Contractor Guideline

Your safety is important to us

Behaviour and safety guide-lines on the premises of

URACA GmbH & Co. KG

for suppliers and service providers

General provisions

Scope:

Upon entering the company premises of URACA GmbH & Co. KG, you may be exposed to risks which are not visible to you or which you cannot fully assess.
For the safety of all concerned parties, this Guideline applies to all employees who are not employees of URACA GmbH & Co. KG. The requirements listed in the Guideline must be complied with during the entire stay on the company premises.
Non-compliance or offence may lead to a prohibition from entering the premises of URACA GmbH & Co. KG.

Basic rules of conduct and requirements:

- Before entering the company premises, employees of external contractors must register at the reception and be entered in the visitor list
- The instructions of our staff, specifically those of the respective contact person, are always to be followed
- There must always be your employee on site who can fluently speak and write German
- Before starting work or the delivery of goods, the respective responsible person, usually the client, must always be contacted
- Before starting work at our company, please get information about possible dangers and required occupational safety measures
- On URACA premises you are not permitted to be under the influence of intoxicating agents which could endanger yourself and others
- Smoking is only permitted in specially designated smoking areas
- In the event of accident or injury, please immediately contact the next available employee, supervisor, first-aid worker or reception
- On the shopfloor and in construction areas, wearing safety shoes is mandatory, if necessary also wearing other personal protective equipment, depending on the type of activity at our company

- The contractor is obliged to appoint only those persons who meet the legal registration and permit requirements (e.g. income tax, social security, if applicable, work permit for foreigners)
- Taking photos on the company premises and taking or copying internal company documents is only permitted after consultation with the responsible person

Important telephone numbers:

Fire brigade:	0 - 112
Police:	0 - 110
Rescue directing centre:	0 – 112

Behaviour on traffic routes

Motor vehicles:

- Please park your vehicle only at the designated visitor parking spaces. Vehicles with goods deliveries or required work equipment may enter the company premises after consultation with the respective contact person
- Be considerate and respectful towards other users of traffic routes on the company premises
- For the entire company premises, the StVo (the German Road Traffic Act) applies, but basically driving faster than 10 km/h is prohibited
- Only those driveways may be used which were indicated by the instructor
- Motor vehicle drivers must carry their driving license and show it when requested
- Only approved and safe vehicles may enter the company premises
- Construction vehicles must also be in a safe operating condition
- Road markings must be observed and followed

Industrial trucks / forklifts / pedestrians:

- Industrial trucks and forklifts of our company may only be used after consultation and presentation of proof of appropriate training or qualification
- Hand-guided industrial trucks may only be used in designated areas after instruction
- Industrial trucks or forklifts of external companies may only be used on the premises of URACA GmbH & Co. KG if they are in a safe operating condition
- Pedestrians must exercise caution when crossing driveways and observe appropriate warning signs
- The employees of our company are entitled to prohibit the movement of vehicles if the above-mentioned requirements are violated

Occupational safety measures

When working on the company premises, the following rules must be observed:

- Before starting your activity, you must always be instructed by the responsible contact person or head of department/shift supervisor on the work on equipment or other activities
- Before starting work, get information on possible risks such as contact with hazardous substances, fire and explosion, mechanical, electrical and other hazards
- Works involving several external contractors at the same time shall be managed by a coordinator of URACA, and his/her instructions must always be followed
- Observe the provisions for work clothing and personal protective equipment valid at the respective workplaces, they can also be requested in the contract award

- Only use work equipment that is suitable for the intended task. Only tested work equipment may be used; the tests can be recognised by the stickers affixed to the work equipment
- Avoid working alone and protect yourself, if possible, by the presence or assistance of one of our employees
- Observe the operating instructions for equipment, hazardous substances and other products or processes that could be dangerous
- Never open plants or plant parts without the confirmation that the equipment in the given state no longer poses a threat
- Work on electrical equipment may only be carried out after consultation with the respective responsible person. During this, it is important to ensure the equipment is unlocked correspondingly
- Works with a risk of falling can only be carried out using the appropriate fall protection or protective devices and after consultation with the responsible person of our company

Fire protection

Fire prevention:

- Support our fire protection activities by careful behaviour during the work that may cause fire
- Before starting work at our premises, get information about escape routes, meeting points and fire extinguishers in the building
- In case of danger, follow the escape signs and the escape and rescue plans

- Compressed gas cylinders must be closed after use and depressurized
- The storage of highly flammable or explosive substances on the company premises is subject to permission by our company
- Before carrying out soldering or welding work, a welding permit must be obtained
- After completing the work, switch off all electrical equipment and, if possible, deenergise
- Smoking bans and prohibitions to use open ignition sources must be strictly observed

In the event of fire:

- Noticed fires must be immediately reported to the fire department and a responsible person at our company and all persons in the area must be warned
- Attempt to extinguish only small fires, if your attempts do not bring immediate results, please leave the danger zone immediately
- In the event of an alarm, immediately stop all activities. Equipment that may still be running must be shut down if possible. Then immediately go to the meeting point
- If several employees of an external contractor work in the affected part of the building, the person responsible for the work must check that all colleagues are present and inform the responsible employee of our company

First aid

- When starting work, get information on the locations of the first aid stations and who the first-aid workers are
- In case of injury, immediately contact the responsible first-aid worker
- Record even minor injuries in the accident logbook and report them immediately to your supervisor and a responsible person of our company
- If you witness an accident or an injury, please inform the first-aid worker immediately, an employee of our company, or if necessary call the emergency service directly (0 – 112)
- In the event of an accident, always provide first aid without being prompted

Environmental

<u>During all activities on the premises of URACA GmbH und Co. KG, the statutory provisions on environmental protection concerning water, soil and air pollution control, waste management and noise protection must be observed.</u>

- Dispose of your waste only in the containers provided for this purpose
- It is not allowed to dispose of oils, greases and other working or hazardous substances on the premises
- You have to properly dispose of hazardous substances, paints, varnishes, etc. at the end of the work at the latest

Electricity

Electrical work referred to in VDE 0105-100 and DGUV V3 may only be carried out by qualified electricians or electrically instructed persons.

Always keep switch stations and control cabinets closed and do not obstruct the access to them.

Unauthorized access is prohibited.

Do not use defective electrical equipment and tools and immediately notify the contact person about any damages.

When working on electrical equipment, use the appropriate protective equipment and observe the 5 safety rules:

1. Disconnect
2. Secure against restart
3. Check de-energised status
4. Ensure to earth and short-circuit the system
5. Cover any adjacent live components