

**House Rules for External  
 Companies**

**Table of Contents**

<b>1</b>	<b>Preliminary remark</b>	<b>3</b>
<b>2</b>	<b>Area of application</b>	<b>4</b>
<b>3</b>	<b>Responsibilities / Contacs / Coordination</b>	<b>4</b>
3.1	<b>Responsibility in-house</b>	<b>4</b>
3.2	<b>Responsibility of external company</b>	<b>4</b>
3.3	<b>Coordination</b>	<b>4</b>
<b>4</b>	<b>General Code of Conduct</b>	<b>5</b>
4.1	<b>In-house traffic</b>	<b>5</b>
4.1.1	Pedestrian	6
4.1.2	Access restriction	6
4.1.3	Ride bikes	6
	Staff members of external companies are not allowed to ride bikes.	6
4.2	<b>Alcohol and drugs / smoking</b>	<b>6</b>
4.3	<b>Personal protection equipment (PSA)</b>	<b>6</b>
<b>5</b>	<b>Occupational healthcare / aptitude test</b>	<b>7</b>
<b>6</b>	<b>Safety regulations / Safety at work</b>	<b>7</b>
6.1	<b>Access regulation</b>	<b>7</b>
6.2	<b>Prequalification</b>	<b>7</b>
6.3	<b>Instructions and safety meetings</b>	<b>7</b>
6.4	<b>Safety pass</b>	<b>7</b>
6.5	<b>Sign-in and sign-out / working time</b>	<b>8</b>
6.6	<b>Working hours</b>	<b>8</b>
6.7	<b>Risk assessment / operating instructions</b>	<b>8</b>
6.8	<b>Work clearance procedure</b>	<b>9</b>
6.9	<b>Official authorisations</b>	<b>9</b>
6.10	<b>Order and Cleanliness</b>	<b>9</b>
<b>7</b>	<b>Subcontractors</b>	<b>9</b>
<b>8</b>	<b>Place of work</b>	<b>9</b>
<b>9</b>	<b>Work equipment</b>	<b>10</b>
9.1	<b>Use of third-party equipment</b>	<b>10</b>
9.2	<b>Testing of work and equipment</b>	<b>10</b>
	The machines, equipment, tools and aids used must be tested in perfect condition and if required by qualified persons. The work equipment is subjected to a random visual inspection by the foreign company coordinator Sekurit. In the case of obvious damage or lack of proof of inspection on the device, use is prohibited until a current proof of inspection can be provided.	<b>10</b>
9.3	<b>Use of internal equipment</b>	<b>10</b>
9.4	<b>Condition</b>	<b>10</b>
9.5	<b>Test</b>	<b>10</b>
9.6	<b>Safety installations</b>	<b>11</b>
<b>10</b>	<b>Using Substances</b>	<b>11</b>
10.1	<b>Hazardous substances</b>	<b>11</b>

**House Rules for External  
 Companies**

<b>11</b>	<b>Methods of operation .....</b>	<b>11</b>
11.1	Supply .....	11
11.2	Media power .....	12
11.3	Work at heights .....	12
11.4	Ladders .....	12
11.5	Scaffolding.....	13
11.6	Mobile scaffolds .....	13
11.7	Working in silos, containers and confined spaces .....	13
11.8	Hot work (welding, thermal cutting etc.) .....	14
11.9	Load handling/fastening and lifting of loads .....	14
11.10	Assembly/dismantling/demolition .....	15
11.11	Earthworks.....	15
11.12	Activities with electrical installations.....	15
<b>12</b>	<b>Behaviour in case of accidents / first aid / near misses.....</b>	<b>16</b>
12.1	Behaviour in case of accidents.....	16
12.2	First aid .....	16
12.3	Near misses and insecure situations .....	16
<b>13</b>	<b>Fire protection.....</b>	<b>17</b>
13.1	Behaviour in the event of fire.....	17
13.2	Behaviour in case of alarm.....	17
<b>14</b>	<b>Environmental protection .....</b>	<b>18</b>
14.1	Waste .....	18
14.2	Emissions .....	18
14.3	Water conservation.....	18
14.4	Energy efficiency .....	19
<b>15</b>	<b>Data protection .....</b>	<b>19</b>
15.1	Photographs and films .....	19
15.2	Secrecy .....	19
<b>16</b>	<b>Assessment .....</b>	<b>19</b>
<b>17</b>	<b>Liability / infringement and consequences .....</b>	<b>20</b>
17.1	Liability .....	20
17.2	Consequences / infringements .....	20
<b>18</b>	<b>Final provisions .....</b>	<b>21</b>
18.1	Severability clause.....	21
<b>19</b>	<b>Consent to and confirmation of these house rules agreements .....</b>	<b>22</b>
<b>20</b>	<b>Approval certificate of the last version (see also chapter 11) .....</b>	<b>23</b>
<b>21</b>	<b>Amendments.....</b>	<b>Fehler! Textmarke nicht definiert.</b>

## House Rules for External Companies

### 1 Preliminary remark



The EHS policy, energy efficiency and risk management are of utmost importance at Saint-Gobain Sekurit and thus equally important elements of the company culture alongside quality, productivity and cost effectiveness. Professed aim of Saint-Gobain Sekurit is that all people working for Saint-Gobain Sekurit return home in as good health as when they came to work – regardless of whether they are Saint-Gobain Sekurit staff members or employees of contractors.

All Saint-Gobain Sekurit staff members shall commit themselves to the vision zero accidents, injuries and diseases and eco-friendly handling of all materials. Thus Saint-Gobain Sekurit expects the same from its contractors (external companies). This can only be achieved by the joint consistent compliance with legal requirements and the standards of Saint-Gobain. Therefore EHS, energy efficiency and risk management have highest priority for preparing, executing and following-up work, outranking even correct and proper work performance. As a result not only accidents and diseases are prevented, but also damage to the environment, facilities, systems and impairment of the production process.

The on-going improvement process as regards the interrelation between Saint-Gobain Sekurit and the commissioned external companies assures a high quality level with regard to safety, protection of health and environment and a safe, healthy and motivating work environment for the staff members of Saint-

## House Rules for External Companies

Gobain Sekurit, as well as the the employees of external companies. The on-going improvement process is guaranteed by the external company management system throughout the whole Saint-Gobain Sekurit group.

The following paragraphs contain the “rules” for safe, healthy, environmentally compatible cooperation as regards working on the premises of Saint-Gobain Sekurit and therefore all external companies and their employees should be familiar with these.

### **2 Area of application**

These House Rules shall be applicable to all contractors (external companies) and their employees (employees of external companies) for their deployment on the premises of Saint-Gobain Sekurit Deutschland GmbH &Co. KG and those of related companies (§§ 15 following of the German Companies Act; hereinafter referred to as Saint-Gobain Sekurit or Principal). They shall be applicable to all activities on the entire premises and the premises of the external commercial units of the single sites.

The term contractor (external companies) shall include potential sub-contractors. The same shall be applicable to the term employees or staff members of the Agent (employees of the external company).

The House Rules shall be part of the order and thus legally binding.

Saint-Gobain Sekurit shall reserve the right to issue construction site regulations for works or projects subject to the area of application of the Construction Site Ordinance that supplement the House Rules or replace it in full or partially.

### **3 Responsibilities / Contacs / Coordination**

#### **3.1 Responsibility in-house**

On the part of Saint-Gobain Sekurit all managers (e.g. site executive officers, head of departments, shift managers, supervisors) shall be responsible for monitoring the compliance with these House Rules.

#### **3.2 Responsibility of external company**

All work commissioned by Saint-Gobain Sekurit that is executed by external companies shall be managed and supervised by the responsible staff members of the external companies. The names of these responsible persons shall be communicated to Saint-Gobain Sekurit in written form. The responsible persons must have sufficient written and verbal knowledge of German to understand and implement all safety instructions. The external companies have to ensure that the responsible persons are able to fulfil their duties and tasks and exercise their powers. They must in particular be entitled to exercise influence over their own employees and those of sub-contractors.

While work is in progress at least one responsible person of each external company must be present and available at all times.

#### **3.3 Coordination**

The Agent and Saint-Gobain Sekurit shall respectively appoint one person to coordinate all work (hereinafter referred to as coordinator of the external company or the external company coordinator Sekurit). The Principal and the Agent shall be represented by the respective coordinator. The coordinator shall be the sole contact as regards queries related to the implementation of work. For work or projects subject to the area of application of the Construction Site Ordinance (BaustellV) Saint-Gobain Sekurit shall reserve the right to appoint an additional coordinator for safety and health matters pursuant to BaustellV, if the coordinator of the external company cannot assume that position.

## House Rules for External Companies

For work that is to be carried out during several shifts (with Saint-Gobain Sekurit and/or the Agent) a coordinator shall be appointed for every shift. One coordinator shall be appointed as general coordinator per shift. The shift allocation of the coordinators with the respective shift times shall be communicated to the other party accordingly. It shall be assured that the coordinator is available at all times.

Saint-Gobain Sekurit shall be authorised to issue directives vis-à-vis the Agent as regards all health and safety at work, fire and environmental protection. The authorisation of Saint-Gobain Sekurit to issue directives vis-à-vis the Agent shall be executed by the external company coordinator Sekurit.

The work may not start before the external company coordinator Sekurit has instructed the coordinator of the external company and the latter has instructed his employees accordingly and this has been documented. Attention is drawn to potential company risks and precautions to be complied with. Should work conditions change, instructions shall be repeated. Insofar as the Agent finds out that briefing/instructions are missing or have not been provided, he shall immediately inform the external company coordinator Sekurit.

The necessary instructions of staff members of the external company shall not be included in the area of responsibility of the external company coordinator Sekurit. However, the required instruction must be proven by the coordinator of the Agent on site, e.g. by a safety pass. The respective proof has to be kept on site. New employees of the Agent during the commissioned employment shall be communicated to the external company coordinator Sekurit without prompting.

External companies and Saint-Gobain Sekurit employees who work on the same site at the same time shall show consideration for each other. If potential risks occur or are recognised they shall coordinate their activities and immediately inform the external company coordinator Sekurit.

Work shall only be permitted at places situated on top of each other if mutual hazards are excluded. The coordination of work shall not exempt the external companies from their responsibility as regards health and safety at work. In their sphere of activity they shall thus be obliged to fulfil their obligations arising from the national and occupational health and safety regulations and rules and standards without prompting.

## **4 General Code of Conduct**

### **4.1 In-house traffic**

The premises and the places of work shall only be accessed and exited via paved or specifically marked traffic routes/pathways.

The road traffic regulations (StVO) apply for the entire business premises. The maximum speed limit applicable to the respective site is signposted.

Traffic, escape and emergency routes, also inside buildings, are to be kept free at all times and must not be constricted for use at all times. The same shall apply for floor space for emergency rescue vehicles (fire brigade, ambulance, police and other aid organisations). Access to control, safety units, fire alarm systems and emergency facilities shall be kept clear as well.

Passenger cars, delivery and service vehicles may only be parked on factory space which is marked accordingly or expressly allocated.

Necessary load securing provisions have to be taken when transporting parts.

The maximum load capacity of the floors, storeys, roofs, platforms, stages, scaffoldings and structures have to be taken into account.

**As a general rule, driving backwards shall only be allowed if the vehicle is technically equipped appropriately or with the help of marshalling persons (optical and acoustical signals are not sufficient).**

## House Rules for External Companies

### 4.1.1 Pedestrian

Climbing over or passing under production facilities of any kind (conveyor belts, areas cordoned off, roller beds, turning units) are only permitted at places provided and safeguarded. This shall also apply in the case of emergency.

### 4.1.2 Access restriction

Access to the premises shall only be granted upon the express authorisation by the external company coordinator Sekurit.

### 4.1.3 Ride bikes

Staff members of external companies are not allowed to ride bikes.

## 4.2 Alcohol and drugs / smoking

Working under the influence of alcohol or other intoxicants is prohibited. Thus these substances may not be brought into Saint-Gobain Sekurit sites. Access will be denied to the contractors' staff members who give the impression of being under the influence of alcohol or other intoxicants or they will be expelled from the premises. For reasons of duty of care these persons are to be accompanied or taken home under supervision.

Smoking shall only be permitted according to the regulations of the respective site.

## 4.3 Personal protection equipment (PSA)

At work only clothes and jewellery may be worn that cannot cause any work-related accidents, in particular by moving parts of machinery, heat, hazardous substances, electrostatic charge.

Except for the administration areas and common areas it is obligatory to wear the following PSA on the whole premises:

Safety shoes

The following PSA is to be worn on the areas marked accordingly:

Ear protection

Safety goggles

According to risk assessment other or further special PSA may be required for individual activities.

The Agent shall provide for the sufficient quantity of personal protection equipment (PSA) required for the activities and he shall assure that the necessary instruction is performed and he must check that the personal protection equipment is worn. The personal protection equipment must be in a safe, tested condition. The staff members of the contractors shall be obliged to use the personal protection equipment according to its intended use. If different activities are to be performed, it might be necessary to change PSA.

PSA must be worn during the whole term of the activities or while on the premises. Without this personal protection equipment access to the site/construction areas is prohibited.

## House Rules for External Companies

### **5 Occupational healthcare / aptitude test**

External companies shall be responsible that only staff members for whom a valid medical certificate is available, as regards the necessary occupational healthcare or aptitude test, are deployed in areas and perform activities where this is necessary. These certificates (e.g. on the safety pass) have to be submitted upon request.

### **6 Safety regulations / Safety at work**

#### **6.1 Access regulation**

Every person who intends to work on the Saint-Gobain Sekurit premises must be registered, have understood the provisions of the Saint-Gobain Sekurit safety instructions and behave in accordance with these House Rules.

All staff members of external companies must personally register with the gatekeeper, or if he is not available, with the external company coordinator of Sekurit. They are provided with an external company pass which must be worn clearly visible at all times.

#### **6.2 Prequalification**

The Agent shall only be entitled to deploy staff members who are accordingly qualified to perform the activities. Where appropriate, the employees shall be commissioned in writing pursuant to the applicable regulations and rules. Respective evidence is to be provided upon request.

#### **6.3 Instructions and safety meetings**

The Agent shall instruct his employees sufficiently and reasonably as regards safety and health at work pursuant to § 12 of the Safety and Health at Work Act (ArbSchG).

The instructions must be documented and evidence thereof has to be submitted to Saint-Gobain Sekurit upon request.

The site-specific initial instruction of the coordinator of the external company shall be performed by the external company coordinator Sekurit prior to the start of the activities. Besides the general and company-related safety and health at work topics the Agent shall in particular instruct his employees before starting the activities and in regular intervals during their activities on sites of Saint-Gobain Sekurit as regards the following:

Mutual risks (building and assembling activities, handling of hazardous substances etc.)

Provisions and agreements with the external company coordinator Sekurit

Modifications and supplements during the activities on site.

#### **6.4 Safety pass**

When the initial instruction has been completed every staff member of the external company shall be provided with an external company pass that is to be worn clearly visible. In addition every staff member of the external company must carry a safety pass where all EHS qualifications and instructions are listed.

## House Rules for External Companies

### **6.5 Sign-in and sign-out / working time**

The coordinator of the Agent shall inform the external company coordinator Sekurit every day about all staff members of the external company. The external company coordinator Sekurit shall issue in duplicate a work clearance for every working day including the following information:

- Name of the external company
- Name of the coordinator of the external company
- Name of the external company coordinator Sekurit
- Field of work
- Work order for that day
- Work with special risk
- Names of all employees of the external company deployed on that day
- Start of work on that day
- End of work on that day

The original work clearance is to be carried along by the external company at the place of work.

At the end of the working day the coordinator of the external company shall sign-out his employees with the external company coordinator Sekurit and return the work clearance for documentation.

As a general rule the working time is to be coordinated with the external company coordinator Sekurit. Every contractor shall be responsible for the compliance with the statutory provisions on working time.

In the case of noisy and high-vibration work potential rest periods to be adhered to (breaks on site, mid-day/night peace of the neighbourhood) shall be coordinated with the external company coordinator Sekurit.

### **6.6 Working hours**

The working hours must always be agreed with the external company coordinator Sekurit. Each contractor is responsible for compliance with legal working time regulations.

In the case of noise and vibration intensive work, any periods to be observed (breaks in work at the plant, noon / night rest of the neighborhood) must be coordinated with the external company coordinator Sekurit. Ideally, work with high noise levels is carried out at times when there are few employees present.

### **6.7 Risk assessment / operating instructions**

Prior to the start of work, the external companies must execute a risk assessment pursuant to § 5 Safety and Health at Work Act (ArbSchG), § 3 Industrial Safety and Health Ordinance (BetrSichV) and § 6 Ordinance on Hazardous Substances (GefStoffV) for the work to be carried out by their employees and specify and implement appropriate precautions if necessary. In addition to the assessment of the work usually performed by the staff members of the external company an assessment of mutual risks is to be carried out if necessary. Saint-Gobain Sekurit shall support the external companies with the development of the risk assessments as regards the company-specific risks and in particular provide the plant-related risk assess-



## House Rules for External Companies

ment. The risk assessment shall be documented pursuant to § 6 ArbSchG and submitted to Saint-Gobain Sekurit with daily registration at the latest.

### **6.8 Work clearance procedure**

For certain work (for instance hot work, driving in silos, containers and confined spaces) written individual authorisations (work clearances) are required. The commissioning of work of that kind and the daily work clearance does not constitute an authorisation. That has to be rather obtained separately from the external company coordinator Sekurit prior to the actual work by using the work clearance checklists.

### **6.9 Official authorisations**

If official authorisations are required for certain activities of the Agent, he shall apply for it in due time. The external company coordinator Sekurit shall be informed about the decision of the authority and possible constraints.

If activities are subject to notification vis-à-vis a regulatory authority or trade association, the Agent shall be responsible for the notification in due time. The work must not start until the respective permits and authorisations have been received or the notification has been realised. The permits, authorisations and notifications – at least a copy of it - are to be carried at the place of work.

### **6.10 Order and Cleanliness**

Order and cleanliness are essential prerequisites for safe and successful work. Each contractor therefore has a duty to keep his work area in a neat and clean condition. After completion of the work, the work area is immediately, completely to rooms and to clean.

## **7 Subcontractors**

Services may only be passed to subcontractors with the consent of Saint-Gobain Sekurit. The subcontractors shall be communicated in writing to Saint-Gobain Sekurit.

Saint-Gobain Sekurit shall reserve the right to reject subcontractors due to events related to health and safety at work with hazards to both persons and property. The Agent shall coordinate the work in his sphere of activity in accordance with these House Rules when work is outsourced to subcontractors.

## **8 Place of work**

The Agent will only be present in the plant sections where the agreed work is to be carried out and for which he was instructed.

The Agent shall be responsible for the provision of accommodation and workshops and warehouse equipment. The space requirement, necessary connections and the precise utilisation shall be coordinated with the external company coordinator Sekurit in due time (not later than five working days in advance). Installation is then to be made on the space allocated by Saint-Gobain Sekurit. The space is provided as it is. It can only be used at one's own risk. The Agent shall be responsible for the connection of the aforementioned facilities to the provided connections. When vacating, the provided space shall be restored to its original state.

Every contractor shall be responsible for sufficient workplace lighting.

## House Rules for External Companies

### **9 Work equipment**

#### **9.1 Use of third-party equipment**

All work equipment and utilities used for the compliance with the order must comply with the relevant regulations and may only be used in accordance with their intended and specified use. The external companies shall be responsible for the safe equipment, the proper condition and the safe operation of the work equipment and utilities. This shall apply for the work equipment and utilities of the subcontractors nominated by the external companies.

#### **9.2 Testing of work and equipment**

The machines, equipment, tools and aids used must be tested in perfect condition and if required by qualified persons. The work equipment is subjected to a random visual inspection by the foreign company coordinator Sekurit. In the case of obvious damage or lack of proof of inspection on the device, use is prohibited until a current proof of inspection can be provided.

#### **9.3 Use of internal equipment**

Prior to its use, external companies shall inspect the work equipment and utilities provided by Saint-Gobain Sekurit for obvious defects. Defects detected shall be immediately communicated to Saint-Gobain Sekurit. Saint-Gobain Sekurit shall always approve working with and operating Saint-Gobain Sekurit utilities, devices, facilities and systems. The work equipment and utilities provided by Saint-Gobain Sekurit shall be used in accordance with the applicable operating instructions. In line with the risk assessment the external companies shall verify if further precautions have to be taken for the specific case.

#### **9.4 Condition**

The machinery, devices, work equipment and aids used must be in proper condition and tested by experts if required.

Work with third-party parts may only be performed with the consent of Saint-Gobain Sekurit.

Devices, machinery and systems tested by the manufacturer (CE label, manufacturer's declaration) may only be installed and connected in accordance with the installation and/or assembly instruction of the manufacturer.

Accessories and fixtures may only be attached in accordance with the instruction or with the manufacturer's written approval.

If the CE label of the manufacturer or the manufacturer's declaration expires due to modifications, the Agent shall be responsible for repeated labeling and all constraints related to it (documentation, risk assessment, acceptance etc.).

Every contractor shall declare CE conformity for the devices and equipment installed or used when performing his services. The respective CE Declarations of Conformity are to be maintained and submitted upon request.

#### **9.5 Test**

For machinery, devices, tools, electrical systems and utilities, as well as systems to be monitored, which are subject to inspection the relevant proofs (for instance inspection tags on the devices/tools), installation instructions, licenses, permits, inspection log books have to be maintained in the working area.

## House Rules for External Companies

### 9.6 Safety installations

Unauthorised modification and removal of protection and safety installations such as fire extinguishers, fire detectors, escape and rescue routes, etc. is prohibited.

## 10 Using Substances

### 10.1 Hazardous substances

The external company coordinator Sekurit shall be informed about the use of hazardous substances.

A work clearance is required for handling toxic hazardous substances. The required precautions are listed in it. The safety datasheets and operating instructions for hazardous substances listed in the work clearance shall be maintained at the place of work and presented upon request.

As a general rule, hazardous substances shall be labeled in accordance with statutory provisions. The operating instructions for hazardous substances must be carried.

Only the quantity of hazardous substances required for the progress of work may be kept at the place of work, maximum shift or daily requirement (depending on the work organisation). If larger quantities are required for the commissioned activities, appropriate storage facilities (tanks, containers etc.) shall be provided by the Agent.

As a general rule, when handling hazardous substances a sufficient supply of fresh air must be assured in order to avoid air concentration that is hazardous to health or explosive. In particular with heavy and light vapours and gases the concentration in the ceiling or floor area, as well as their penetration into drains, pits and floor openings have to be avoided. Sources of ignition must be kept away. If necessary the danger zones have to be cordoned off to prevent access by unauthorised persons.

Residues of hazardous agents shall be removed by the Agent.

## 11 Methods of operation

Precautions corresponding to the risk potential are to be taken for all works. The external companies have to ensure that only staff members with specific technical knowledge based on a special risk assessment and residual risk evaluation are deployed for these works. The existing release/work clearance /authorisation procedures of Saint-Gobain Sekurit shall be applied accordingly.

### 11.1 Supply

Every contractor shall be responsible that the required materials, machinery and devices are properly delivered to, unloaded and stored on the premises according to the work progress. The type of delivery, location and loading and unloading shall be coordinated with the external company coordinator Sekurit.

Deliveries in the absence of the Agent shall only be possible during regular working hours on site and upon coordination with the external company coordinator Sekurit. In this context Saint-Gobain Sekurit can only confirm receipt. Statements regarding completeness, quality and condition of the delivery cannot be made except for obvious damage to the packaging.

## House Rules for External Companies

### 11.2 Media power

Media (power, compressed air, water, wastewater) shall be supplied via the existing plant networks in line with available capacities. The Agent shall be responsible for subdistribution. This has to be coordinated with the external company coordinator Sekurit. The Agent shall use the plant and downstream equipment according to its intended use. Defects shall be communicated to the respective supervisor and the external company coordinator Sekurit. All media have to be handled carefully and efficiently. Energy efficiency also features in the selection process of external companies.

### 11.3 Work at heights

All places of work and traffic routes with a fall hazard or that border on areas with the hazard of falling or sinking in must be permanently equipped with fixed fall protections (for example: higher than 1.00 m above plane surfaces; regardless of the height, with a hazard of falling onto uneven equipment and building parts; next to sub-surfaces with insufficient bearing capacity, such as roof areas or roof windows; at or over water or other solid or liquid substances (bulk materials)). As a general rule, the entity causing the fall hazard shall be responsible for safeguarding. The use of chains, ropes and barrier tape (warning band) as fall protection or barrier is not sufficient.

At all workplaces and traffic routes where there is a risk of falling or which are adjacent to areas where there is a risk of collapse or sinking in, permanent fall protection systems must always be in place (for example:

- over 1.00 m above flat surfaces; regardless of the height at the risk of falling on uneven structures and building parts;
- In addition to unsustainable surfaces such as roofs or skylights;
- on and over water or
- other solid or liquid substances (bulk solids).

Responsible for the security is basically the cause of the risk of falling. The use of chains, ropes and barrier tape (Flatterband) as fall protection or barrier is not sufficient.

It is prohibited to remove fall protections without authorization. This shall particularly apply to the retention period after the structural work has been completed. If the safety facilities have to be changed for work-related reasons, the danger zones have to be safeguarded by adequate substitution measures.

A separate permit specifying the necessary precautions according to the risk assessment is required for work at a height of more than 1.80 m, outside fixed working platforms with side protection (railing) and with less than 2.00 m distance from the edges, water or bulk material. These are either the use of scaffolds, mobile elevated working platforms or personal protection equipment to prevent falling (restraint or rescue system combined with a suitable suspension point). Therefore scaffolding work and work on mobile elevated working platforms has to be performed using restraint systems.

The use of forklift baskets and suspended baskets shall only be permitted in exceptional cases, with work clearance and by compliance with the relevant regulations and the maximum load.

The Agent shall provide for appropriate personal protection equipment of his staff members (for instance restraint systems, safety harnesses, fall arrestors).

### 11.4 Ladders

Ladders may only be used as access and for short duration work (maximum 10 minutes). Here safe footing on the ladder must be ensured. This normally applies only to simple activities such as checks, settings, simple cleaning and maintenance activities. If heavy or bulky materials or tools are required, access has to be provided otherwise.

## House Rules for External Companies

Leaning ladders are to be used for more elevated areas. These must at least exceed the place to be reached by 1 m and have to be safeguarded from falling over (for instance hooking them in, tethering or mounting between two fixed parts).

Access to other elevated places of work shall be primarily ensured by using scaffolds or mobile elevated work platforms.

### **11.5 Scaffolding**

The company responsible for scaffolding activities shall provide for the erection, provision and removal of scaffolds and ensure that the type of scaffold complies with the relevant regulations and rules. After the completion of scaffolds, the erector of the scaffolds shall issue a respective approval certificate containing the type of scaffold, load and width class. This has to be visibly attached to every access to the scaffold.

If a contractor uses his own working, protective and supporting scaffolds, he shall prove their usability and monitor industrial safety. Approval certificates as well as installation and utilization instructions shall be kept at the work area.

Every contractor using a scaffold shall inspect the scaffold for obvious defects before using it. Moreover he shall use scaffolds according to their intended use and maintain their industrial safety.

Scaffolds may only be modified by the scaffold erector. Blocked scaffolds must not be used.

### **11.6 Mobile scaffolds**

Mobile scaffolds may only be used in appropriate installation surfaces. The maximum height of the floor space of mobile scaffolds may be up to a height of 12 m inside and up to 8 m outside buildings. Inside access must be available.

Vertical ladders with a height of more than 4.00 m shall be prohibited, if an intermediary platform with an entry flap is not available every 4.00 m max. Mobile scaffolds may not be moved as long as persons are standing on them. Furthermore, they should be dismantled to a maximum height of 4.00 m before moving. Before they are accessed rollers and cantilevers are to be fixed. Activities on mobile scaffolds are prohibited when work is being performed underneath.

### **11.7 Working in silos, containers and confined spaces**

A separate work clearance in which the necessary precautions in accordance with the risk assessment are specified is required for driving in silos, containers and confined spaces (for instance ball mills, silos, tanks, drains and channels). The work clearance must document who has entered and exited the confined space and when.

The clearance of silos, containers and confined spaces is to be measured prior to the start of work. This means that air quality measurements have to be performed to rule out lack of oxygen, toxic gases or explosive atmospheres. The clearance may only be issued when the result is positive. Furthermore the air quality has to be measured on a permanent basis while the work is performed. With insufficient ventilation (for instance no diagonally opposed vents or insufficient air exchange rate) provisions for artificial ventilation have to be made.

As long as persons are in silos, containers or confined spaces another person located outside must supervise them with permanent eye and hearing contact.

For rescuing persons from silos, containers and confined spaces the existing life-saving appliances have to be kept ready for use in emergency at the place of work and used in accordance with the site emergency plan for work in confined spaces if necessary.

In silos, containers and confined spaces electrical appliances and lighting equipment may only be operated with protective extra-low voltage or external isolating transformer.

## House Rules for External Companies

### **11.8 Hot work (welding, thermal cutting etc.)**

A separate work clearance specifying the necessary precautions in accordance with the risk assessment is required for the performance of hot work.

Electric welding is to be coordinated with the department maintenance (CMS) electricians via the external company coordinator Sekurit one day in advance. For electric welding please note that the ground cable may only be connected to the object to be welded.

Hot work in designated fire zones may only be performed under the supervision of another person.

The Agent shall provide for sufficient fire extinguishers in close proximity to the place of work. The Agent shall select procedures with a low risk of substances hazardous to health being released. Welding and/or firing equipment containing combustible gases and oxygen shall be equipped with flashback arresters and check valves.

Contractors whose facilities cause a higher risk of a lightning stroke must take precautions for lightning protection. Smoking, open fire and performing work which may cause a fire hazard is prohibited in designated fire and explosive zones.

### **11.9 Load handling/fastening and lifting of loads**

Adequate equipment is to be used for conveying material, equipment and devices, in particular on and from elevated places of work.

The use of cranes is to be coordinated with the external company coordinator Sekurit. Cranes may only be used in accordance with the relevant regulations and rules. Crane drivers must have been commissioned in writing with the driving of the cranes. Slings shall be named. The commissioning and list of names have to be presented upon request.

For the interaction of several cranes, in particular when their operating range overlaps, regulations as regards operating procedures, priority rules, communication among one another etc. have to be defined upon coordination with the external company coordinator Sekurit.

If several cranes have to lift a load jointly, an appropriate supervisor has to be appointed by the Agent in advance.

The maximum permissible load of lifting equipment and lifting tackles must be recognisable and may not be exceeded. Lifting tackles are to be selected for the respective transportation task so that the load is safely lifted, held and put down when as intended.

Only persons who have been instructed and commissioned accordingly may use lifting equipment and lifting tackles independently.

Attached loads may only be moved upon instruction of a slinger/instructor. This person must be recognisable as such or equipped with appropriate utilities (for instance high-visibility gloves, radio set). The instruction signs have to be coordinated in advance, must be given clearly and repeated if necessary. When the load is lifted for trial the instructor has to consider whether the load has got caught or stuck, the load is balanced or hanging correctly and all ropes are carrying equally. Unbalanced loads have to be lowered and refastened. The crane driver may only observe the signals of the appointed instructor if these are clear and cause no hazard, or if the relevant regulations are complied with. The communication between instructor and crane driver must be ensured at all times (eye contact, radio communication etc.). If the communication is interrupted lifting is to be immediately aborted and any movement of the crane stopped until communication has been restored.

Riding on and standing below suspended loads is prohibited.

## House Rules for External Companies

When lifting loads with a dead load of more than 2 t without uniquely specified fastening points, as well as with loads with a dead load of more than 10 t, a separate permit is required. It contains – in line with a risk assessment - the lifting means and lifting equipment as well as precautions which might be required by indicating the load and load data.

### **11.10 Assembly/dismantling/demolition**

A separate work clearance is required for assembly, dismantling and demolition work in which the necessary precautions (for instance sequence of work steps, bracings) required in accordance with the risk assessment and coordinated with the external company coordinator Sekurit as well as the machinery, devices and tools used shall be defined.

If work with asbestos or asbestic material have to be carried out in this regard, the express approval of Saint-Gobain Sekurit must be obtained subject to the compliance with the relevant legal stipulations.

### **11.11 Earthworks**

Trenching and working in trenches and building pits shall only be permitted with a separate work clearance specifying the necessary precautions (for instance banking/sheeting with a depth of more than 1.25 m, safety distances from the edge).

Adequate, mounted, stable access (for example staircases, ladders or ramps) to trenches and building pits have to be provided for.

Depending on the run and length of trenches, passages with sufficient load capacity and fall protections have to be provided upon coordination with the external company coordinator Sekurit in the area around doors and gates and as a general rule at regular intervals.

### **11.12 Activities with electrical installations**

Electrical installations may only be used if they have been regularly tested pursuant to DGUV 3 "Electrical installations and equipment". The inspection status has to be shown by marking the equipment accordingly.

Working on live equipment or near live, unprotected equipment is prohibited (admissible deviations only pursuant to BGV A3). If work has to be performed on or near live systems or facilities (wiring systems included), the Principal's representative responsible for the project shall be informed prior in either case. Power cut-off and on for assembly and dismantling of the protection equipment may only be performed by the Principal's specialists or must be coordinated with them. Arbitrary activities on electrical and all other supply lines and facilities are prohibited. The five safety regulations of the trade association shall be complied with for work on or with electrical installations and equipment. Cables for the supply of power consumed on site shall be laid so that they are protected against mechanical damage (e.g. by cable bridges that are load-capable and secured against shifting, underfloor or elevated routing). Distributors of power consumed on site must be equipped with ground fault circuit interruptor and earthed.

## House Rules for External Companies

### 12 Behaviour in case of accidents / first aid / near misses

#### 12.1 Behaviour in case of accidents

Every emergency, injury, fire and property damage shall immediately communicated to the person responsible for the project!

Safety/rescue/fire extinguishing facilities as well as escape and rescue routes must be kept free at all times.

Self-protection always has priority!

Important telephone numbers:

Plant security / paramedics:

Herzogenrath:	2222
Stolberg:	-333
<b>Würselen:</b>	<b>0-112</b>
Berlin:	0-112
Schwaikheim:	0-112

When calling the emergency services the following information has to be provided:

- Where has it happened?
- What has happened?
- How many people are injured?
- Who is calling?
- Wait for further questions!
- 

#### 12.2 First aid

If possible, rescue injured persons from the danger zone.

Give first aid until the rescue services arrive.

Injured persons may only be transported by rescue services.

#### 12.3 Near misses and insecure situations

All near misses and insecure situations and accidents – regardless of personal, property or environmental damage – shall be communicated to the external company coordinator Sekurit without delay notwithstanding the seriousness of the damage.



## House Rules for External Companies

### **13 Fire protection**

The Agent shall be obliged to take appropriate precautions to prevent fire and explosions.

The Agent and his employees shall be made aware of the fire protection facilities, escape routes and emergency exits of their respective working area before starting their activities.

Fire extinguishing facilities, escape routes and emergency exits must be accessible everywhere and at all times.

Smoking bans and the ban on sources of ignition shall be complied with.

The development of an explosive atmosphere shall be avoided. Before starting operations the Agent shall verify whether the explosive substance can be substituted by a less dangerous substance.

The working area shall always be sufficiently ventilated.

In ex-areas electrostatic charge is to be avoided by all means. Only explosion-proof work equipment is to be used. Sources of ignition of all kinds shall be kept away from the working area.

Highly flammable and combustible waste shall be stored in non-combustible containers and removed from the premises after the activity has been completed.

In the event of fire the code of behaviour has to be complied with.

#### **13.1 Behaviour in the event of fire**

Extinguish fire with the existing fire extinguishing facilities (comply with operating instructions if necessary).

Brief fire brigade/rescue service on site.

After a fire the scene of fire may not be changed until the working area is released by the Principal's representative for the project.

Activated fire extinguishing facilities have to be reported

#### **13.2 Behaviour in case of alarm**

Pay attention to alarm signals (audible warning devices)

Switch off processing machines and devices.

Stop working immediately.

Stop smoking – even in those areas where it is normally permitted - and extinguish cigarettes.

Clear traffic routes.

Exit the danger zone against the wind direction.

Go to the meeting point allocated to you taking into account the wind and ambient conditions and contact the person responsible for the project.

Rescue measures and fire-fighting operations must not be impaired.

The instructions of the emergency command centre have to be complied with.

## House Rules for External Companies

Work may only be continued upon instruction of the person responsible for the project.

### 14 Environmental protection

The Principal shall be informed about work that might affect the environment. To avoid environmental impacts (e.g. air, noise, water, power, soil) precautions are to be taken. Emergencies with an impact on the environment shall be immediately reported to the Principal.

#### 14.1 Waste

The Agent shall be obliged to avoid waste wherever possible. Waste of highly inflammable substances such as paper, packaging material, cleaning cloths etc. have to be removed regularly, at least once a day. Impurities are to be removed immediately.

Small amounts of waste can be disposed of via the correspondingly marked containers upon coordination with the external company coordinator Sekurit. The disposal of larger quantities shall be organised by the Agent. The legal requirements for waste disposal shall be complied with. Incineration of waste is prohibited. The different types of waste shall be stored separately. Hardware has to be removed from wooden parts (for instance boarding). All waste is to be continually disposed of accordingly, however, immediately upon completion of the work.

Saint-Gobain Sekurit shall reserve the right to provide for a waste collection point. Release of liquid substances into soil is prohibited. Wastewater from cleaning processes have to be collected and disposed of by the Agent. In the event of infringement Saint-Gobain Sekurit shall be entitled to take appropriate provisions.

#### 14.2 Emissions

If extremely high, unavoidable noise pollution levels (> 85 dB(A)) occur while work is carried out or activities are necessary in designated noise areas, the Agent shall determine appropriate provisions (technical protection, adequate working time and use of personal protection equipment). This shall also be applicable if employees of other building work on the premises might be jeopardised by noisy work.

#### 14.3 Water conservation

Liquids hazardous to water may not penetrate soil or be released into the wastewater system. As a general rule, the release of substances into the sewage system (via wash basins, floor ducts etc.) is prohibited!

When removing and before collection of dismantled facilities, systems and parts of systems have to be cleansed - inside and outside - of substances hazardous to water, in particular they must be freed from oil and grease or provisions have to be taken such as collecting trays, rain protection (roofs or covers / canvas covers) and the like to prevent the release of such substances.

Caution should always be exercised when working with systems with substances hazardous to water and using substances hazardous to water. The protection of soil, groundwater and sewage systems shall be ensured by appropriate precautions (e.g. collection trays, rain protection, covers etc.).

When working at or near rainwater sewage systems appropriate sealing facilities (e.g. magnetic sealing mats, sealing bags) shall be used as a preventative. The catchment area of the respective sewage system, in particular the rainwater sewage system shall be kept "well swept".

## House Rules for External Companies

Work at WHG (Water Resources Act) systems may only be performed by recognised specialized firms (companies approved in accordance with the Water Resources Act). Work at sewage systems must be coordinated in advance with the responsible external company coordinator for request for authorisation.

### **14.4 Energy efficiency**

All work is to be performed as energy-efficiently as possible. Waste of energy is to be prevented at all times. Saint-Gobain Sekurit shall assess the work of external companies also from this point of view.

## **15 Data protection**

### **15.1 Photographs and films**

Photography and filming are not permitted on the whole premises.

Special permits shall be obtained by the external company coordinator Sekurit from the site managers.

### **15.2 Secrecy**

Preparing records regarding factory equipment and modes of operation is not permitted. This includes the ban on photography. Moreover the staff members of the contractor shall be obliged not to disclose the aforementioned to a third party, even when the work has been completed.

## **16 Assessment**

In the acceptance certificate mutual safety and environment assessments of the Agent and the Principal shall be respectively performed by the other party.

The service rendered shall be confirmed in writing after the joint acceptance on site.

## House Rules for External Companies

### **17 Liability / infringement and consequences**

#### **17.1 Liability**

Every contractor shall insure himself and his staff members sufficiently and take care of sufficient insurance coverage of the subcontractors commissioned by him upon coordination with Saint-Gobain Sekurit. This shall particularly apply to the coverage of liability losses. This insurance coverage shall be proven vis-à-vis Saint-Gobain Sekurit upon request, by presenting the respective insurance policies. If certain work requires additional insurance coverage, this is to be coordinated with the external company coordinator Sekurit before work starts and proven by presenting the insurance policy.

The Agent shall be liable for all losses suffered by Saint-Gobain Sekurit due to non-compliance with the external company regulation. The external companies commissioned by Saint-Gobain Sekurit shall be particularly responsible for the compliance with the schedule. When deploying subcontractors the external companies commissioned by Saint-Gobain Sekurit shall be responsible that the requirements are complied with.

The Agent shall be responsible for the protection of all buildings, systems, installations and pieces of equipment affected by the contract works.

Upon completion of the activities the original condition is to be restored. Damage is to be reported immediately and repaired at the expense of the Agent. In the event of non-compliance, despite the request by Saint-Gobain Sekurit, Saint-Gobain Sekurit shall be entitled to have the damage remedied at the expense of the Agent.

The Agent shall take care of the safety and protection (for instance against atmospheric influence, theft, and loss) of work, systems and material (including tools, vehicles and pieces of equipment) ceded to him. Saint-Gobain Sekurit shall not be liable.

#### **17.2 Consequences / infringements**

Infringements of this external company regulation, health and safety regulations or Saint-Gobain Sekurit instructions shall be reprimanded in accordance with the following escalation model:

Level I verbal warning towards the external company coordinator of the Agent (documented in writing)

Level II formal, written warning towards the external company coordinator of the Agent

Level III discussion with the management of the Agent or the representation of them, with written documentation of the agreed provisions and the consequences in the event of non-compliance

Level IV Cancellation for cause

In the event of gross negligence or intent Saint-Gobain Sekurit shall reserve the right to skip or omit all or single levels of I to III of the escalation model. Regardless of that, Saint-Gobain Sekurit shall order the interruption of work, if so required to avert imminent danger ("exigent circumstances").

Work may only be continued when safety working conditions have been restored.

Furthermore Saint-Gobain Sekurit shall reserve the right to expell single staff members of the Agent or the Agent himself temporarily or permanently from the premises (for instance when they do not carry their PSA once or repeatedly, when instructions are not complied with or compliance is rejected, in the event of very undisciplined and dangerous behaviour (disorderly conduct)).

Any unauthorised dismantling of materials shall be considered as damage to property and any unauthorised removal of components, building material and tools shall be considered as theft and charges pressed.

## House Rules for External Companies

Infringements of subcontractors shall be attributed to the external companies commissioned by Saint-Gobain Sekurit.

If subcontractors are deployed which have not been confirmed by Saint-Gobain Sekurit in written form, Saint-Gobain Sekurit shall be entitled to prohibit the continuation of activities.

Infringements of the safety regulations are documented in the worldwide supplier evaluation system of Saint-Gobain Sekurit and may cause the degradation or exclusion of the Agent when further orders are placed.

### **18 Final provisions**

The required documents must be completed by the Agent and sent to the external company coordinator before work starts.

#### **18.1 Severability clause**

If single provisions of this safety regulations be or become invalid or unenforceable after the conclusion of the contract, the validity of the safety regulations shall not be affected, § 139 BGB (German Civil Code) shall not be applicable. The invalid or unenforceable provision shall be replaced by valid and enforceable provisions whose effects come as closely as possible to the objective of safe workmanship pursued by the contractual parties with the invalid or unenforceable provision. The aforeseaid provisions shall apply accordingly if the safety regulations prove to be incomplete.

House Rules for External  
Companies

**19 Consent to and confirmation of these house rules agreements**

.....  
Company  
(legible and in block letters)

.....  
Name  
(legible and in block letters)

.....  
Signature

.....  
Date

.....  
Stamp

.....  
Associated trade association

.....  
Membership number of the trade association

**House Rules for External Companies**

**20 Approval certificate of the last version (see also chapter 11)**

Created on	Created by	Approved on	Approved by
12.07.2018	D. Kalkbrenner	12.07.2018	Reichel, Bernd

Created on Created by Approved on Approved by

**21 Amendments**

Vers.	Date	Editor	Change / remark
A	02.10.2013	B. Reichel	Anpassung
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C	23.01.2015	B. Reichel	Anpassung
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E	03.01.2017	B. Reichel	Anpassung
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