

## Safety Regulations

# Occupational Safety and Environmental Protection for Work Performed by External Companies at Bauerfeind AG and Affiliated Companies

Note to the Contractor:

- Detach the "Acknowledgement" (last sheet) and return it completed and signed to the Client.
- Give these Safety Regulations to the responsible employee at your company who will carry out the work at Bauerfeind AG or at an affiliated company.

### **1. Scope**

These Safety Regulations apply to work carried out by external companies (contractors) at the facilities of Bauerfeind AG and its affiliated companies (clients).

### **2. Safety policy**

Safety is part of our corporate strategy. The provisions in these Safety Regulations are intended to guide the activities of external companies in such a way that safety is ensured for the employees of the Bauerfeind Group and the external companies and the applicable environmental protection regulations are observed.

### **3. Handover**

These Safety Regulations are an integral part of the order placed with the Contractor. The Contractor must acknowledge that they have read and understood these Safety Regulations and that they agree to it by signing it (form attached). The acknowledgement is given to the Client.

### **4. Accident prevention regulations**

The Contractor is fundamentally responsible for the occupational safety of its employees, including the employees of any subcontractors, in accordance with the statutory provisions and the relevant regulations of the DGUV (German Social Accident Insurance). To this end, the Contractor shall primarily observe the following accident prevention regulations:

- *DGUV (German Social Accident Insurance) Regulation 1 – Principles of Prevention, Section 2, Paragraph (1):*

In order to prevent accidents at work, the employer must set up, issue instructions and take measures that comply with the provisions of this accident prevention regulation and any other accident prevention regulations that apply for the employer; in addition, the employer must comply with the generally recognized safety and occupational health rules. The measures set forth in national law also apply to the protection of insured persons who are not employees.

- *DGUV Regulation 1 - Principles of Prevention, Section 6, Paragraph (1):*

If the Contractor accepts work which is to be carried out at the same time and place as the work of other contractors, the contractors shall cooperate with regard to the safety and health protection of employees, in particular with regard to the measures pursuant to Section 2 (1), in accordance with Section 8 (1) of the German Occupational Health and Safety Act.

- *DGUV Regulation 3 - Electrical Installations and Equipment:*

The Contractor must comply with the accident prevention regulations for electrical systems and equipment in their entirety.

- *DGUV Regulation 38 - Construction Work, Section 4, Paragraphs (1) and (2):*

Construction work must be supervised by professionally qualified supervisors. These persons must ensure that the construction work is carried out in accordance with the regulations. Construction work must be supervised by persons authorized to give instructions (supervisors). These persons must supervise the safe execution of the construction work. They must have sufficient knowledge to this end.

### **5. Safety instruction**

Before commencing work, the Contractor shall inform its employees as well as any subcontractors regarding the provisions of this Safety Regulations information sheet. In the event of personnel changes, personnel deployed on the construction site for the first time must also be instructed by their supervisor about the special conditions on the construction site before starting work.

### **6. Contact**

The Client and the Contractor shall each appoint a responsible contact person to carry out all the coordination tasks required in accordance with these Safety Regulations. The contact person appointed by the Contractor is also expressly responsible for the work to be performed by any subcontractors and their employees.

## **7. Penalties**

In the event of serious or repeated violations of provisions of these Safety Regulations, the Client may initiate the following measures:

- temporary cessation of work until the elimination of identified safety-related or environmental deficiencies,
- removal of Contractor's employees from the premises,
- cessation of work and withdrawal of the order.

## **8. Access to the plant/presence at the plant**

Access to and presence at the plant shall only be permitted to the extent required for the execution of the order. Existing traffic signs as well as access prohibitions must be observed. Vehicles may only be parked at the plant in marked areas or in places that have been agreed with the customer in advance.

## **9. Check-in/working hours**

A representative of the Contractor shall check in with the Client prior to the start of the day's work. If the Contractor carries out work outside the Client's regular working hours, check-in and check-out shall be coordinated separately with the Client.

## **10. Special problems or changes in the scope of the order during execution**

If significant difficulties arise during the execution of the job or unexpected events occur, the work is to be stopped first and continuation of the work is to be coordinated with the client. If unforeseeable circumstances during the execution of the work should result in changes to the original scope of the order, it must first be clarified with the client whether further coordination of safety measures is necessary before the work is continued as modified.

## **11. Coordination**

If the activities of the Client and the Contractor may result in mutual danger, the Client shall designate a coordinator to coordinate the work. The coordinator is authorized to issue instructions to the Contractor's employees with regard to occupational safety.

## **12. Smoking/alcohol/drugs**

Existing smoking bans must be observed. The consumption of alcohol or other intoxicating substances is prohibited for the Contractor's employees while on the Company's premises. The Contractor as well as representatives of the Principal shall immediately remove persons from the construction site who are reasonably suspected of being under the influence of alcohol or drugs.

## **13. No photographing**

Any photographing on the client's premises is strictly forbidden.

## **14. Permits**

Fire, welding, cutting, soldering, thawing, abrasive cutting and similar procedures, work involving the generation of dust that requires temporary shutdown of the fire alarm system, as well as work in containers and confined spaces, work on pressure systems and work on acid/alkali systems may only be performed after

- the Client and the Contractor have jointly issued a permit and
- the safety measures specified in the permit have been implemented.

Fire patrols during or after work involving fire shall be provided by the Contractor or in coordination with the Client, if necessary.

## **15. Personal protective equipment**

When working at the plant, employees of the Contractor (as well as Bauerfeind employees) must wear safety shoes. In all other respects, the contractor shall determine what other personal protective equipment is to be used. As a general rule, employees who enter production and logistics areas must wear flat, firm-fitting closed shoes.

#### **16. Working in explosion hazard zones**

Explosion hazard zones exist, for example, in areas where gas tanks and gas cylinders are stored. The safety measures for work in explosion hazard zones must be agreed separately with the client.

#### **17. Fire extinguishing equipment**

Fire extinguishing facilities (hydrants, fire extinguishers, fire extinguishing cabinets) must be kept clear at all times. Fire extinguishers may only be used for their intended purpose and may not otherwise be removed. Used fire extinguishers are to be handed over to the Client.

#### **18. Traffic routes – exterior area**

The German Road Traffic Act (StVO) applies on the plant premises. The maximum speed limit for all vehicles is 10km/h. "Right before left" applies at all intersections and junctions. Whilst operating a vehicle, drivers are not permitted to eat or drink, or study maps, cargo documents, or other accompanying documents. Making phone calls in vehicles while driving is only permitted with a hands-free device.

Traffic routes, in particular marked escape and rescue routes, must be kept clear. Changes to traffic routes that could lead to a hazard, such as excavation, opening of floors, removal of railings or removal of gratings, must be coordinated separately with the Client. If such changes create fall hazards, the Contractor shall effectively close off the area in question.

Moreover, all accidents and property damage in the transport area must be reported [Tel.: +49(0)3662866-1010].

#### **19. Traffic routes – interior area**

The following rules must be obeyed when walking and driving at the company site:

- **Always** walk on the marked footpath/walkway on joint-use routes.
- Pedestrians may only cross a road at a crosswalk.
- Before walking onto a footpath or crosswalk, always look both right and left to make sure no vehicle is approaching.
- **Forklifts have the right of way.** Industrial trucks and vehicles (forklifts, pallet trucks, manual pallet trucks, etc.) always have the right of way, which means you must stay away from them when they are operating.
- You must exercise caution and reduce your walking speed near doors, corridors, forks, curves, and turns, as well as near intersections and in narrow areas.
- Be sure to use panoramic mirrors where these are mounted.
- Please avoid disturbing forklift drivers and keep their limited field of vision in mind. You always have better visibility than forklift drivers.
- Exercise extreme caution if you encounter forklifts that are reversing, turning or otherwise maneuvering. Do not pass a forklift until you are sure the driver has seen you.
- Safe transport operations are only possible if transport paths and roads are kept free of obstacles. Transport paths and roads are also escape routes, which means they must always be kept clear.
- When using transport paths and roads, do not wear headphones, headsets, etc. that could prevent you from hearing safety-relevant signals, alerts, alarms or instructions.
- Do not underestimate the danger posed by steps and stairways! **Always use handrails** and keep your eyes on what's ahead of you!

#### **20. Excavation work**

Excavation work is to be coordinated separately with the Client.

#### **21. Equipment and supplies**

The Contractor shall properly store its equipment in the space allocated by the Client. At the request of the Customer, the Contractor shall submit inspection certificates for the equipment used.

The Contractor may use the Client's equipment insofar as the Client has given consent. A valid driver's license in accordance with BGV D 27 Section 7 is a mandatory prerequisite for the use of forklifts, lifting platforms and similar means of transport provided by the Client.

**22. Lines**

Any interventions and changes to pipelines and electrical lines must be coordinated separately with the client. A certificate of clearance in the medium-voltage range must be obtained from the customer if required.

**23. Protection against falling**

Workstations that are more than 1 m above the floor or above another sufficiently wide load-bearing surface must have safe access, a fixed location, and effective fall protection. As a rule, these requirements are to be met by scaffolding (DIN 4420, DIN 4421) or mobile working platforms that comply with regulations. Temporary access aids and work platforms may not be used.

Only minor work may be carried out from single ladders.

At openings in floors, ceilings and roof surfaces as well as at recesses and shafts, devices must be provided to prevent persons from falling down, falling in or stepping into them.

**24. Environmental protection**

Substances that are hazardous to water must not be discharged into the ground or into the sewage system. Waste shall be removed from the plant or collected separately and disposed of properly at the plant only after consultation with the Client. Unnecessary noise is to be avoided.

**25. Accidents, damage**

Any accident (injury to a person) or damage (damage to an object) must be reported to the Client immediately. Assistance from first responders, emergency medical services, or fire departments may be requested by calling the numbers listed on the posted Fire and Accident Alert Plan.

**26. Site equipment**

Construction trailers, containers, etc., may only be set up by the Contractor at locations that have been agreed with the Client in advance.

**27. Additional provisions**

At individual Bauerfeind locations, local management may stipulate additional conditions for work performed by external companies. If necessary, these conditions shall be communicated to the Contractor by the Client prior to the commencement of the work.

**Bauerfeind AG**  
Triebeser Straße 16  
07937 Zeulenroda-Triebes, Germany

## Acknowledgement by the Contractor

We have received and duly noted Bauerfeind AG's Safety Regulation information sheet "Environmental Protection and Occupational Safety for Work Performed by External Companies." We agree with the regulations as set forth in this document and will comply with them.

We appoint the following as our contact person: .....

Phone no.: .....

\_\_\_\_\_  
Company stamp

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name in print / signature