

# Contractor Regulations

<b>Form</b>	Dok.-Nr.: FP-004-100-FO-003 EN	Revision: 03	Datum: 27.04.2022
	Author: HSEQ, A. Beer	Responsible: GHoHSEQ, D. Hoyer-Tröbs	

ATTENTION: Print version is not subject to revision!

## your contact details

company: \_\_\_\_\_

work order: \_\_\_\_\_

responsible contact person/coordinator \_\_\_\_\_ Phone: \_\_\_\_\_

## Entry into the company & conduct on the entire premises

- Register at the gate / direct coordinator for access to the company premises.
- Parking is only allowed in the designated areas and according to the instructions.  
Escape routes must always keep clear. If you have a permanent entry permit, it must be visibly displayed in the car.
- The Visitor Card (ID) issued to every external contractor must be worn or presented visibly from the start of the work and throughout the entire stay. The ID is limited to the duration of the activity.
- Safety vests are compulsory. Own warning vests are preferable, if necessary, they will be handed out. When working, the vest may be removed for a short time.
- Always drive at walking speed and pay attention to truck, car, and forklift traffic.
- Smoking is only permitted in designated areas. Alcohol and drugs are strictly prohibited on the premises.
- Wearing safety shoes is mandatory.



## Trade Secrets & Photography ban

- External companies and their employees are obliged to keep confidential all business secrets of the client during the duration of their activity and after its completion. This also applies to personal data. Taking along or duplicating drawings, files, etc. is only permitted with the express written consent of the client. An explicit prohibition of photography and filming on the entire company premises applies. Exceptions are possible in prior consultation and with written approval of the coordinator.
- Only use tested work equipment (e.g., ladders, electrical devices). Samples are possible.

## Usage of energy necessary for the activity to be carried out

- External companies or self-employed external contractors may not draw any electricity without prior consultation and approval from the responsible contact person/coordinator at Tenowo.

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- If the responsible employee orders mandatory recording of the required amount of electricity, the withdrawal may only be made via the assigned measuring device(s), such as site power distributors, existing fixed withdrawal points or mobile individual measurements.

## Safe behavior in production and shipping

- Observe the safety signs (escape signs, warning signs, mandatory signs, prohibition signs)!



- Wearing hearing protection is mandatory in marked work areas. Hearing protection dispensers are available.
- Escape and rescue routes must always keep clear. First aid facilities and fire protection equipment must always be kept free. Fire doors and gates must not be wedged.
- Pay attention to the internal routes. Take special care with industrial trucks in our production and shipping areas.
- Pay attention to possible mutual hazards during your activities. Stop your work immediately if a hazard arises.
- Personal injury and damage to property must be reported to the coordinator immediately!

## Hygiene (especially for the plant in Hof)

- Observe the marked hygiene areas (= blue markings). The provided hair nets must be worn, and disinfectants used. Pay attention to the mandatory signs.

## Fire prevention

- Observe the marked prohibitions for open flames and open sources of ignition. Everything else is regulated by the fire protection regulations.
- Before starting work, familiarize yourself with the fire protection equipment (fire extinguishers, fire alarms).
- If necessary, fire detectors must be taken out of operation for a short time to carry out your work.
- For necessary hot work, a "permit for hot work" must be obtained from the coordinator.
- You or your company is liable for any false alarms.

## First aid, behavior in the event of an accident or unsafe situation

- Report accidents (including minor injuries) suffered during the activity to your coordinator. The coordinator decides whether a report should be made to the occupational safety manager.

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- For possible emergencies, our first aid kits, the first aid room and defibrillators are available at marked locations.
- Report unsafe situations or near accidents to your coordinator.
- We reserve the right to immediately notify your disciplinary supervisor of any unsafe situation or behavior contrary to our safety rules.

### Use of work equipment and vehicles

- The use of existing work equipment (e.g., ladders) and vehicles (including the use of industrial trucks) without prior assignment is prohibited.
- A written assignment must be obtained from the coordinator before use.

### Work on electrical systems

- Work on electrical installations is only allowed with the written permission of the electrical workshop.
- Only use tested electrical devices.

### Hazardous materials

- Hazardous substances you use must be registered in advance. These are only to be used in approved containers and need to be clearly identifiable.
- No hazardous substances may be permanently stored in the factories at Tenowo without written approval.

### Environmental protection / disposal / waste

- The labeled containers must be used for any waste. The coordinator must be informed immediately of any occurrences that lead to contamination of groundwater or wastewater

I have read and understood the contractors instructions:

_____	_____	_____
Date	Name of employee (in BLOCK CAPITALS)	Signature
_____	_____	_____
	Name of employee (in BLOCK CAPITALS)	Signature
_____	_____	_____
	Name of employee (in BLOCK CAPITALS)	Signature
_____	_____	_____
	Name of employee (in BLOCK CAPITALS)	Signature