fire
- Leakage or other cases of damage or malfunction

If employees of an outside company or visitors suffer an accident, our first aiders will be available. This does not affect the regulations applicable to your own company regarding the reporting of accidents.

### **14. Conduct in potentially explosive atmospheres**

When working within potentially explosive atmospheres, sources of ignition must be avoided. If your employees use electrical equipment in potentially explosive atmospheres, this equipment must be designed in such a way that it cannot be an effective source of ignition. Manufacturer's declarations or declarations of conformity and operating instructions must be available and identify the appropriate use of the equipment in the zones in question. In general, persons assigned to perform repair, maintenance, conversion and cleaning work must be able to document appropriate instruction.

### **15. Occupational safety specialist and management coordinators**

If you have any uncertainties regarding occupational safety and environmental protection, please contact our occupational safety specialist or our management coordinators. The instructions of the above-mentioned persons must be followed without fail.

The contact details of the coordinators can be found on the "Alarm Plan" notices on our information boards.

Status: January 2022