

# Health and safety regulations for external companies

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**JUNGHEINRICH**

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## 1 Scope

These health and safety regulations apply to all Jungheinrich companies in Germany and must be applied to the performance of work carried out by employees of external companies.

These "Health and safety regulations for external companies" are an integral part of the service/works agreement concluded between a Jungheinrich company (Customer) and the external company (Contractor) or its subcontractor and are therefore binding.

## 2 Definitions

Employees of external companies refers to all persons of external and contracted companies not belonging to the Customer who carry out the work.

Jungheinrich contacts (Coordinators) are employees of the Customers responsible for organising and coordinating the safe realisation of work to be carried out by the employees of external companies.

## 3 General provisions

The Contractor shall bear full responsibility for ensuring that work is carried out

- in accordance with all of the accident prevention regulations and guidelines of the responsible trade association and
- in accordance with all current work, fire, environmental and health regulations.

If these legal regulations are enforced through administrative measures (licences, orders, etc.), the Contractor shall be bound to follow these where appropriate.

The Contractor undertakes to find out about the regulations applicable for the work in question, prior to commencement of the work at our company.

The Contractor is bound to observe all internal regulations on occupational, fire and environmental protection (alert plan, disposal guidelines, etc.) and to monitor and ensure compliance with these by the employees it uses.

In accordance with the Health and Safety at Work Act, the Contractor must take measures to prevent accidents at work that satisfy the requirements of accident prevention regulations and generally accepted occupational health and safety rules. Unless requirements are set down in other legal regulations, particularly work protection provisions, these provisions shall remain unaffected.

Only suitably qualified staff that are able to correctly and expertly carry out the intended work may be deployed on the company premises. They must wear personal and company identification at all times and must be able to present a residence permit if required. The external company must ensure that only employees who have undergone the necessary medical examinations for the intended work are deployed.

The Contractor shall bear full responsibility for the consequences arising from a breach of these regulations.

## 4 Regulations

The smoking regulations in force at the respective site must be observed. The use of other narcotics is strictly prohibited throughout the entire premises.

It is forbidden to consume food (eating and drinking) in certain production areas. Break areas are available for eating and drinking.

It is not permitted to keep records on the business premises and working methods. This includes a ban on photography. External company employees are further required to refrain from disclosing information concerning specific issues to third parties on completion of the work.

Any access to operating areas that are not part of the site defined in the agreement shall be strictly prohibited. The site must be accessed and exited by the most direct route.

A licence must be obtained for welding, cutting, soldering, thawing and grinding in flammable or potentially explosive atmosphere.

Safety equipment must not be removed or put out of operation. Inspections shall be carried out by industrial security staff in order to maintain order and safety. These inspections shall extend to persons, vehicles and all carried containers and objects.

Orders given by industrial security staff must be observed. Infringements can result in the immediate exclusion of the external company.

All waste materials that are created must be disposed of correctly. Disposal of waste on the premises is only permitted by approval.

The storage of use of hazardous substances must be notified to the Coordinator in advance. The material safety data sheet must be presented.

The place of work must be kept clean at all times and must be cleared on completion of the work.

## **5 Accident prevention**

Statutory and industrial occupational, environmental and health regulations and accident prevention regulations shall apply. Legal working time regulations must be observed.

All of the working and operating equipment use to carry out the work must satisfy these regulations and must only be used in the manner prescribed.

If personal protective equipment is necessary or mandatory for the intended work, the external company must provide this equipment to its employees in sufficient quantity. Employees shall be bound to use this personal protective equipment correctly.

The provisions of fire protection regulations and site regulations shall apply.

Road traffic regulations must be observed when on the premises. The maximum speed must be observed on the entry road. Road signs must be followed. Buildings must not be entered using passenger vehicles and lorries.

## **6 Registration and instruction**

The contact for the external company must provide the Coordinator with the necessary documents concerning the scope of work, start and end of work, interruptions, work outside of normal working hours, method of working and number of personnel. Work outside of site working hours (e.g. weekend) must be agreed with the JH Coordinator in advance.

The representative of the external company shall be instructed by the person responsible for the work or Coordinator. The representative of the external company shall be responsible for instructing its employees. Proof of instruction must be presented on request.

If individual elements of the work are carried out by subcontractors, the external company undertakes to notify the contact or Coordinator of Jungheinrich immediately in writing and to ensure that the subcontractor complies with these occupational health and safety regulations.

To ensure that employees from various contractors at the same site do not pose a hazard to or restrict one another, a mutual agreement must be reached with the involvement of the Coordinator prior to commencement of the work.

The Coordinator shall have the authority to instruct employees from the external company, if this is necessary to ensure safety. Such orders must be followed and any measures agreed must be implemented with immediate effect. Any safety measures ordered must be implemented and maintained for the duration of the work.

All faults and hazards encountered during the work must be reported immediately to the person in charge or the Coordinator.