

Safety Instructions for external companies

HCR Holz Centrum Regensburg GmbH & Co. KG.

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1. Objective and Purpose

These Work Regulations serve to maintain and improve safety and health protection to our own and external employees at work, by work protection measures (§1 of the Labour Protection Act [ArbSchG]).

External firms must take note of, and comply with, all standards, regulations and laws relating to environmental protection, accident prevention and fire safety.

The work is to be so arranged as to avoid, as far as possible, danger to life and health, and to keep the remaining danger as low as possible (ArbSchG §4.1).

2. Scope, Basics

These Work Regulations apply to the HCR Holz Centrum Regensburg GmbH + Co. KG (hereinafter called "HCR").

It is an integral part of the contract entered into with HCR, and is deemed to be a part of the contractual and specification conditions.

The contractors (external firms) are obligated to verifiably make the Work Regulations, known to staff deployed at HCR (also sub-contractors) before starting work.

The contractors who carry out work within the HCR Works must take note of, and comply with, all standards, regulations and laws relating to accident prevention, work hygiene, fire prevention and environmental protection.

For carrying out the work, capable and suitable personnel must be deployed, above all for the work or employment which must be undertaken under special conditions.

Additional agreements between HCR and the contractual partner remain unaffected.

3. Terms

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4. Special Regulations

4.1. Keys

If necessary, keys will be made available by the works management. The contractual partner is liable for lost or damaged keys. The contractual partner is liable for damage incurred by HCR caused by the misuse of the keys provided.

4.2. Traffic Regulations on HCR's Grounds

The provisions of the Road Traffic Act apply to driving and parking on the HCR grounds. Road signs must be observed in the same way as official road signs.

Parking is only permitted in designated parking areas. Building entrances, escape routes, fire lanes and emergency routes must be kept free under all circumstances. Vehicles may be towed away at the owner's cost.

Special occurrences, in particular accidents, damage to parked vehicles and other cases of loss must immediately be notified to the HCR representative. Generally valid regulations regarding traffic accidents remain unaffected thereby. HCR is only liable in accordance with statutory regulations.

4.3. Working Hours

The daily working hours are to be agreed with the instructing HCR employee. They should match the HCR working hours as closely as possible. Work which is to be undertaken outside the production times must be approved by the responsible HCR employee. Without this approval, work must cease at the end of the production time. HCR may demand that work be interrupted by the contractor for operational reasons.

4.4. Escape routes

The external companies must inform themselves as to the location of the nearest escape and emergency routes, fire extinguishers, fire alarms and emergency call systems, as well as to behaviour in cases of emergency.

Lines of communication, escape and emergency routes, fire escapes, safety installations (such as fire extinguishing units, showers and eye douches, etc.) and access to electrical installations may not be obstructed.

4.5. Accidents

Accidents must be reported to the management immediately. In case of accidents, HCR's instructions must be complied with. First aid is always to be assured by HCR's contractual partner. If, after an accident, first aid is provided by HCR employees, the obligations of the contractual partner are not affected.

4.6. Nondisclosure, Video and Sound Recordings

Photography, filming and sound recording is generally forbidden on the HCR grounds. In cases of non-compliance, HCR may demand the handing over and destruction of the video and audio material. The HCR regulations regarding nondisclosure, visitors' passes, etc., apply mutatis mutandis.

4.7. Smoking on HCR's Grounds

Smoking on the HCR's grounds is only permitted in the smoking-designated areas. There is a basic ban on smoking in the entire production branches and storage areas. In any event, the bans (e.g. on eating, drinking, smoking) in specifically marked areas must be observed at all costs.

4.8. Danger of Fire and Explosions

Prohibition signs on the HCR's grounds must be observed at all costs. In working areas in which there is danger of fire and/or explosion, smoking and handling fire and naked lights is forbidden. In explosion-prone rooms, only explosion-proof equipment and tools may be used.

4.9. Ban on Alcohol

The introduction and enjoyment of spirits is not permitted. The presence of people under the influence of alcohol on the HCR's grounds is not tolerated.

4.10. Lost Property

Items which are found on the HCR's grounds must be handed in to the office immediately.

4.11. Items Brought In

Items, materials and tools brought in must be secured by the contractor against misuse and theft. HCR is not liable for any loss of property.

4.12. Use and Operation of HCR Installations and Resources, Entry to Rooms

The unauthorised use and operation of HCR resources; e.g. fork lifts, machines, lifting gear, etc., is generally forbidden.

Their use in special circumstances must be agreed with the appropriate HCR representative.

Any entry into rooms and facilities is, insofar as not required for the fulfilment of contractual obligations, prohibited. Damage resulting from accidents or physical damage of whatever nature is for the account of the person causing it.

4.13. Approval of Dangerous Work

The following work requires thorough coordination by the person authorised by the contractor, and requires a written approval with an "on-the-spot" briefing from the HCR representative:

- Welding, soldering, grinding and cutting, as well as working with open flames and working with flammable and oxidising hazardous substances (flammable works)
- Working in confined spaces, containers, pits, as well as supply and disposal channels
- Working on fire-extinguishing systems, detection and warning systems
- Working in spaces protected by automatic fire extinguishing systems (except sprinklers)
- Use of hazardous substances within the terms of the Ordinance on Hazardous Substances
- Removal of safeguards
- Working on containers and piping
- Working on electrical installations and in areas endangered by radiation, fire and explosion
- Earthworks such as, for example, excavation of trenches and shafts
- All works which, if improperly conducted, may damage sprinkler heads.

For flammable works, a written permit procedure is necessary.

For such works, sufficient fire blankets must be provided by the contractor. Fire extinguishers will be made available by HCR.

4.14. Hazardous Substances

External firms are obligated to notify the specialist for work safety of the use of hazardous substances, if the risks to the health of HCR employees, or ecological risks, cannot be reliably excluded. The use of toxic or very toxic hazardous substances will be contractually regulated.

4.15. Visitors

The bringing in of family members or other persons without consent is not permitted.

4.16. Work Safety

Work appliances (tools, equipment, etc.)

Work appliances used for fulfilment of the contract must comply with the relevant accident protection requirements, and be in perfect condition.

Test specifications

Test specifications must be complied with for recurrent tests.

Carrying out the work

- All work must be carried out in accordance with the relevant accident prevention regulations.
- This refers, in particular, to the rules covering electrical safety, and the construction and protection of workplaces (e.g. barriers).
- The prescribed instructions to one's own employees must be followed (e.g. hazardous substances instructions)

Building clearance

In emergencies (e.g. fire) an evacuation of the HCR building may be ordered. The evacuation instruction obliges all those persons present in the building to leave the premises immediately but quietly, to go to the meeting places, and to remain there until instructions are given by HCR as to how to proceed.

Personal protective equipment

In some HCR areas, special personal protective equipment must be worn. **The wearing of safety shoes is compulsory throughout the entire production area.**

Order in the workplace and assembly areas

The workplace and assembly areas must be kept clean. Material and tools must be kept secure.

Soil Conservation and Water Pollution Control

The use and storage (including temporary storage) of water-hazardous materials must follow in accordance with the current laws and regulations. Leaks are to be avoided. The vehicles, equipment and installations must be in a functionally reliable condition.

Water-hazardous materials may not be stored in the open air.

Waste disposal

The materials and auxiliary supplies delivered for implementation of the works remain, until their intended use, the property of the contractor or his sub-contractor. All refuse resulting from the works also remains the property of the contractor or his sub-contractor, and must be disposed of in accordance with statutory regulations, and at his own cost. Disposal in HCR refuse containers is not permissible.

5. Breaches of Works Regulations

Serious breaches of these Works Regulations entitle HCR to forbid the continued presence of the counteracting person on the HCR's grounds. In serious cases, HCR has the right to cancel the underlying agreement without notice.

The contractor is liable to HCR for all damages which result from the failure of one of his employees or sub-contractor to observe this works standard.

6. Internal Contacts, Telephone Register

HCR Holz Centrum Regensburg GmbH + CO KG, Wenzenbach
+ 49 (0)941 / 69550 -0

Internal Telephone Numbers

Managing Director: Mr. Mayer -20

Safety Representative: Mr. Wanninger -43

Electrician: Mr. Gaßner -44

Technician: Mr. Scherübl -44

Stand: April 2009

Issued on: _____

Company _____

Mr. / Ms. _____

Date _____

Signature _____