

Instruction

Title: Plant regulations for visitors, contractors and their employees

Document No.: 129260

Version: 16

Change history

Version	Change
01	16/06/1998
16	30/05/2022

Plant regulations

for visitors, contractors and their employees

As a visitor or contractor of BLANC & FISCHER Familienholding and its corporate groups, you have a special obligation to support all measures for occupational safety, health protection, environmental protection and fire prevention in order to avoid personal injury, damage to property and other hazards.

You must comply with the general guidelines and instructions in this information sheet as well as the specific operating, control, order and safety regulations and the relevant statutory provisions.

The instructions of your contact person or customer must be followed.

The contractor must employ suitable personnel for the execution of the order, supervise them and, if necessary, provide further training. The contractor is responsible for the safety and environmental behaviour of its employees. Contractors may be expelled immediately from the work site, construction site or factory premises by the contact person/customer.

Under the Act on the Implementation of Measures of Occupational Safety and Health to Encourage Improvements in the Safety and Health Protection of Workers at Work (ArbSchG), the customer is obliged to instruct external companies before the start of work. The instruction must be documented by the coordinator of the external company.

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Important internal call no.**Emergency call: +49 0 70 45 45 / 67 112****Company doctor: +49 0 151 / 12 54 26 43 or 67 200****Fire protection: +49 0 151 / 12 54 26 78 or 67 657****Environmental protection: +49 0 151 / 52 90 88 09 or
+49 0 151 / 67 82 14 78 or
67 335 or 67 035****Occupational safety: +49 0 170 / 05 57 83 99 or 67 752****BLANC & FISCHER construction site coordinator: +49 0 151 / 12 54 26 78 or 67 657**

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Waste

Unless otherwise agreed in advance, packaging waste shall be disposed of by the contractor in accordance with the Packaging Act (VerpackG).

In the event of non-compliance, the customer shall be entitled to charge the costs incurred to the contractor.

Alcohol and other intoxicating substances

There is an absolute ban on alcohol and intoxicants throughout the factory premises.

Consumption is prohibited on the entire premises of BLANC & FISCHER.

Persons under the influence of alcohol or intoxicants are not permitted to enter the factory premises.

Registration / Cancellation

When entering or leaving the premises, sign in or out at the gate/reception without being asked.

Admission passes must be displayed in a conspicuous place in your vehicle and returned when leaving the site. The visitor registration form must be presented on request.

The visitor pass must be worn in a clearly visible place. It must be returned at the end of the activity. Any loss must be reported immediately to the issuing office.

Outside normal working hours, access to or driving on our premises for which a visitor's pass is required is not permitted unless written permission has been obtained from the customer/contact person.

It is not permitted to visit areas for which authorisation has not been granted by the customer. BLANC & FISCHER reserves the right to carry out exit checks on persons and vehicles leaving the premises.

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Occupational safety, safety regulations

The statutory safety regulations and the accident prevention regulations of the trade associations apply on our premises.

Markings and signs, e.g. prohibition and mandatory signs, warning signs, rescue and first aid signs, must be observed and must not be obstructed or removed.

Personal protective equipment (e.g. eye, hand and foot protection) required for the safe performance of the work shall be provided by the contractor and worn in the designated areas or as instructed by the coordinator/contact person.

When working outdoors, the contractor and its employees must wear a high-visibility vest at all times. This also applies to other areas where the wearing of a high-visibility vest is also mandatory.

Safety shoes are mandatory in all production and storage areas. Exceptions require the approval of the plant/production manager and may apply, for example, to groups of visitors.

Work equipment, machinery and tools must comply with applicable regulations and be tested. They must be in good condition and used for their intended purpose.

A PRCD (portable residual current device) must be connected for additional personal protection. The contractor must provide this.

If the equipment does not meet the requirements, it must not be used on the premises.

The use of equipment, machines or systems from BLANC & FISCHER is only permitted to authorised persons with the approval of the specialist department.

Protective devices must not be rendered ineffective. Check that the equipment is in a safe operating condition before each use. Work on or in systems or system components that are

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not part of your order requires the prior consent of an authorised representative who is familiar with the system. This applies particularly to electrical systems.

Switching operations for recommissioning (including test switching) on all technical equipment may only be carried out after approval by the respective authorised BLANC & FISCHER switching operator.

Contact your customer or the coordinator to find out the contact for switching authorisations.

Construction sites, maintenance and cleaning

The storage of building materials, materials, etc. as well as the erection of temporary structures or containers or introduction of construction site vehicles require the prior consent of the customer. These must comply with the relevant safety regulations and may only be set up or introduced in designated areas.

Work in containers, pits, ducts, shafts, etc. must be carried out in accordance with the previously defined safety measures.

Before starting any excavation work, the situation must be checked with the site manager or our coordinator due to possible damage to underground supply and disposal lines or similar. Any unforeseen obstacles to the execution of the work must be reported immediately.

The use of water, compressed air and electricity is only permitted with the customer's prior consent. These media must be used responsibly. Littering is prohibited.

The contractor is responsible for traffic safety in accordance with the BG BAU (the statutory accident insurance for the construction and construction related services in Germany). Construction sites, pits, shafts, floor openings and the like must be secured by the contractor at all times in such a way that no one can be injured. In particular, these measures must be

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taken before leaving the workplace. Hazardous areas must be covered, fenced or otherwise secured.

Bring only the materials, machinery and tools you need to do the work. These items should be marked for your information.

Ladders, working platforms, scaffolding, etc. must be in good working order and must be erected and used in accordance with the relevant regulations. Proof of a current safety inspection must be available for work equipment.

Special safety measures must be taken when working at heights where there is a risk of falling, e.g. when using a safety harness and lifeline.

The area around work at height must be secured. People must not be allowed to stand under these areas during work and they must be made safe.

When working in production halls, the workplace must also be secured in such a way as to prevent any danger to third parties.

The use of bolt-firing tools must be discussed with the BLANC & FISCHER safety coordinator prior to commencing work.

All appropriate safety precautions must be taken. It is essential to ensure that no one is in the danger zone. This applies especially next to or behind the collection point.

Cranes, industrial trucks, lifting platforms and similar equipment may only be operated by authorised personnel with the appropriate certificate of competence.

Operators must be instructed in the use of the equipment and the instruction must be documented in writing.

Heating of work and recreation rooms is only permitted after prior consultation with the customer. The use of open coil heaters is not permitted.

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Employment of persons under the age of 18

Children and adolescents under the age of 18 (minors) may only be admitted after prior registration and approval and at special events.

Minors who have signed an employment/training/work placement contract with BLANC & FISCHER or a contractor are excluded from this rule.

Trainees and/or minors must be supervised when working on our premises.

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Fire safety

Work involving fire (e.g. welding, cutting and soldering work, grinding, moulding and burn-off work, thawing, heating, burning and tarring work) may only be carried out on presentation of a written authorisation (permit) issued by the group of persons authorised by the fire safety officer or by the fire safety officer him or herself. Open fires must be supervised by an employee at all times.

The contractor must inform him or herself about possible fire and explosion hazards before starting work. Only approved equipment is to be used in hazardous areas. Mobile phones must be switched off in these areas.

At the Sinsheim site, work in hazardous areas may only be started after measuring with the Ex-Ox-Meter. The result of the measurement must be documented.

Some of our buildings are equipped with fire alarm systems. To avoid chargeable false alarms, work involving the generation of dust, smoke or mist, for example, must be agreed with site management and the existing detectors must be activated by means of appropriate authorisation certificates.

We reserve the right to charge the person responsible for any false alarms caused by negligence.

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Vehicles and items on the premises

A permit is required to enter the factory premises.

The operating instructions for bringing in vehicles, tools, equipment, materials and the like must be observed.

They must also comply with current legislation. Objects placed or stored must be secured against falling.

The German highway code applies on our premises, construction sites and car parks. Everyone must behave carefully and considerately. Any obstruction of internal traffic must be avoided.

Vehicles and objects of any kind must not be parked in fire lanes and escape routes. Other routes should be kept as clear as possible. Parking in front of hydrants, driveways, gates or similar bottlenecks is not permitted.

In the event of a traffic accident, the customer's coordinator must be informed immediately.

Photography

The use of image and sound recording devices, including mobile phones, is only permitted with the prior consent of the customer and in the presence of a person designated by us. BLANC & FISCHER reserves the right to take legal action in the event of non-compliance.

Hazardous substances

Hazardous substances may only be used and stored with the prior consent of the customer or the environmental protection officer. Safety data sheets must be carried and made available on request. Handling of hazardous substances must be kept to a minimum. The protective measures for people and the environment specified in the safety data sheet must

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be strictly observed. BLANC & FISCHER reserves the right to require the use of less hazardous substances or to prohibit the use of a hazardous substance.

Before starting work, find out from the customer, the site manager or the coordinator which hazardous substances you may come into contact with on the factory premises and what the possible interactions are with the substances you are using.

Canteen catering

Depending on the plant, you may have access to catering facilities, e.g. drinks vending machines, snack machines or canteens.

Coordinator

In order to avoid mutual risks to the contractor's and client's employees, the work must be agreed with our coordinator prior to commencement. Our coordinator is authorised to give you instructions on health and safety, environmental protection and fire safety.

If you have not already been appointed, you must contact your customer. Prior to commencement of the work, the contractor shall provide the customer with the name of his or her contact person (coordinator).

Emergency measures

There are information boards at the exits of all buildings on what to do in an emergency.

The contractor must inform him or herself and his or her employees of the escape and rescue routes, assembly points and emergency signals.

When the evacuation signals are given, or at the request of the area managers, all persons on the site must go to the assembly points. This also applies to evacuation drills.

The workplace and the equipment used must be secured as far as possible without risk (switch off machines, close gas cylinders).

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Tidiness and cleanliness

It is forbidden to enter parts of the company where work is not being carried out as part of the work order.

The work area or site must always be kept clean and tidy at the end of work. Do not leave tools, waste or other debris lying around.

Lock your work equipment and secure your materials. BLANC & FISCHER cannot be held liable for any loss.

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Checks on persons and vehicles

Items brought onto the site must be marked or declared to the security/reception desk on arrival and deregistered on departure.

Gate/reception staff are instructed to carry out checks at entrances and exits. If necessary, persons and vehicles may be searched, including bags, parcels and other items carried. Clothing may also be checked if there are reasonable grounds for suspicion. The instructions of site security must be followed.

Smoking ban

Smoking is prohibited throughout the BLANC & FISCHER premises.

The only exceptions are areas designated as smoking areas.

Property damage – Reporting property damage

Damage to property and equipment on our premises must be reported immediately to the internal contact person. It does not matter who caused the damage.

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Sanctions list check

Sub-groups of Blanc & Fischer Familienholding are Authorised Economic Operators (AEOs) and therefore require all employees with access to security-relevant areas

e.g. all dispatch centres, to undergo a check based on the sanctions lists of Council Regulation (EC) No 2580/2001 and 881/2002 ("terror lists").

To ensure that our secure supply chain is not interrupted, we ask that you also subject your employees to this check and provide evidence of this upon request.

Environment / Energy

Visitors/contractors and their employees are required to use energy efficiently. The provisions of the BLANC & FISCHER energy guidelines must be observed. The use of compressed air, electricity and technical gases must be agreed with your contact person.

Please report abnormal operating conditions, leaks, loss of compressed air, water leaks or other anomalies to your contact person or our coordinator.

Please ensure that after use or when leaving your work area, all systems and equipment as well as power supplies, lighting and other consumers are switched off as far as possible.

Legal requirements such as the Water Resources Act (WHG), the Act Reorganising the Law on Closed Cycle Management and Waste (KrWG) and the Federal Immission Control Act (BImSchG) with its ordinances and regulations must be complied with in full. Violations and the resulting civil and criminal consequences are the responsibility of the offender.

Substances hazardous to water must not be discharged into the sewerage system or into our wastewater treatment plants. If such substances are used, the environmental officer must be informed.

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The customer, site manager or our coordinator must also be informed of any activities that may generate emissions such as hazardous dust, gases or noise before work begins.

The company guidelines, the quality, environmental and energy policy as well as the quality and environmental guidelines of our company must be observed and complied with!

Accidents

In the event of an accident on our premises requiring medical attention, the internal contact person must be informed immediately. This person will initiate all further necessary measures.

Access authorisation

It is forbidden to enter premises where work is not being carried out as part of the work order!

Specially secured areas are protected by electronic access controls and may only be entered with express authorisation and accompanied by authorised Company personnel.