

Contractor's instruction

Form	Doc.-No.: FP4.VG.FO.017	Revision 02	Date: 17.07.2020	Page 1/3
Valid for: Tenowo GmbH	Creator: HSEQ, Beer	Reviewer: managing director, Dr. H. Stini	Doc.-Nr. old: KP1.VG.AA.001	

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Your contact information

Company: _____

Work order: _____

Responsible contact person/coordinator _____ Phone: _____

Contact details and rules of conduct:

Conduct on the whole company premises:

- Register to the factory premises after entry. (gate, company office or administration)
- The visitor card (ID) handed out to each external company employee must be visibly worn or presented from the start of the activity and throughout the entire stay. The ID is limited for the duration of the activity.
- Safety vests are mandatory. Own safety vests are preferable, if necessary they will be given over to you. During work at the working place, the vest may be removed temporarily.
- Drive slowly and pay attention to truck traffic.
- Only park your vehicle in the parking lots provided. Note parking bans. Escape routes must always be kept clear. If you have a permanent entry permit, it must be visibly displayed in the car.
- Alcohol and drugs are strictly prohibited.
- Smoking is only permitted in the designated areas.
- External companies and their employees are obliged to maintain confidentiality about all business secrets of the client for the duration of their activity and after their termination. The taking or reproduction of drawings, files etc. is only permitted with the express written approval of the client. There is an explicit ban on photography and film. Exceptions are possible in consultation and with the approval of the pictures taken by the coordinator.
- Only use tested work equipment (ladders, electrical devices,...). Random checks are possible.



Behaviour in production area:

- Observe the posted safety labels (rescue signs, warning signs, mandatory signs, prohibition signs)



- Safety shoes are mandatory in the production area.
- At designated work areas wearing ear plugs is mandatory. Ear plugs dispensers are available if required.
- Escape and rescue routes must never be blocked. First aid facilities and fire protection equipment must always be kept unobstructed. Fire protection doors and gates must not be wedged. Pay attention to the internal driveways. Special care with forklift in the production and shipping areas.
- Pay attention to possible mutual dangers during your activities. Stop your work immediately if a danger arises.
- Personal injury and property damage must be reported immediately to the coordinator!

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Hygiene (especially for the Hof site)

- 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 have to be taken out of operation for a short time to carry out your work.
- 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 specialist.
- 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 safety.

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 are 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

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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