

General Operation Instructions for Third Party Companies - Personnel

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Operation area:
Responsible person:



Companies: Heimbach GmbH & Co.KG
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These operating instructions apply to third party company personnel instructed to perform construction-, installation-, maintenance- and supporting work. In order to avoid mutual risks between you (as contractor) and the employees of our company (client) and to ensure the safety of everyone working here, please observe the following:

1. Only access those parts of the operation in which you are contracted to work.
2. Make sure you are kept informed by your superior or the coordinator for construction and installation work (if applicable) about possible risks at your place of work in our company.
3. Avoid risks for both sides.
4. Observe agreed time scales for specific work precisely.
5. Welding and cutting operations outside dedicated welding work stations must have a special written permit (welding permit – can be obtained in the mechanical workshop). Carry this permit with you when performing such operations.
6. Observe the operating instructions and if applicable the existing installation instructions of your own company.
7. Follow the regulations for internal traffic and observe relevant traffic signs.
8. Observe our company's safety signs (mandatory, prohibition, warning signs). They also apply to you.
9. On principle, do not use any of our tools if this has not been explicitly agreed. If their use is approved make sure you are instructed in the use of such tools.
10. You are only allowed to use lifting gear and industrial trucks, forklift trucks in particular, if you are in possession of a written user permit (license for cranes or industrial trucks).
11. Use the personal safety equipment prescribed for your operations. This applies in particular for work at height. Use protective equipment against falls, body harnesses or fall arresters.
12. Ensure that any water-polluting substances (liquids) you might use cannot escape either into the sewage system or into the ground.
13. Make sure that operating and traffic areas are secured by barriers if there is any danger of components, tools, or other objects falling from work areas at height during your operations.
14. Obtain information about locations of fire extinguishers, First Aid equipment and escape and emergency routes.
15. If you should have any questions or doubts in terms of the safety and security of your operations please contact your superior or the coordinator.
16. Do not block any transport routes by placing or leaving objects. Do not block any staircases and exit doors, keep escape and emergency exits free.
17. Do not drink any alcoholic beverages during working hours.
18. The contractor must notify the project/site manager in good time before the end of construction - or installation operations of contractual deliveries and services for acceptance.
19. Smoking is prohibited on the premises and in vehicles.
20. The contractor must comply with the recommendations of the client.
21. Before starting any excavation work the contractor must obtain information about the possible presence and path of cables, pipes, ground wires etc. in the relevant area of operating.
22. If it is necessary to shut off, take out of operation, connect or serve in any other way any of the client's systems in order to allow the contractor to operate, this must be done by the client's staff, equally the safeguarding against unauthorised start-up or activation.

Emergency telephone number: 361

Staff nurse: 365