



**Guideline**

for Contractors on

**Occupational Safety**

and on

**Environmental Protection**

(SAUERESSIG External Trade Directive)

**content**

1 Scope of application..... 4

2 General rules of conduct..... 4

3 Behaviour in the event of accidents on company premises ..... 5

4 Internal traffic ..... 6

5 Personal protective equipment ..... 6

6 Use of operating resources of the customer ..... 6

7 Work on scaffolds and roofs..... 6

8 Use and storage of chemicals / hazardous substances ..... 7

9 Environmental protection and waste management ..... 7

10 Barriers, floor openings..... 8

11 Electrical systems and equipment..... 8

12 Setting up construction sites ..... 9

13 Permits..... 9

14 Fire protection ..... 9

15 Behaviour in the event of accidents and alarms, first aid..... 10

16 Contact persons11

17 Site plan of the premises12

**Contractor Confirmation**

With the signature of the contractor/foreign trade it is confirmed that the respective current SAUERESSIG contractor guideline is applied by him. The current version of the SAUERESSIG External Trade Directive is available on the SAUERESSIG website at the bottom of the page under the heading

[Documents for suppliers and external companies](#)

available for download.

The contractor confirms that

- his employees and the employees of the subcontractors commissioned by him
  - have been instructed in accordance with the German Occupational Health and Safety Act and the Hazardous Substances Ordinance
  - are familiar with the content of the current SAUERESSIG External Trade Directive, and
  - are obliged by him to comply with the safety regulations of the Employer's Liability Insurance Associations and the SAUERESSIG External Guidelines when working on behalf of Matthews International GmbH, Vreden.

.....  
**Company, Stamp**

.....  
**Name in print**

.....  
**date**

.....  
**Signature**

An assignment is only possible, if a signed copy of this page is available at the external company coordinator of the company SAUERESSIG. Therefore, please send a signed copy to the contractor coordinator at short notice.

**Matthews International GmbH  
Contractor Coordinator  
Gutenbergstraße 1 - 3  
48691 Vreden, Germany**

## 1. Scope

The following are minimum requirements regarding occupational safety and environmental protection measures for all work performed by members of the contractors (including subcontractors). This guideline applies to all responsible persons of the contracting companies, e.g. the contractor, construction and installation manager, etc. It applies **exclusively** to the work of contractors or external companies with contracts for work and services and is to be understood as part of the concluded contract. The contractor undertakes to prepare a written **risk assessment** for the planned work/activities on site before commencing the work/activities. The external company coordinator and the safety specialists of SAUERESSIG are available to advise him on this. The jointly prepared risk assessment is the basis for all safety measures to be observed by the contractor and must be handed over in copy to the external company coordinator/safety specialists.

SAUERESSIG (Technical Team Department) appoints a SAUERESSIG Head of Operations (**External Company Coordinator** / Technical Team Manager or his deputy) to look after the contracting company upon conclusion of the contract. The contractor shall name the site manager / foreman responsible for execution.

## 2. General rules of conduct

For contractors and employees of SAUERESSIG the same safety requirements apply in principle. The contractor undertakes to carry out the work in compliance with the statutory provisions, the company-specific bids and these instructions.

The contractor undertakes to entrust the execution of the work only to employees who have the health prerequisites for the work commissioned. He undertakes to provide the client with evidence of the health suitability of his employees if necessary (ArbMedVV.).

Before starting work, the contractor must name a responsible, German-speaking construction manager/foreman who is the contact person for the SAUERESSIG Operations Manager. Before starting work, the contractor's construction supervisor/foreman receives a safety briefing from the **contractor's coordinator** and a **visitor's pass**. Before starting work, the contractor must inform his employees in detail about hazards and safety measures (from risk assessment) and ensure that the measures are carefully observed. This also includes briefing the personnel on the location and use of the safety equipment available at the plant (e.g. fire alarms, emergency telephone, emergency showers, escape routes, etc.), waste disposal and environmental protection. The Contractor shall furnish proof of this notification, which shall be submitted to the Customer without being requested to do so.

When several companies are working at the same workplace, the SAUERESSIG contractor coordinator coordinates the work in order to avoid mutual risks. If there is a mutual danger, the **contractor coordinator** has the task of possibly having individual jobs stopped. In this case, the **contractor's coordinator** is authorized to issue instructions to all employees on the construction site, including the contractor and his employees.

During assembly and repair work, the stay is only permitted in the assigned work area. Unauthorized interventions in operating equipment are prohibited.

Order and cleanliness are indispensable prerequisites for safety-conscious and accident-free work.

After each work order has been completed, all work aids and equipment as well as any soiling caused by the work process must be completely removed from the work area and properly disposed of. Storage and workshop spaces must always be kept tidy and clean.

**Smoking is prohibited on the entire company premises,**



**except in specially marked areas**

It is strictly forbidden to bring alcohol and drugs into the factory premises, to take them with you or to enter or work on the factory premises under the influence of alcohol or drugs.

**Eating and drinking at the workplace is forbidden.**



**in the common rooms and the canteen!**

If you have any questions on occupational safety and environmental protection, the specialist for occupational safety (FaSi), the environmental officer (UB) or the external company coordinator are available to assist you.

### **3. Behavior in the Event of Accidents on Company Premises**

In the event of accidents of his employees leading to medical treatment - including accidents that do not have to be reported - the Contractor shall be obliged to immediately inform the external company coordinator and the occupational safety department. The notification shall be made in writing within 2 working days of the accident, giving a detailed description of the cause of the accident. In the case of notifiable accidents, a copy of the accident report must be sent to the Occupational Safety Department.

## 4. Internal Traffic

The road traffic regulations (StVO) apply on the entire factory premises; the maximum permitted speed is 10 km/h; the only exception is the speed limit for the vehicle:

### ATTENTION, PLEASE

Forklift traffic has priority over other traffic!



- All vehicles and machinery must be in a safe operating condition.
- Vehicles may only enter the premises with the permission of the contractor coordinator.
- Entrances for the fire brigade, hydrants, fire brigade technical equipment and specially marked areas must always be kept clear.
- The drivers of all vehicles (including the use of their own forklifts or lifting platforms) must be in possession of a valid driving license or provide proof of the necessary qualifications and present these on request.

## 5. Personal Protective Equipment

The contractor shall provide his employees with the protective equipment prescribed in the factory. The **contractor coordinator shall** determine which protective measures may be considered. These can be:

- safety goggles
- hearing protection
- protective gloves
- protective clothing
- work protective clothing
- and more

## 6. Use of operating Resources of the Customer

Resources, we scaffolding, ladders and working platforms are to be provided by the contractor. Furthermore, the suppliers are responsible for fastening and assembly accessories. The operators must be appropriately trained and authorized by the contractor in writing. Ladders and steps are to be used in accordance with BGI 694 - Instructions for handling ladders and steps in the correct length and in a safe condition. Defective ladders must not be used.

## 7. Work on Scaffolds and Roofs

Stationary scaffolds may only be used after they have been approved by the scaffold erecting company. This specialist company confirms the static and safety-related reliability of the scaffold by means of a scaffold release certificate/acceptance protocol, which must be attached to each scaffold. Any subsequent modification of the scaffolding by the user is strictly prohibited.

Entering roof areas without prior consultation with the responsible **external company coordinator** is strictly prohibited! The contractor must provide suitable safety equipment (fall protection, safety nets, mobile attachment points, protective harnesses, etc.) and oblige his employees to use this safety equipment during roof work.

Are works

- on or on roofs (e.g. erection, maintenance, servicing or repair work on roofs, roof skins, roof openings) or
- on, roof-mounted installations and equipment

A written **risk assessment must be prepared in advance** by the contractor/subcontractor and made available to the responsible external company coordinator for coordination without being requested to do so prior to commencement of the work. The risk assessment defines the working conditions with corresponding safety rules (BGR 203, BGI 656, BGI 807, LASI 37).

## 8. Use and Storage of Chemicals / Hazardous Substances

The use of chemicals/hazardous substances on the factory premises must be agreed in advance and requires **express permission**.

Similarly, the long-term storage of chemicals/hazardous substances requires prior authorization.

For this purpose, at least 7 working days before the start of the work, a list of the hazardous substances/chemicals to be used (list of hazardous substances) must be submitted in electronic form (spreadsheet) to the Environmental Officer, together with the relevant current safety data sheets in accordance with Regulation (EC) No 1907/2006. The Contractor shall provide evidence that the employees employed by him have received up-to-date instruction with regard to possible hazards arising from the handling, transport, processing and storage of the hazardous materials.

Containers located on the premises of SAUERESSIG must be labelled with information on the owner/user, contents, quantity, manufacturer, hazardous substance labelling, flammability, water hazard class and waste code number.

Containers whose contents are intended for disposal must be clearly marked as such.

The storage of combustible waste, used cleaning cloths and combustible materials or objects is only permitted in the intended facilities.

Liquids hazardous to water must not be discharged into the ground or into the sewage system.

## 9. Environmental Protection and Waste Disposal

The protection of the environment with regard to air, soil and water pollution control, waste disposal and noise protection must be guaranteed.

It is imperative that all applicable environmental laws are observed when working on the site. The contractor is thus obliged to draw the attention of his employees to possible environmental hazards in connection with the work to be carried out and to encourage them to comply with environmentally relevant regulations.

All contractors are obliged to minimize the amount of waste.

Waste brought in from outside must not be disposed of via the company's own facilities.

Any waste produced may not be removed from the premises without a corresponding disposal agreement.

If activities related to the services to be provided produce waste, the disposal of which is not part of the service to be provided, it must be sorted and collected strictly separately according to its nature. For each type of waste, a suitable container is available on the plant premises for sorted disposal.

In special cases or in the event of ambiguities, the disposal must be coordinated with the company's environmental officer in advance.

If building rubble, excavated earth etc. accumulates during construction work and if the disposal of these materials is part of the service description, the contractor must ensure proper disposal. After completion of the work at the latest, proof of quantity, type and location of disposal must be handed over to the client.

During the handling and interim storage of waste, contamination of the soil and the sewage system must be ruled out.

Costs incurred by the Customer from improper disposal/separation and from the removal of packaging material shall be borne in full by the Contractor.

## 10. Barriers, floor openings

Covers, adequate barriers (railings, handrails, safety lines) and warning devices must be installed and maintained at all points where there is a risk of falling, such as floor openings, assembly openings on platforms, open trenches and canals, etc.

Gratings, lids, etc. must not be lifted until a firm and safe shut-off has been provided, taking into account your own safety. After completion of the work, gratings and other covers must be reassembled and fastened.

## 11. Electrical installations and equipment

Electrical operating rooms may only be entered by employees of the Electrical Maintenance Department or in their company. Work and switching operations must be discussed with the heads of this department in the respective production department.

Non-stationary electrical equipment (hand machines etc.), connection cables with plugs as well as extension cables and device connection cables must be in a safe operating condition, must be checked for defects before each use and must carry a valid BGV A3 test badge.

The installation site must be agreed with the specialist departments via the **external company coordinator**.



## 12. Setting up construction sites

The installation and furnishing of construction accommodation and of assembly and storage areas, including the necessary energy supply, must be coordinated in each individual case with the responsible **external company coordinator**.

## 13. Permits

For flammable work such as welding, cutting, soldering, grinding, drilling and other work where heat or sparks are generated and there is a risk of fire, a **fire permit** must be obtained before starting work. The **contractor coordinator** shall ensure that the permit is issued properly. The permit shall describe the protective measures necessary for the execution of the order. These must be observed by the performer. During the work, the certificate shall be kept ready at the place of work.

The permit is valid for a maximum of one day, in the case of longer work a one-off extension of one day is possible. A permit must be withdrawn and re-issued if the conditions change significantly after the first exhibition during the works.

Work on installations with water-polluting substances may only be carried out by companies which have equipment and parts of equipment as well as competent personnel to ensure compliance with the requirements of §62 Paragraph 2 of the Water Resources Act.

**Driving on containers** (tanks, channels) is only permitted after consultation and definition of the protective measures with the occupational safety specialist.

Before shutting off / opening / separating pipelines, the **external company coordinator** must be informed and permission obtained.

All work requiring **access to roofs** must be agreed in advance with the responsible **external company coordinator**. Unauthorized access to the roofs is forbidden. This specifies the conditions for entering the roof with corresponding safety specifications (→ Chapter 7).

## 14. Fire Protection

A fire permit must be issued prior to commencing any work involving flame and spark formation.

When carrying out flame-cutting/grinding or welding work, precautions must be taken in particular to prevent falling sparks from triggering fire damage. The area under high altitude welding and flame-cutting work must be secured. Gas and oxygen cylinders must always be properly supported and stored vertically at a safe distance from heat or open flames. Transport may only take place in suitable bottle trolleys or transport boxes, the bottles must be fitted with the appropriate protective cap.

Fire-fighting equipment such as hydrants, emergency exits and fire extinguishers shall be kept accessible at all times. The contractor must have approved fire extinguishers available in his own work area.

In any case, the use of fire protection agents must be reported immediately to the **external company coordinator** or the fire protection officer.

## 15. Behavior in the event of accidents and alarms, first aid

In the event of unusual events, the responsible contractor coordinator/construction manager must be informed immediately.

If an alarm is necessary, the behavior is determined by the **alarm and hazard prevention plan**. In this case, proceed according to the notices "Behavior in the event of an event". In principle, every incident such as fire, fire, serious injury, leakage of environmentally hazardous substances, etc. which requires outside help from rescue or fire trucks must be reported:

### Emergency number



The following information shall be provided in the notification:

- ? **What happened?**
- ? **Where did it happen? How much happened?**
- ? **Who is injured?**
- ? **Who reports?**
- ? **Wait for questions!**

The necessary measures are taken after notification by the staff of the alarm center.

When requested to leave the operating area, all employees must leave the affected area immediately. The employees must be present at the collection points immediately and remain there until the alarm has been lifted. The representative of the contracting company has to inform the company whether persons of his area are missing.

**Contact List**

Technical Team Leader	Roland Tümmers	02564/12	- 505
Deputy	Helmut Rolver	02564/12	- 474
Contractor coordinator	Roland Tümmers	02564/12	- 505
Deputy	Helmut Rolver	02564/12	- 474
Deputy	Clemens Wellekötter	02564/12	- 485
Deputy	Alexander Streich	02564/12	- 471
Deputy	Andreas Hüning	02564/12	- 484
Fire Safety Officer	Andreas Hüning	02564/12	- 484
Electrical engineering	shift	02564/12	- 476
Locksmithery	shift	02564/12	- 475

16. Site plan of the company premises

