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Third Party Companies Directive

Preface

In the following directive Heimbach has set out the safety-relevant requirements for the use of third party companies on its site. It shall ensure unified procedures for the implementation of requirements in terms of occupational, environmental, operational and fire protection. As such it forms part of the contract concluded with the contractor.

In this context the objective of Heimbach GmbH is:

- to strive for the highest quality,
- to protect the environment in which we live,
- to preserve the health of all persons who are on the premises,
- to detect hazards early and to remedy any lack of safety immediately,

to prevent accidents at work.

Definition: Third Party Company = contractor or sub-contractor
Heimbach = client

General


This third party companies directive shall ensure safety, order and cleanliness on the premises of the client and can be accessed by the contractor at any time on the Heimbach homepage (www.heimbach.com).

The contractor is obligated to nominate a responsible person (construction manager) and a deputy for safety, health and environmental protection as well as the construction or installation implementation. If the responsible person is replaced the coordinator (Heimbach) must be informed.

The contractor is solely responsible towards their staff for the fulfillment and instruction of this Third Party Directive as well as the legal, official and trade association-related duties and obligations, in particular the adherence to accident prevention regulations of their trade association and the trade association energy, textile, electro, media products (can be accessed via the client's specialist staff for occupational safety). These duties and obligations must be communicated to the contractor's staff before the commencement of work and they must be instructed in terms of possible dangers that may occur as well as regarding measures to avoid them. This instruction must be documented in writing and shown to the coordinator upon request.

In cases of construction projects according to the German building site regulation special measures for safety and health protection and their coordination must be taken.

The contractor has the same duty towards such auxiliary staff and sub-contractors that may be contractually provided. Furthermore the contractor is responsible for applying the law concerning working hours.

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This third party company directive also serves the protection of the client's employees as well as saving buildings, machinery and equipment from damage of any kind. Therefore the contractor must take safety measures in their work in such a way as to keep from endangering not only their own staff but also the client's employees and possessions. In this the contractor must consider the specifics of the client's operation.

When requested by the client a current public and environmental liability insurance document must be shown with a coverage total of a minimum of 5 million Euros.

If the contractor contravenes this third party company directive the client has the right to interrupt the operations until such time that the compliance with the third party company directive has been ensured. In case of recurrence the client has the right to change the contract with immediate effect. The client has the right to compensation from the contractor.

Only persons of the appropriate age, body condition, state of health, and specialist knowledge may be employed to work on our premises. The contractor is committed to only employ persons whose legal registration and permit regulations have been fulfilled (income tax, national insurance, for foreign workers a work permit if applicable).

Any subcontracting on part of the contractor must be agreed in writing with the client beforehand. If the contractor employs subcontractors it is imperative that they be instructed by the contractor in the contents of this third party directive and obligated accordingly. As a matter of principle the contact and responsible person for the client is the contractor. Subcontractors must be recorded in the tradesmen's register.

On acceptance of the job the contractor is obligated **to register their staff** in the Workman's registration document (see form on our homepage) and send it back to us. The **pre-registration** takes place via web-based software of SECOVA under the following link:
https://heimbach.secova.de/app2/visitor_prereg?o=26&secret=5f05be8267e5d


Only registered persons will gain access to the client's premises (see also instruction form on the homepage).

Furthermore, everybody the contractor's staff will only be admitted to the premises if a **safety instruction** has taken place. These staff members are registered on the Workman's registration document and sent to Heimbach. The self-study takes place via web-based software of SECOVA under the following link and is valid for **12 month**:
<https://heimbach.secova.de/app2/visitor?o=26&secret=5f05be8267e5d>

Reception is staffed Monday to Friday from 7:30 h to 16:30 h. Any work performed outside these periods must be agreed with the coordinator beforehand.

In order to prevent risks on both sides the project manager/coordinator appointed by the client is authorized to give instructions to the contractor. The coordinator gives the approval of work, checks the work process and accepts the result.

If employees of several contractors work on a job the contractors are obligated to cooperate in the implementation of the health and safety requirements. Insofar as this is necessary for the health and safety of staff at work, the contractors must, depending on type and work, educate in particular themselves and each other as well as each other's staff in the risks to health and safety inherent in the job and must agree measures for the prevention of such risks.

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If needed, any of the client's auxiliary staff that has been agreed contractually must be requested at least four days prior to commencement of work from the client's responsible person.

Staying at the client's premises

On the entire premises the **StVO (German Highway Code)** applies; the maximum speed is 10 km/h.

Entry is only permitted for the **purposes of loading and unloading**. Any special provision (such as workshop vehicles) must be made in consultation with the relevant coordinator of the client.

Vehicle checks on part of the client may be carried out on contractors' vehicles or their staff when entering or leaving.

Drunk or otherwise drugged persons are not permitted to stay on the premises. It is not permitted to bring alcohol or other drugs onto the premises. Incidentally, **no alcohol or drug consumption is permitted** on the entire premises of the client, for the client's employees and in analogy for employees of contractors.

Smoking is expressly prohibited on all operational areas. It is only allowed at specifically dedicated locations of the company (smoking areas).

To enter the company premises you must sign in at reception. The **third party company visitor's pass** must be displayed clearly at any time.

Filming and taking photographs is not permitted.

Entering work areas that have not been assigned is not permitted.

Suppliers / freight forwarders who carry out loading and unloading on the premises must wear protective footwear.


Job execution and jobs that require a permit

Furthermore, everybody of the contractor's staff are only allowed access to the premises if **they have been given a safety instruction** (see 10.1.2). The safety measures stipulated here are binding, the start of any work without safety instructions is not permitted. The safety instruction is valid for 12 month.

The contractor's responsible person is responsible for keeping to the operational, safety and accident prevention regulations when performing the job. These regulations by the client must be accessed via the coordinator when needed.

As a matter of principle personal safety equipment must be worn where prescribed by the operating instruction according to GefStoffV and DGUV Rule 1 or by labelling in the required areas. Instruction regarding correct application must be given by the contractor's responsible person. If personal safety equipment is not available the work must not be carried out.

Working above any running production facility is strictly prohibited.

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When working above existing work places and internal traffic areas (paths, entrances, etc.) protective roofs must be put up for protection against falling objects, or rooms must be secured accordingly.

Fire doors with an automatic closing mechanism must not be blocked or put out of operation. Emergency exits, firefighting equipment, as well as escape and emergency routes must be kept clear at all times and must not be blocked by any materials.

Excavation pits and other hollows (shafts, channels) must always be secured by railings (ropes, chains, etc. are not sufficient!). The contractor procures setting up and operation of necessary general and specific lighting in compliance with operational, safety and accident prevention rules. These rules of the client may be accessed when necessary via the coordinator.

When working within the operational range of crane facilities the client's relevant technical department must be informed of the type and scope of the job. The work may only be started after the work area has been secured (such as locking the crane main switch, the mechanical end stops) in agreement with the coordinator and the relevant technical department.

Storing material, scaffolding, etc. is only permitted in such locations as have been allocated explicitly by the client. At the end of the daily work the work place must be tidied in such a way that nobody is obstructed or endangered by material left, tools, etc. Debris, scrap, wooden panelling and other waste must be removed and disposed of properly. The work place must be tidied up at the end of the job and must be left clean.

For any construction of site huts, common/recreational vehicles or equipment carts special permission by the client must be sought.


Jobs requiring a permit must only be performed after additional safety measures (in writing) have been specified and subsequently accepted by the client. The permit must be signed by both the client and the contractor. The contractor must show the permit when requested and report the end of the job to the client.

The following jobs are covered by this directive:

- working on the central gas supply,
- access to containers / working in tight areas,
- switching off electrical facilities,
- ground and excavation work,
- welding, cutting, separating and soldering,
- working on the central pressured air supply,
- working on steam and condensation pipes.

Should a fireguard be necessary in compliance with the permit this must be provided by the contractor and the specified time period must be adhered to. As a matter of principle, a fireguard must be provided for one hour after the end of roofing work using an open flame.

Any independent implementation of the mentioned above activities without a permit is strictly prohibited.

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Any necessary deactivation of safety equipment, such as the fire alarm, may only be performed after consultation and by client's employees. These must be documented separately (form available at reception).

At the end of the working day gas welding equipment must be left at the designated location: storage space outdoor area, workshop exit welding hall.

When welding, cutting, separating and soldering the contractor ensures adequate fire protection. In particular, an adequate number of fire extinguishers must be available, which must be reported to the coordinator after use.

Environment and Energy

When hazardous substances are used the latest safety data sheets, accident leaflets and procedural directives as well as the operating instruction according to hazardous substances order must be available on-site and be known to the respective employee of the contractor.

Large quantities of flammable liquids as well as hazardous substances must only be deposited in the client's storage space assigned to them.

Quantities of flammable liquids as well as hazardous substances to be used daily must only be stored at a distance of at least 5m from windows, doors or neighboring buildings. The use of dangerous substances must be reported in writing to the client on the tradesmen's registration form before commencing the job.

For work on AwSV facilities the specialist company certificate according to the Federal Water Act (German Water Resources Act) must be presented before commencement of work. When handling (use/storage) **water polluting substances** it must be ensured that no such substances can get into the sewer system or the ground. For this purposes appropriate and adequate storage equipment, catch basins or absorbent materials must be made available by the contractor in consultation with the coordinator.

All unused substances/waste provided by the contractor must be taken away by them.

It is prohibited to dispose of oil, toxic substances, emulsions, paints, acids, alkaline solutions, flammable liquids, solvents or similar in the sewer system or in the ground.


Any consumption of energy (electricity, gas, oil) must be done in a sustainable way. The contractor must be particularly aware of unnecessary waste during breaks and when leaving the workplace.

Using site facilities/equipment and tools

Tools and equipment that are necessary for completing the job must be provided by the contractor. These must comply with the current directives and accident prevention rules.

On principle, only equipment and tools that have been certified within the framework of the accident prevention rules must be used. This does not absolve the user from visual and functional inspections before using the equipment.

The client makes available to the contractor the use of social, changing, shower and wash facilities, toilets, break rooms and a works canteen. The contractor's staff are obligated to use these in accordance with their intended use. Misuse and damage may entail legal action on part of the client.

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The use of **site facilities/equipment and tools** of the client (lifting devices, scaffolding, forklift trucks, cranes, lifting platforms etc.) must only be made in consultation with the coordinator and in exceptional circumstances. Should forklift trucks, lifting platforms and cranes be used independently by the contractor in order to do the job, a written instruction (licence) must be presented by the contractor. This also applies when equipment mentioned above is brought along and used on the Heimbach site.

The use of forklift trucks, lifting platforms and cranes without this written instruction (licence) is not permitted. The contractor's authorized employees must be instructed in writing before commencing the work. The contractor is personally responsible for the reliable and proper maintenance and use. The contractor makes use of these facilities at own risk. The contractor shall indemnify the client from third-party claims (including the contractor's own employees) by acceptance of this third party company directive.

The contractor's employees are not permitted to remove materials from the magazine shuttle. A central request must be made via the magazine.

Conduct in case of accidents and/or emergency situations

Any accidents and fires must be reported immediately via

emergency number 112 (accident / fire).

Details to be reported are location of the accident/fire, number of injured people, name of notifier, as well as type and severity of injuries. As far as possible First Aid and attempts to put out the fire must be undertaken whilst prioritising safety. Initial treatment may be administered on location by a first responder or in the first aid centre of the client (phone no. 112).

Near-accidents / slight injuries must be reported to the coordinator immediately and documented in the relevant first-aid log.

In all cases of personal injury the coordinator must be informed. The contractor must send a copy of the accident report to the individual trade association without prior request to the client's department for occupational safety.

In case of fire a siren alarm is activated. Everybody present on the premises is obligated to leave the operational area via the designated escape and emergency routes. It is not permitted to use lifts in such a situation. After leaving the building go to the assigned assembly station immediately. The relevant coordinator will establish the complete number of persons and will pass this information on to the emergency personnel.

Any call on public or trade association-related supervisory bodies from on-site by the contractor must be reported beforehand to the client's coordinator.