

No. and name of the associated process	M09 Health and safety management		
Revision date	05.02.2024	Form No.	F0609
Forms Manager	LaRe	Version	05

To be completed and signed by the external company

Contact details of the external company		Responsible person of the external company	
Company		Name	
ZIP / City		Position	
Phone		Phone	
Responsible accident insurance institution			

I. GENERAL

The following instructions are intended for the external company taking on the order. These are to be delegated to the responsible person of the external company on site for work at KRAIBURG TPE at the Waldkraiburg site.

Working hours

The standard working hours at KRAIBURG TPE are from Monday to Thursday from 07:00 am to 05:00 pm. Fridays from 07:00 am to 12:00 pm (noon).

Work outside normal working hours may only be carried out with the consent of or on the instructions of KRAIBURG TPE. The duration of working hours must comply with the statutory provisions. These must be complied with.

Qualification

Only qualified specialist personnel may be used for the work in accordance with the intended purpose.

The use of subcontractors and temporary personnel must be notified to KRAIBURG TPE in advance and must be approved by KRAIBURG TPE. The subcontractors used are also subject to the registration procedure at KRAIBURG TPE.

In order to ensure communication and safety during the work, the person responsible for the external company on site must have an appropriate knowledge of German.

If it is determined that the work is not being carried out properly, KRAIBURG TPE will stop the work immediately and contact the contractor. This may lead to a replacement of the executing personnel on site at the contractor's expense.

II. REGISTRATION

To ensure a smooth registration process, the contracting external company must inform the contact person at KRAIBURG TPE in writing in advance of the first and last names of the personnel deployed. Daily sign-in and sign-out at the reception desk in the administration building, stating first and last name, start and end of work and, if applicable, start and end of breaks (only for longer interruptions).

When registering at the reception desk, the personnel employed will receive an official visitor's pass, which must be worn visibly at all times while on the premises. When registering, the appropriate contact person at KRAIBURG TPE will be contacted, who will be available to assist the personnel in all matters relating to safety and proper conduct at KRAIBURG TPE.

If the reception desk is not staffed, the registration and deregistration procedure can be carried out by the person responsible for the order at KRAIBURG TPE.

III. OCCUPATIONAL SAFETY + REGULATIONS AT KRAIBURG TPE

The commissioned work shall be carried out in compliance with the relevant laws, ordinances, accident prevention regulations, safety rules and standards. In the event of imminent danger, the instructions of our external company coordinators and those responsible for the order must be followed.

Before starting work, the client shall carry out a safety briefing and risk assessment with the contractor. This is based on KRAIBURG TPE's internal checklists for risk assessment. Only then may the contractor start work.










This means

KRAIBURG TPE employees are appointed as coordinators to coordinate the work of the external contractor with the work of the client or other companies. These persons will coordinate the planned work in order to avoid possible mutual hazards. The coordinating persons have the authority to issue instructions to the external company personnel insofar as this is necessary for a safe work process. The external company is still responsible for the safety of its employees. It must instruct them in accordance with the order. If the external company unexpectedly encounters other companies, an agreement must be reached to avoid mutual hazards. If activities involving particular hazards are to be expected, a qualified person shall be appointed to coordinate safety. If the external company uses subcontractors, it is responsible for them and obliged to pass on the health and safety regulations.

In the event of a change of area within KRAIBURG TPE, the employees of the external company must actively inform themselves about the dangers and special features of the workplaces.

All additional protective equipment (PPE) required for the work must be carried and used in accordance with the requirements. Furthermore, the wearing of shorts in the production area is not permitted. The use of forklifts, work platforms, cranes, etc. is only permitted with a valid driver's license.

During breaks and at the end of work, work areas must be swept clean and secured in such a way that no hazards arise.

	Hazardous substances must be used as intended. Proper disposal is ensured. A permit must be obtained before using hazardous substances.
	Staying and carrying out activities are only permitted in the assigned work areas.
	Photography and filming is prohibited on the entire company premises.
	Caution: Watch out for forklift traffic and automated guided vehicles (AGVs).
	The German Road Traffic Regulations (StVO) apply throughout the company premises. Traffic routes, in particular internal transport and escape routes, must be kept clear at all times and doors and gates must be kept closed.
	Smoking and the use of e-cigarettes are prohibited on the entire company premises. Exceptions only apply at the designated smoking areas.
	Eating in the company buildings is prohibited. Exceptions are designated areas. Drinking is permitted from sealable containers - a general ban on alcohol applies.
	External devices may not be integrated into the internal company network. Exceptions are regulated by the IT department.
	Protective footwear must be worn in the production buildings.



IV. ORGANIZATIONAL

Time sheets and measurement lists must be submitted to KRAIBURG TPE daily. At least once a week for longer periods of use.

Openings and fastenings must be agreed with KRAIBURG TPE in advance for structural and fire protection reasons.

No fuel-powered vehicles or work equipment may be used for work inside the buildings. Any necessary exceptions must be agreed with KRAIBURG TPE in advance.

V. CLAIMS AND SPECIAL INCIDENTS

	In the event of damage (accident, fire, etc.), please observe the relevant emergency plan procedures.
	In the event of an alarm, a siren-like wailing sound is emitted. Affected buildings must be evacuated. All persons must gather at the assembly point.



Important emergency numbers can be found on the back of your visitor card! In an emergency, contact the emergency number, the emergency manager listed and the external company coordinator.



Find out about the locations of fire extinguishers, first aid facilities and escape and rescue routes.

VI. ENVIRONMENTAL PROTECTION

KRAIBURG TPE's specifications apply to environmental protection. Environmental impacts of a special nature or of a major scale (e.g. noise/vibrations, dust, odor pollution, waste water) must be agreed with the customer in advance.



Make sure you use water sparingly. Report any anomalies immediately.



Waste should be avoided wherever possible. Any remaining residual waste must be disposed of in an environmentally friendly manner in the containers provided for this purpose.

The contractor is responsible for the disposal of the waste that arises within the scope of his order. In particular, assembly waste, construction waste and packaging must not be disposed of via KRAIBURG TPE's disposal channels. The contractor is responsible for providing appropriate containers.

The occupational health and safety regulations are recognized and communicated to all company employees working at KRAIBURG TPE.

With my signature I confirm that I have read and understood all the points and contents of the external company declaration of KRAIBURG TPE. I also confirm that the employees of the company working for KRAIBURG TPE have been instructed in all points and that compliance is thereby guaranteed.

Place, date, signature + stamp of the external company, if applicable