

Applicable for: CAW, HDS, HFT, HHE, HLS, HMS, HMT, HPH, HUT, HBL, HDY

1. Purpose

With the help of these guidelines the external companies and their service providers get instructed about the applicable regulations of the Hettich subsidiaries in the above mentioned locations. External companies and their service providers must instruct their employees about the Hettich specific local risks and conduct.

2. Contractor

(Company/Address)

2.1 Responsible representative of the contractor

Name: _____ Tel.: _____

2.2 Responsible installation-/site manager

Name: _____ Mobile No.: _____

3. Responsible staff (area of requirement, application area) of the Hettich Company

Name: _____ Tel.: _____

Name: _____ Tel.: _____

4. Working hours

- 4.1 Work should be done during the normal working hours (Monday to Friday 07.00-16.00 hrs).
- 4.2 The contractor has to get the agreement of the responsible Hettich contact person (according to chapter 3) before doing overtime or working outside the normal working hours. It's presumed that the applicable legal working hour's regulations would include the arrival and departure hours.

5. Entering Hettich sites

- 5.1 Before starting to work the employees of the contractor register themselves at the reception. There they register themselves at the under chapter 3 mentioned employee of the Hettich company and receive a visitor-/ service pass. The procedure for any follow up appointments has to be confirmed individually by the Hettich employee.
- 5.2 The visitor-/ service partner pass is always to be worn in a visible manner, as long as safety issues do not demand its opposite.
- 5.3 It is not allowed to enter building areas and buildings that are not necessary to accomplish the contract. It is allowed to stay in the canteen. The canteen has to be visited directly.
- 5.4 The work area has to be kept tidy and clean during the working hours and has to be left the same at the end of the work. The responsible employee of the Hettich company has to be informed that the work has been finished so that a final inspection can be made together.

6. Driving and parking

- 6.1 While driving on Hettich sites the traffic rules are applicable. The max. speed limit allowed is in general 10 km/h, unless otherwise marked by signs. Truck and pedestrian traffic has to be expected.
- 6.2 Parking is only allowed on marked or allocated parking spaces.

7. Execution of work

- 7.1 When employees from the contractor's side, who cannot speak German or English are appointed to work on Hettich sites, at least one contact person must be present to be able to understand situational safety instructions in the above mentioned languages. This contact person translates the instructions for the employees in their language.
- 7.2 Before starting the work, especially of drilling and chiselling, the contractor should be convinced that eventually concealed pipes are not damaged (gas, water, electricity, heater, etc.). For further queries about the topics gas, water, heater, electro, fire-, environment and safety, please contact the respective responsible person in Hettich (for contact number and telephone number see standard instructions to external companies and instructions to visitors [displayed on reception]).
- 7.3 It has to be paid special attention to order and cleanliness before-, during-and after the work in the respective working area.
- 7.4 Before starting to work it has to be clarified with the Hettich responsible (see chapter 3), whether the usage of work equipment (e.g. tools, cleaners, oils,...) have effect on the product quality. If necessary, special measures have to be agreed.

8. Environment protection

- 8.1 The contractor has to comply with all applicable environmental legal norms.
- 8.2 Environment protection and environment conscious actions are an integral part of the Hettich group guidelines. Hettich is therefore also validated in the five environmentally most important European locations in accordance with the strict EMAS- environment management system of the European Union EU (inclusive ISO 14001). As a consequence we also demand an environment conscious, energy and resource saving conduct from our contractors.
- 8.3 The contractor has obligatory to ensure that every staff member, who takes action on a Hettich site with essential effects on the environment, is for this purpose qualified through training, instruction and experience and respectively yearly instructed.
- 8.4 The use of hazardous substances must always be notified before the start of work and agreed with the responsible person on site.
- 8.5 If still something unpredictable happens, the responsible Hettich employee is immediately to be informed (see standard instructions for external companies and the locally available visitor's instruction booklet).
- 8.6 The disposal of the generated waste is to be discussed with the employer before starting the work as a part of the contract. The cost of illegally and improperly disposing of waste on site goes to the disadvantage of the contractor. Hazardous waste would always be disposed off by the contractor as per the contractual agreements.
- 8.7 The contractor has to evaluate the accidental discharge of environmental damaging material in the soil or the channel and to take appropriate prevention measures and safety measures and to confirm it in advance with the employer.

9. Prevention of accidents

- 9.1 It is the duty of the contractor to provide the applicable safety regulations in its current version, to instruct his employees respectively (especially related to work) and to be convinced about its adherence up to sufficient extent. The employees have to be trained and qualified according to their kind of work.
- 9.2 The work instruments used by the contractor (electric tools, ladders...) have to fulfil technical safety standards and are maintained and tested according to the regulations.
- 9.3 **Poisonous, toxic, mutagenic, teratogenic and carcinogenic material must not be used without permission.** Should its utilisation be required out of technical reasons, this has to be declared to Hettich in written form along with the enclosed safety data sheet.
- 9.4 The required personal safety equipments (depending on the work appropriate safety shoes of class S1 to S3, fall protection, ear protection, safety glasses, safety gloves, breathing mask, etc.) have to be provided by the contractor to the workers.

- 9.5 On Hettich sites a compulsion is applicable for everyone in production- and logistic areas (inclusive HMS prototyping and test laboratory) to use safety shoes and – in Germany legally binding – use of ear protection in defined noise areas.
As an exception only those visitors who are going strictly on the defined walkways are exclusively permitted. Therefore the duty to wear personal protective equipment is also applicable for temporary leaving the path (for e.g. to go to machines and equipments).
- 9.6 During all tasks the production at Hettich should continue normally. Therefore safety measures, warning signs and other things could be necessary to protect our employees. The safety measures or a potential production stop have to be agreed by our responsible contact person.
- 9.7 The contractor has to provide first-aid equipment for the initial care of injured persons. Serious injuries are to be informed to the responsible Hettich employee after alerting the emergency services. There can be a site specific internal emergency telephone number. In such cases the contractor has to report any accident immediately to this contact.
- 9.8 Executives and occupational health and safety officers of Hettich have the right to give direct instructions to the contractor and his employees concerning environmental, health or safety matters.
- 9.9 When doing construction or assembly work a risk assessment has to be done by the contractor on site. Should the contractor do not has a template for this purpose he can use the Hettich template HF 00177 "Construction and assembly work related risk assessment by external providers". A process description, when using the Hettich template, can be found in the document. When creating the assessment the competent Hettich employee (see chapter 3) must be involved when special permissions are needed to carry out the activities (e.g. hot work permit, driving fork lifts or work platforms,...). Based on the risk assessment the contractor instructs his employees that will work on site. The instruction must be documented by signatures of employees and trainer. A copy of the risk assessment together with the instruction evidence is made available to the customer.

10. Incident report

- 10.1 All human and property damages are to be reported immediately to the responsible employee in Hettich and furthermore when any serious accident takes place, they have to be reported on the internal emergency number, if existing.

11. Fire prevention

- 11.1 Strict regulations (fire safety regulations) for fire- and explosion prevention are applicable on each site especially for cutting and welding tasks a fire permit (HF 00127) must be obtained by the Contractor before beginning of activities. The contractor should take care that all safety precautions for avoiding fire hazards are met.
- 11.2 In order to avoid chargeable false alarms by automatic fire extinguishing and alarm systems, all smoke and dust generating operations have to be announced. We reserve the right to charge the contractor for thereby triggered emergency operations by the fire brigade.
- 11.3 In case of smoke or fire detection the displayed evacuation plans have to be considered and the evacuation points to be met.

12. General

- With the acceptance of the contract the contractor also confirms these regulations.
- All people on a Hettich site need to have a visitor-or service pass. Our responsible employee is to be contacted for this.
- Photography and filming is prohibited on the whole site.
- Escape and emergency routes, fire protection systems, access roads and others must not be blocked by cars, assembly material or other items.
- Consumption of alcoholic drinks or other drugs is not allowed.
- There is a smoking ban on Hettich sites. Only in the respective defined areas smoking is allowed.
- If industrial trucks should be used by the contractor a driving contract by means of a form „ Contract for driving of industrial trucks“(HF 3506) is to be issued by the contractor. After submission of the driving contract and the driving licence (for industrial trucks) the employer can give permission for driving of industrial trucks (HF 3507). If there are any questions concerning this process our occupational health and safety officers or your Hettich contact person provides information for you.
- If mobile elevating work platforms should be used by the contractor a driving contract by means of a form „ Contract for operation of mobile elevating work platforms“ (HF 10021) is to be issued by the contractor. After submission of the driving contract and the driving licence (for mobile work platforms) the employer can give permission for operation the mobile elevating work platform (HF 10022). If there are any questions concerning this process our occupational health and safety officers or your Hettich contact person provides information for you.
- When there is uncertainty regarding the progress of the work, do not improvise, instead enquire with the responsible Hettich employee.
- Mandatory, prohibition and indication signs have to be complied with.

Take note:

- All, who are going to work on a Hettich site have to be instructed before they start to work, and then once a year, along with the applicable documents “Standard regulations for external companies”, “Instruction protocol for external companies” and this „Regulations for external companies”. The employees have to acknowledge these instructions by signing on the “Instruction protocol for external companies”.
- The employees of the external companies have to carry along a copy of the instruction protocol (less than 12 months old) as long as they are working on a Hettich site.
- Employees of external companies without a valid, signed copy of the instruction protocol are expelled from the site.

A filled and signed sample of the “Regulations for external companies” is to be send with the contract confirmation to Hettich.

Hettich has the right to suspend the work in an appropriate dimension if these regulations are not completely fulfilled. The arising costs and time postponement would be charged to the employer.

Place, Date

Stamp, signature of the contractor

13. Applicable documents

- Standard instructions to the external companies for the locations:
 - Kirchlengern/Bünde HR 00115
 - Spenge HR 00025
 - Vlotho HR 00132
 - Berlin HR 10584
 - Balingen HR 11903
- Instruction protocol for external companies HF 00110
- Contract for driving of industrial trucks – external companies HF 03506
- Contract for operation of mobile elevating work platforms – external companies HF 10021
- Construction and assembly work related risk assessment by external providers HF 00177

Due to the fundamentally different production processes and risks, the following documents are valid for the location Frankenberg, instead of those two mentioned before:

- Standard instruction Frankenberg HR 10985
- Instruction protocol Frankenberg HF 10986
- Standard instruction for external companies caw HR 12684

Note: The applicable documents are available through the supplier portal of the Hettich website, through the following shortlink, or by the following QR code:

<http://www.hettich.com/short/e0e866>

Please scan to get directly to the supplier portal for external companies and to the download center for all mentioned documents

