



GUIDELINES FOR EXTERNAL CONTRACTORS

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W.Listle

KEIMFARBEN GmbH is obliged as per § 5 DGUV (German Social Accident Insurance) Provision 1 to instruct external companies in writing to follow and observe the rules and regulations described under § 2 DGUV Provision 1. These "Health and Safety Regulations for External Contractors" are an integral part of the contract and thus binding. They apply for all the companies and persons who have business relationships with KEIMFARBEN. Corresponding companies or contractors are responsible that the "Guidelines for External Companies" by KEIMFARBEN GmbH are known and observed by persons working within the scope of the business relationship.

1. **Registration and briefing:** When entering the plant a registration with the responsible contact person or coordinator is required. The same applies when leaving the premises.
2. **Work safety:** Occupational safety specialist is **Mr. Roland Fänger phone +49 (0) 172 855 490 1**
3. **Alarm rules, emergency call: Internal emergency call 333 or locksmith department 177. Escape (see emergency escape route plan of the corresponding building part).** As soon as the warning signal starts (siren, horn) the building has to be left immediately via the closest escape routes and emergency exits. The meeting points are marked on the escape route plan.
4. **On the entire premises it is strictly forbidden to smoke or to drink alcohol. Smoking is only allowed in the designated smoking areas. Food and drinks may only be consumed in certain rooms provided (canteen, etc.).**
5. It is not allowed to take records or photographs of operating facilities or work methods. Moreover, the employees of external companies are obliged to maintain silence towards third parties even after completion of their work.
6. Other work locations than the assigned work places must not be entered without authorization. Dangerous works are strictly prohibited. Except with a written authorization for
 - ⇒ work in containers or confined spaces,
 - ⇒ work with danger of ignition (welding, burning, drilling etc.),
 - ⇒ work on roofs.
7. **Safety precautions** must not be taken away or made invalid.
8. **Accident prevention:** The legal trade and professional association regulations for work, environment and health safety and accident prevention rules apply. The legal work time regulation is to be observed. Work tools and equipment needed for the order completion must comply with these regulations and must only be used in the prescribed way. If it is necessary or mandatory to wear a personal safety equipment to perform the work intended then the external company will have to provide a sufficient quantity of such equipment to their employees. The employees are obliged to wear the personal protective equipment for the intended use.
9. The road traffic regulations apply on the company premises. Parking only on the designated parking areas.
10. In an individual case, a **briefing** of the responsible of the external company can also be performed by the responsible person for the order (e.g. foreman, head of department). The responsible of the external company is responsible for the briefing of his employees. There is no separate briefing in the case of short-term visits. The same applies for companies or persons that do regular and recurring works at KEIMFARBEN (e.g. works within a maintenance contract).
11. **Waste material** must be properly disposed of. Disposal is to be clarified before with the responsible waste coordinator (Mr. Keck, ext. 181).
12. Storage and use of **hazardous materials** must be reported beforehand.
13. The work place has to be constantly kept neat and picked up when the works are finished!
14. Any fault and danger while performing work must be reported immediately to the responsible person for the order or the foreman or head of department.
15. Normal work time is from 7.30 h until 16.00 h. Works outside of these hours have to be coordinated with the responsible coordinator.



Date	KEIMFARBEN Coordinator	Responsible/External company