



Business Unit Drive Technology

Safety Instructions Sub Contractors

September 2020

	Page
Preamble	3
Contents	
1. General	4
1.1 Liability	4
1.2 Compliance with occupational H&S and environmental directions, support of environmental measures	4
1.3 Residence permit and work permit	4
1.4 Coordination of work, managerial authority and obligatory supervision	4
1.5 Registration obligation	5
1.6 Attitude at factory premises	5
1.7 Order and cleanliness	5
1.8 Waste disposal	5
1.9 Ban on alcohol	6
1.10 Transfer of information and use of media	6
1.11 Infringements	6
2. Occupational and health protection	6
2.1 Use of equipment, machinery and material	6
2.2 In-house transport	7
2.3 Keeping transport routes free	7
2.4 No admittance	8
2.5 Storing and stacking	8
2.6 Safeguarding dangerous areas	8
2.7 Personal safety equipment	8
2.8 Protection against fall from heights and falling objects	8
2.9 Civil engineering works	8
2.10 Working in operating area of crane facilities	9
2.11 Electric equipment	9
2.12 Noise	9
2.13 Handling hazardous substances	9
2.14 First-aid material	9
2.15 Accident notice	10
3. Fire protection	10
3.1 Smoking not permitted	9
3.2 Working with fire	10
3.3 Transport routes, transport areas, fire-protection doors	10
3.4 Storing flammable waste	11
4. Data safety	11
Acknowledgment of safety instructions for sub-contractors	12

Preamble

In this guideline, you will find safety relevant requirements for work assignments of sub-contractors on factory premises and at HOERBIGER Drive Technology locations.

This guideline should support you in implementing our requirements on the subject of

- occupational safety,
- pandemic prevention
- environmental protection,
- energy consumption
- fire protection
- data safety
- and premises protection

By this guideline, we would like to increase general security on our factory premises and contribute in avoiding damage to persons, property and environment.

These security instructions are part of the contract and consequently binding.

We thank you for your attention and are looking forward to good cooperation.



.....
CEO Strategic Business Unit Drive Technology
(T. Englmann)



.....
i.v.

Head of QSHE
(C. Keis)

1. General

1.1 Liability

Sub-contractors are liable for their staff members and for performance of assigned operations, according to legal and financial rules. In case of damage, the sub-contractor, assigned by HOERBIGER will be held liable, in case nothing different has been agreed to. Damages, caused by staff members of the sub-contractor, are to be covered by an employer's liability insurance.

1.2 Compliance with occupational H&S/ pandemic prevention and environmental directions, support of environmental and energy saving measures

Before start of operation, the sub-contractor has to be informed about all relevant legal directions concerning the specific operation. This is especially valid for all legal directions, enactments, rules and regulations and in particular for all company instructions, related to occupational, health, fire, environmental and energy efficient rules.

In case a special certificate of qualification for performance of certain necessary actions is being demanded by law, this is to be presented to the division, which is responsible for the work assignment, before start of operation.

Please inform yourself before entering the premises at the entrance area to the current rules for pandemic prevention. Within the premises a mouth and nose cover is mandatory as well as following the hygiene rules and to keep a minimum distance of 1,5 m to other persons. Please don't start your trip if you have already dedicated symptoms, the entry to your premises can be denied. Same applies if you arrive directly from an risk area. Please check actual federal and state regulations upfront. Violations can result to deny your entry or to leave our premises, so please help to ensure a smooth course of your activity at HOERBIGER.

For the period of operation on the premises of HOERBIGER Drive Technology, the assigned sub-contractor has to attend to his special duty, to support all measures related to occupational safety, environmental protection and the efficient consumption of energy, in order to avoid damage to persons, property and environment, as well as fire and other dangers.

In case there are questions concerning occupational, fire, environmental protection and energy efficiency, the person responsible for occupational H&S, environmental protection and energy management of HOERBIGER Drive Technology, can always be contacted. You can make suggestions for improvements to your coordinator at any time (occupational H&S issues: contact person is Occupational Safety specialist, for improvements in Environmental protection and energy savings or increased energy efficiency: contact person is our Environmental and Energy management officer.

1.3 Residence permit and work permit

All legal requirements for performance, including residence and work permit, must be complied with.

1.4 Coordination of work, managerial authority and obligatory supervision

A by HOERBIGER employed coordinator will coordinate all operations, according to § 8 Labor Protection Law and § 6 Employer's Liability Insurance Association 1, in order to ensure a safe and smooth operation process, as well as to avoid mutual endangerments. An advice note for processing of operations by sub-contractors is to be completed. The former person, assigned by HOERBIGER, has managerial authority, acc. to the contract.

In case staff of more sub-contractors is being employed in one and the same operation area, all sub-contractors have to coordinate and work together to comply with occupational H&S, health, environmental protection and energy management directions. As far as the actions are necessary for safety and health protection of the staff, the sub-contractors have to inform and mutually instruct themselves about possible endangerments related to the operations, and have to coordinate measures for avoidance of these endangerments.

The responsible head of business division, the utility manager, as well as the head of maintenance and the person authorized for occupational H&S do have a general domestic and managerial authority.

This managerial authority however does not discharge the sub-contractor of his responsibility and obligatory supervision of his staff and of other persons, assigned by him. He is still liable for performance and failing of his staff, working at our premises.

1.5 Registration obligation

The sub-contractor is obliged to contact the person, assigned by us, in time, one day before start of operation at the latest. In case no contact has been assigned, the utility manager, resp. the head of maintenance has to be contacted. At the first day of operation, the sub-contractor, resp. his staff, has to register at the gate keeper and report to the arranged contact (coordinator). A visitor's pass is obligatory to be carried with.

1.6 Attitude at factory premises

Entry on HOERBIGER Drive Technology premises is only allowed after former registration. Nonoperating persons, e.g. relatives, may not enter factory premises. Usage and parking of nonoperating vehicles on the factory premises, requires former approval. Only the assigned parking positions may be used. The vehicle drivers have to adhere to the specified speed limit (10 Km/h) and to the parking order on the factory premises. In addition to this, the driving speed is to be reduced, according to local circumstances.

1.7 Order and cleanliness

Working areas are to be kept in an appropriate clean and orderly condition. The working area is to be cleaned and tidied up every day, after end of operation.

1.8 Waste disposal

All waste, which incurs during performance of operation, is to be disposed of, by the sub-

contractor at his own responsibility and at own costs. Disposal on our factory premises is not allowed. Usage of the plant's own collecting bins and waste containers by the sub-contractor, is not allowed. In case of deviations to this rule, the department Occupational H&S and Environmental Protection is to be asked for written permission.

The sub-contractor is held responsible for compliance with all relevant legal directions and for disposal of his waste, conforming to the law. Substances, which are hazardous to environment (e.g. water hazardous fluids), are to be treated with appropriate care. The sub-contractor is responsible for avoiding these substances to enter canalization or the soil. On request of the authorized person for waste disposal, assigned by HOERBIGER Drive Technology, the sub-contractor is obliged to present the required documentation of his waste disposal. If the sub-contractor does not meet his obligations of clearing and disposal, HOERBIGER is entitled to arrange clearance, resp. waste disposal on the sub-contractor's costs, after expiration of a reasonable time limit, defined by HOERBIGER. Until this clearance, resp. disposal, has been done, the sub-contractor is regarded to be the sole owner of the waste. Bringing waste and disposal on the factory premises, is not allowed.

1.9 Ban on alcohol

The use of alcohol and other drugs is forbidden by reason of personal and general safety. We reserve the right to banish persons, who are on alcohol or drugs, from our factory premises and keep the sub-contractor liable for costs, resulting thereof.

1.10 Transfer of information and use of media

The sub-contractor is obliged to observe secrecy against third parties about all business information of HOERBIGER Drive Technology and its business partners that he happens to be informed of, during his assignment. This is also valid for internal business information, such as technical or constructional facilities, operating processes and organizational measures.

Photographing, filming and audio recording on the premises is only allowed if permitted by the responsible Head of Business Division.

1.11 Infringements

Infringements of these residence conditions can be punished by ban on premises entrance. In case valid legal directions are being infringed, HOERBIGER is entitled to press charges against the sub-contractor.

All regulations are also valid for persons assisting in the performance of obligations (sub-contractors of sub-contractors). The sub-contractor of HOERBIGER is obliged to instruct appropriately.

2. Occupational and health protection

2.1 Use of equipment, machinery and material

The sub-contractor has to pay attention to all business regulations related to the use of tools, equipment, materials etc. The used equipment, machinery and tools have to comply with legal instructions (accident prevention regulations, VDE-regulations = German Electrical Engineering Association, etc. ...) and are to be in immaculate condition.

Brought materials and operating equipment, which are subject to the hazardous substance enactment, have to be marked and stored according to this enactment. Only a day's demand of these substances is to be stored. In case larger quantities have to be stored, resp. handled, this is to be agreed by the authorized foreman of the respective department.

In case an endangerment of employed persons, other workers, cannot be avoided, the concerned employers have to work together on these risk assessments. The employees of all concerned companies have to be informed and instructed about these endangerments and the appropriate safety measures. Should the endangerment be of more impact, a coordinator has to be assigned.

Only persons, being 18 years old, are allowed to handle lifting platforms autonomously. The usage of these operating facilities require physical ability, such as sufficient visual acuity, sideways field of vision, spatial vision, full hearing, physical mobility and good ability to respond.

At HOERBIGER the following has been defined:

The staff member needs training and has to pass a test for handling lifting platforms. A certificate of competence, acc. to BGG 966 (driver's license for lifting platforms) is being issued, which has to be handed over to the coordinator before start of operation.

This certificate of competence may not be older than 5 years.

Staff, which is not in the possession of this certificate, is not allowed to handle lifting platforms.

Personal safety equipment (PSE): obligation to use the seat belt

In case these instructions should not be followed, unauthorized entry of the HOERBIGER premises will be a consequence!

2.2 Inhouse transport

On factory premises, road traffic regulations are valid. Only the production halls are excluded of this rule. Here, basically the principle of "caution and mutual considerateness" is to be taken into regard. In the production halls, walking speed is to be paid attention to. Vehicles, doing in-house transport, such as cranes, may only be driven, resp. used by persons that are in the possession of a written allowance of the sub-contractor. They have to be trained accordingly and have to provide evidence of their driving capability. A driver's license is to be presented, in case demanded. To hitch a ride on vehicles, having no seat, is forbidden. Sub-contractors are only allowed to drive their own vehicles for transport of material on our factory premises.

2.3 Keeping transport routes free

Escape and emergency exits and other safety arrangements are always to be kept free. This includes hydrants, shutoff devices, electrical control units and inspection chambers.

Also transport routes and entries of rooms must be kept free. All objects which are put or stored in the neighborhood are to be ensured against falling, slipping, etc.

2.4 No admittance

Entry of rooms and operating facility parts, as well as operating machinery, operating facilities and equipment of HOERBIGER Drive Technology is only allowed, if necessary for proceeding the work assignment. Each further entry and each further usage of our property is prohibited.

2.5 Storing and stacking

All objects are to be stored and stacked by the sub-contractor, in a way that neither persons, or property is being damaged.

2.6 Safeguarding dangerous areas

Safety markings, prohibition and directional signs of the HOERBIGER Drive Technology plants are to be taken into regard and may not be removed. All dangerous areas within the operating area of the sub-contractor, such as pits, chutes, drains, cavities or unstable covers, as well as hazardous substance containers, are to be safeguarded in a way that endangerment of persons and property is being excluded.

2.7 Personal safety equipment

The sub-contractor and his staff are obliged to take care of mandatory signs at the plant and to wear the necessary personal safety equipment. The sub-contractor has to put the according necessary personal safety equipment at the disposal of his staff.

2.8 Protection against fall from heights and falling objects

Skeletons, ladders and mobile elevating work platforms have to comply with valid standards and may only be used according to regulations. Mobile elevating work platforms may only be used by authorized and trained persons. Higher situated operating areas are to be safeguarded by special safety measures, organized by the sub-contractor, in order to avoid objects falling down.

The stability of mobile skeletons is to be guaranteed. Roles and consoles are to be fixed before the skeleton or the mobile elevating work platform is being stepped on. Working on skeletons is forbidden, if somebody is working below them. In these cases, the responsible division is to be contacted in order to clear when the operations are to be performed.

Skeletons, ladders and mobile elevating work platforms have to be marked clearly with the name of the owner.

Roofs without self-supporting covers may only be walked on by running boards.

2.9 Civil engineering works

A permit for civil engineering work, such as earthworks, cutting and demolition works, is to be obtained from the responsible construction management, from the responsible head of business division or from the utility manager. The sub-contractor has to inform about the position of conductor cables, water, gas and other conducts before start of operation. This information is to be given by the responsible departments.

2.10 Working in operating area of crane facilities

The responsible department is to be informed about type and extent of operations, in case of working within the operating area of crane facilities. Only if the operating area has been safeguarded, the operations may be started, in agreement with the responsible department (e.g. locking the crane main switch).

2.11 Electric equipment

The sub-contractor is responsible for the condition and the professional usage of electrical equipment (according to local supply terminals). He has to treat energy resources cautiously and perform all operations in an energy saving manner. Only authorized and trained staff members are allowed to perform changing or maintenance operations. Movable connector leads are to be placed by the sub-contractor in a way that they are safeguarded against mechanical damages. All brought electric tools have to comply with VDE-regulations (German Electrical Engineering Association).

2.12 Noise

In case especially loud and unavoidable noise is occurring during operations, the sub-contractor must inform in time, in order to arrange according measures. The Technical Instruction Manual and the Accident Prevention Regulation for noise are to be taken into regard.

2.13 Handling hazardous substances

Basics for handling of hazardous substances are the chemicals act and the hazardous materials regulations. In particular in case of storing, re-filling, handling and disposal of same, the according guidelines of the operating instructions, acc. to § 14 of the hazardous materials regulations, are to be regarded. Substances that have been classified as being cancer-causing, potentially carcinogenic, mutagenic or fertility damaging, may only be used after written permission. No halocarbon may be contained in the used substances. If demanded, the sub-contractor has to present the EU-safety data sheets for the used substances.

Please inform your contracting body immediately of any leakage, contamination or other environment-related incidents.

2.14 First-aid material

The sub-contractor has to keep „First-Aid Material“ ready for use. He also has to inform about first-aid possibilities at our plants.

2.15 Accident notice

In case of accidents, the responsible coordinator and the qualified person for occupational H&S, is to be informed. The in-house reporting system is to be taken into regard.

The accident notice should contain the number of insured persons, the type of injury, the location of the accident; if available: witnesses and the name of the person notifying and noticing the accident.

3. Fire protection

3.1 Smoking not permitted

At working areas, where fire and/or explosion danger is existing, smoking and the usage of open light and fire, as well as sparking tools, is prohibited. Smoking is only allowed in the marked “smoking areas”.

3.2 Working with fire (welding, grinding etc.)

In case welding, soldering, cutting, grading, grinding or tarring are necessary for performance of operations, these actions are to be registered with the construction manager, the utility manager, the authorized person for fire protection or the maintenance manager. The sub-contractor can only start operations after having received a permit. This permit is limited in time.

For long-term operations, the permit is to be applied for in time. A fire extinguisher is to be held ready at all fire/heat operations by the sub-contractor. In certain cases, a fire watch is to be provided.

After termination of fire operations, the working and the surrounding areas are to be checked on fire sources. This is to be repeated after 1 hour. If the operation is finally terminated, the utility manager, the authorized person for fire protection or the maintenance manager, resp. the construction manager is to be informed about the moment of termination. They have to be advised to perform potentially necessary check-ups.

In areas with automatic CO₂-fire-fighting equipment, danger of suffocation is existing in case of emergency. The permission of the utility manager/authorized person for fire protection is necessary before work at the fire alarm system/fire extinguishing facility is being done.

3.3 Transport routes, transport areas, fire-protection doors

Approaching routes, escape and emergency routes, as well as other safety facilities are always to be kept free for the fire department. Parking of vehicles, storing of equipment and materials in front of hydrants, approaching routes, gates or entries, fire extinguishers and fire extinguishing substances, as well as their signs and markings, is strictly prohibited.

Keeping fire doors open or block them, e.g. by means of V-notches, is strictly prohibited, except for immediate passage. Only doors that have an automatic, fire protection approved closing safety device, may be kept open.

3.4 Storing flammable waste

Flammable waste, which is caused by the sub-contractor, must be stored in appropriate, not flammable containers. In case of larger quantities of flammable waste, storage is to be agreed with the person authorized for waste disposal, resp. with the authorized person for fire protection.

4. Data Safety

All staff members of the sub-contractor, who will handle personal data of HOERBIGER, have been bindingly obliged not to use nor handle any personal data in an unauthorized manner (data secrecy). Personal data may, by consequence, only be used or handled, if an agreement, resp. a legal regulation allow the handling or if handling of these personal data is ordered.

The contractor is aware of the fact, that all personal data which has been seen, obtained or has been acknowledged in any possible way by his/her staff members, during their visits/operations at HOERBIGER, will fall within the scope of this regulation of data protection. All staff members are to be familiar with all special data protection and data safety requirements, resulting thereof.

In accordance with this regulation, it is prohibited for all staff, to disclose any company and business secrets, which have been acknowledged during their visit/operation at HOERBIGER, nor to put this information to unauthorized third parties' disposal in an unauthorized way.

Ineffectiveness of single regulations of these work rules does not affect effectiveness of the whole.



Business Unit Drive Technology

**Acknowledgement of Safety Instructions for
Sub-Contractors**

Status September 2020

We confirm, to have received the safety instructions about performance of sub-contractors on factory premises of the HOERBIGER Business Unit Drive Technology. We acknowledge these guidelines and commit ourselves to comply with same and inform our staff and possible persons assisting in the performance of obligations, about these safety instructions.

Our company is in the possession of a valid employer's liability insurance.

Location/Date:

Subcontractor:
Company mark / Signature

.....

.....