

1.2. Measures before starting work

The contractor/external company must ensure that all of its employees have been comprehensively instructed in safe working and behavior at POLYTEC and that they comply with all generally applicable regulations. Only those halls and factory areas that are necessary to carry out the work may be entered

Arrangements with the contact person

Before starting work, the contractor must carry out a work agreement/coordination with the responsible contact person at the workplace. If several external companies work together on a project, this agreement must be carried out jointly.

At least the following must be discussed and agreed:

- Possible hazards in the work area.
- Underground pipes and ducts in the work area, if relevant.
- Protection of the work area to protect POLYTEC employees and other external companies.
- Agreement as to which areas must be kept free and where material and work equipment can be stored so that work safety, production processes and traffic flow are not disturbed.
- Explanation of common areas, smoking areas, sanitary rooms and assembly points in the event of a fire.
- Use of hazardous substances.
- Work where the fire alarm system could be triggered, activities that generate heavy smoke, dust or heat.
- Use of industrial trucks, cranes and aerial work platforms (only with valid training and consent)

Permits

Written permission is required for the following work, which must be presented on request:

- Access permission for work in containers, pits or other narrow or dangerous spaces/zones, e.g. explosion protection areas (A)
- Welding permit for all work involving ignition hazards, e.g. welding and grinding (D)
- Release certificate for fire-hazardous activities for all work with ignition hazards, e.g. welding and grinding (A)
- Operation of industrial trucks, cranes and aerial work platforms

1.3. safety instructions

1.3.1. hazardous materials

- The contractor/external company must draw up a list of the hazardous substances that he needs for his work.
- The hazardous substances must be approved in advance by the responsible contact person/person responsible for the area.
- The current safety data sheets must be available on site.
- After completion of the work, the remaining hazardous materials must be taken back and disposed of independently.
- If hazardous substances are stored on the factory premises, the contact person must be informed in advance and the exact quantities of the respective hazardous substances must be disclosed. The contact person assigns an appropriate storage location.
- Never flush away leaks / spills of water-polluting substances with water!
- The hazardous substances in the factory can represent sources of danger. These are marked as follows:



Instruction for external companies

1.3.2. Behavior in the event of a fault

- Immediate notification of the contact person to rectify the cause (report according to the emergency plan).
- Do not walk or drive through spills, unfamiliar solids or dust, or fire smoke.
- Block off danger area or warn employees.
- Call in a first aider and consult a doctor in the event of health impairments.

1.3.3. Behavior in the event of an alarm

Leaving the premises in the event of an alarm/fire alarm

If the siren system sounds (see fire alarm notice), leave the workplace immediately via the marked escape routes and go to the marked assembly point. The contact person at the assembly point must be informed whether all employees have left the building!

Behavior in the event of an alarm when a CO2 extinguishing system in individual locations is triggered:

When the alarm signal sounds, the delay time of 30 seconds begins before the extinguishing system is triggered, the room must be left immediately via the marked escape routes, windows and doors must be closed and the assembly point must be visited!

1.3.4. Further information on the protection of the contractor



At some locations, POLYTEC operates systems that generate electromagnetic fields. Persons, e.g. wearers of cardiac pacemakers or implants, may not enter these dangerous areas.

1.3.5. behavior in case of accidents

- The contact person must be informed immediately in order to send first aiders to assist.
- The contact person must be informed about the course of the accident.
- The report to the employers professional association (D) / labor inspectorate (A) must be made by the contractor to his own associations.

1.4. Additional information for work carried out by external companies

General

- POLYTEC operates an environmental and energy management system. It is therefore important to ensure that consumables and energy are used in a way that conserves resources and protects the environment.
- Any waste must be disposed of properly and may only be disposed of after consultation with the POLYTEC contact person.
- Employees of external companies are required to wear all necessary personal protective equipment (goggles, shoes, helmets, etc.) on their own responsibility.
- Operational instructions and regulations (escape routes, information signs, etc.) must always be observed and followed.
- It is forbidden to dispose of water-polluting substances (e.g. paint residues, solvents, oils, etc.) in the sewage system (floor drain, toilet, sink, etc.).
- If work is to or must take place outside of the usual local business hours, this must be agreed in advance with the contact person.
- Disturbances caused by noise, dust and odors are to be avoided as far as possible by taking appropriate measures. If this is not possible, the impairment must be reported to the contact person in advance.

Scaffolding

- The contractor who carries out the scaffolding work is responsible for proper assembly and dismantling.
- The contractor using the scaffolding is responsible for proper use and maintenance.

Machines, devices and vehicles

- The machines, devices and vehicles used must comply with the statutory provisions and be serviced on an ongoing basis. Proof of the proper condition must be presented on request.
- Only suitable explosion-proof machines, devices and vehicles may be used or carried in hazardous areas.
- On construction sites, electrical connections must be set up via a site power distributor with an earth leakage circuit breaker.
- At the end of work and during breaks, all machines, devices and vehicles must be switched off and secured against unauthorized use.
- In the case of e-welding, the grounding cables must be routed in an insulated manner to avoid leakage currents. Grounding cables are to be attached directly to the workpiece.

POLYTEC equipment, operating resources and energies

- POLYTEC facilities, equipment and energy may only be used with the permission of the responsible contact person.

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- In the case of construction projects that are expected to last longer than 14 days, the electricity consumption must be recorded using calibrated measuring devices and reported to POLYTEC (third-party electricity quantity recording). (D)

1.5. violations of regulations

If an employee of an external company violates the regulations contained herein, this can result in expulsion from the workplace and/or a ban on the company, depending on the severity and duration of the violation and the fault of the person concerned. The contractor is solely liable for damage caused by such violations.

2. INFORMATION ON SPECIAL HAZARDS

Additional hazards in the work area:

3. CONFIDENTIALITY

All information and knowledge that has become known in the course of activities on POLYTEC's factory premises must always be treated confidentially as company secrets and must not be made accessible to third parties or published in any other way without POLYTEC's consent.

4. ACKNOWLEDGMENT / SIGNATURE

With the following signature you confirm that you have read and understood this instruction in its entirety, that you have been instructed on the topics of environmental, energy, occupational safety and fire protection and that you always fully comply with all the contents and obligations of the instruction.

You also undertake to fully comply with the POLYTEC Code of Conduct for Suppliers, available at <https://polytec-group.com/einkauf>.

With the following signature, you also undertake to ensure compliance with all content and obligations mentioned herein by your colleagues, employees, subcontractors and other third parties and vicarious agents.

The processing of your personal data is based on POLYTEC's legitimate interest in providing evidence of the obligation to provide instruction. Further information - in particular on the rights of data subjects under data protection law - can be found on the POLYTEC website at <https://www.polytec-group.com/privacy-policy>.

Company (external company): _____

Name of responsible person: _____

Date: _____

Signature _____

Name of POLYTEC contact person: _____

Plant: _____

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5. DOCUMENTATION / APPLICABLE DOCUMENTS

Further applicable documents / documents are managed via the IMS-model:

[C4ITAdditionalDocumentsTXT]

6. ABBREVIATIONS / TERMS

External company: Any company whose employees or subcontractors carry out work in the POLYTEC factory area and therefore undertake to comply with this instruction

Contact person: The POLYTEC employee who, as the main contact person or coordinator, is available to the employees of the external company for information.