



Dokumentenart: Vorgabedokument

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Standards Section: A+G 4.4.2 Fähigkeit, Schulung und Bewusstsein; U 7.2 Kompetenz, 7.3 Bewusstsein

1. Delivery, Notice, Signature

After receiving the following information sheets, the team leader from every external company is required to read through them, explain them to their employees, and after the employees have taken note of the information contained within, to have the employees sign them. The employees can only begin working after this has been completed. The list of signatures must be submitted to the contact person at Katz we have specified, hereinafter referred to as the contact person at Katz, and this person must forward a copy to the health and safety department. Contractors are required to provide this information to subcontractors. Verification of this must be sent to Katz.

2. Health and Safety at Work and Environmental Protection

At our company, we attach great importance to occupational health and safety and environmental protection. We constantly strive to prevent accidents and environmental incidents, create safe facilities and protective devices, and challenge our employees to behave in a safety-conscious and environmentally conscious way, as well as to complete their work in a professional manner.

We call on you to also follow this request from management, and by doing so, protect yourself and our employees from accidents. The regulations governing safety and environmental protection apply to all persons working on our factory premises.

Every accident / nonserious injury / near accident and environmental incident must be verbally reported to the contact person at Katz we have specified.

The event must be documented in writing and forwarded to the health and safety department using the external installers/workers form and/or the near-accident report form.

In the event of an environmental incident, the environmental incident report form must be filled out and forwarded to the environmental protection officer.

Should an **accident** occur, call the company medic / first aid. See the emergency phone list for the Weisenbach factory.

It is available in every department.

Also immediately inform your supervisor and the contact person at Katz specified. The occupational safety department receives the original copy of the accident report.

In the event of mutual endangerment, the corresponding contact person at Katz has the authority to issue safety-related directives (BGV A1 paragraph 6).

3. Personal Protective Equipment

You are responsible for ensuring that your company has provided you with the personal protective equipment required for your job (such as face protection, protective glasses, protective gloves, hearing protection, a safety mask, protective boots, a hard hat, etc.). Use the appropriate and mandatory protective equipment and devices at the proper times pursuant to the current version of the German Health and Safety at Work Act (ArbSchG).

There is a general requirement to wear protective boots when on the factory premises.

Exceptions: visitors, business and technical administration

Delivery company workers are required to wear reflective vests.

The requirement to wear a hard hat is stipulated separately on safety signs on a case-by-case basis depending on the type and scope of work.

Depending on the activity being carried out, employees are required to wear safety glasses (stipulated in the eye protection plan). For external companies, there is a mandatory carry requirement if the actively work on systems, equipment and machines.



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4. Order and Cleanliness

Order and cleanliness are the prerequisites for safe work, which is why they are of particular importance throughout the entire factory premises.

The responsible contact person at Katz must be informed before the external company's employees leave the factory premises.

5. Duration of Stay on Factory Premises

Employees are only permitted to remain on factory premises for the purpose of carrying out their appointed job / activities and only during the working hours stipulated. After provision of services / completion of activities, employees must immediately leave the factory premises. It is prohibited to bring onto the factory premises third parties that have no connection to the contractor and/or service or activity.

5.1 Delivery and pickup at the lumberyard (safety guidelines)

After successfully establishing contact with (acknowledging) pedestrians, vehicle drivers must proceed as follows:

- 1. Stop the vehicle*
- 2. Stop any equipment movement (crane/backhoe) – rest position*
- 3. Then ensure that the pedestrians are outside of the danger area*
- 4. If drivers are not involved in the unloading of freight, they need to leave the danger area. The driver is required to observe the safety guidelines (see below).*

5.2 Crossing the lumberyard (safety guidelines)

- 1. Before passing operating machinery, pedestrians need to make visual contact with the vehicle driver (for instance with a wave of the hand)*
- 2. They must wait until the machine (truck, excavator, bulldozer, etc.) assumes rest position.*
- 3. They must **NOT** walk under the load or backhoe (risk of death resulting from any technical defects or human error)*
- 4. The lumberyard (danger area) needs to be crossed quickly*
- 5. The same safety guidelines apply on the way back*

The lumberyard is signposted at all three entrances.



6. Parking

Please park your car in our designated parking spaces. In the event that you must drive onto the factory premises, for example to load or unload materials and tools, please adhere to the maximum speed limit of 15 km/h as well as Germany's driving code. After unloading, the vehicle must be parked in an official parking space. Before driving onto the factory premises, you must register at the gate by telephone.

Parking is permitted only in the designated and marked parking spaces. In other cases, the contact person at Katz must be asked prior to parking anywhere else.

Parking is generally prohibited in areas near doors, gates, elevators, passageways, and areas designated as restricted, so that in emergency situations the necessary operations (fire department, emergency medical services, building clearing, etc.) can be carried out without delay.

7. Starting Up / Shutting Down / Approval of the Use of Equipment

Activities with equipment can only be carried out after receiving approval from the responsible contact person at Katz. Test the equipment and machines only in the presence of an employee from the applicable operator. In general, employees should not adjust or intervene with machines in operation by themselves without first consulting their supervisor.

The corresponding provisions of the applicable occupational health and safety act can be viewed through the stipulated contact person at Katz, if so desired.

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KATZ Weisenbach

Mailing List: Employees Katz GmbH & Co. KG



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8. Work Equipment Used

Only use equipment that is accident-proof and that meets the applicable regulations effective today. Work equipment must be regularly inspected for safe condition. The result of the inspection is to be documented (according to the German Industrial Safety Ordinance – BetrSichV).

Scaffolding must be approved for use by the scaffolding installer and labeled with an approval certificate. Changes to existing scaffolding installations can only be carried out by the scaffolding installer.

8.1 Mobile Electrical Equipment

Mobile electrical equipment must be selected in accordance with the local conditions. This equipment must be used in accordance with regulations to ensure that dangerous situations cannot occur.



Employees are prohibited from continuing to use defective electrical equipment. As a general rule, repairs to electrical equipment and systems carried out by external companies must be coordinated with the contact person at Katz. Such equipment can only be operated in conjunction with a disconnection device (residual current device / safety switch).

You are responsible for ensuring that your company has provided you with these devices.

The required safety inspections and inspection intervals for this equipment must be adhered to in accordance with DGUV Provision 3!

9. Industrial Trucks / Crane Systems / Lifting Platforms / Elevators

Industrial trucks and crane systems can only be used with a valid license to operate a crane or forklift, after consulting with the appropriate contact person at Katz, and after receiving instructions and written confirmation.

(See company directive on operating industrial trucks in accordance with DGUV Provision 68)

If lifting platforms are used, qualification for driving and operation (in accordance with DGUV Principle 308-008 – as a principle for the training and commissioning of lift platform operators) must be demonstrated to the contact person at Katz. A briefing on the work equipment is also necessary and must be documented.

→ When driving onto an elevator system, you must ensure that you do not exceed the maximum load capacity of the elevator.

→ The load must be transported in the middle of the elevator basket.

→ Transporting hazardous materials and people together in an elevator at the same time is prohibited.

→ When transporting materials with forklifts or pallet trucks, the lifting forks must be lowered completely. In the case of forklifts, the hand brake must be on.

→ Elevators may not be used in the event of a fire.

→ Stand near the control unit when in the elevator car; and in an emergency, activate the emergency stop switch.

Katz personnel must also provide and document instruction on how to operate industrial trucks that are not subject to training in accordance with DGUV Principle 308-001 (i.e. pedestrian-controlled trucks that do not require an operator's license).

10. Entering Control Rooms

Unauthorized persons are prohibited from entering electrical control rooms. – **Danger of death!**

When leaving control rooms, doors must be closed.



11. Smoking Ban

Smoking is prohibited on the entire factory premises. Smoking is only permitted in specially designated areas (see smoking regulations).

These areas are indicated by a red marking on the wall or on the floor near the large installed ashtray.



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12. Ban on Wearing Jewelry

As a general rule, carrying jewelry is prohibited in the industrial operational departments (except offices) for employees and supervisors who are employed in the departments and actively perform activities on machines, systems and equipment (see Work Instruction 02.0856).

13. Hot Work Permit

A permit to carry out welding, cutting, soldering, thawing, and grinding work must be issued by the appropriate contact person at Katz and presented upon request.

14. Permit for Entry into Confined Spaces

A written permit is required for work carried out in containers, vats, pits, conduits, canals, and similar confined spaces. The permit will be issued by the appropriate contact person at Katz and must be presented upon request.

14.1 Measures to Prevent Falls

If technical measures to prevent falls cannot be used as a result of local conditions, employees must use personal protective equipment to prevent falls.

You are responsible for ensuring that the protective equipment being used has been properly inspected and is used as intended.

Work can only be carried out after receiving proper instruction (use of personal protective equipment to prevent falls). Verification thereof must be submitted by the hired company before beginning work.

15. Fire Safety

In the event of a fire (including incipient fires) **immediately** call the emergency number **0110** or **0112** and activate the closest fire alarm.

See the emergency phone list for the Weisenbach factory. It is available in every department.

Fire extinguishing devices and escape routes must not be blocked. Escape and rescue signs are posted in every department.

15.1 Fire Alarm Circuits

When working on the fire alarm circuits, when dust or smoke develops in the control room, power station, office buildings, and all areas that are equipped with smoke detectors, the fire alarm circuit must be deactivated using the mandatory form.

The company's fire system officer (extension 3273 or 3284) is responsible for deactivating the circuit and reactivating it once the work has been completed.

15.2 Building Clearing

The clearing officer of the area in question is to clear the building in the event of the relevant danger situations. All persons are to go to the assembly place. The fire department operations management and Katz contact person are to be informed of the current state of clearing.

16. First Aid

The individual areas of the company are equipped with first aid kits. Anything removed from the kits must be reported to the appropriate contact person at Katz as a minor injury.



17. Alcohol

Alcohol is strictly prohibited on the entire factory premises and in all buildings (see the Group factory declaration against alcohol abuse in the workplace).

Intoxicated persons will be treated like our own employees, meaning that if a test with a Breathalyzer is positive, the person in question will be sent by taxi to their living quarters at their own cost.

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18. Waste

Basic Principle: The accumulation of waste is to be prevented, and is to be reduced, recycled, and disposed of properly.

Waste must be separated according to the information on the color-coded trash cans pursuant to the company's waste policy.

19. Waste Water

Substances that are hazardous to water must not be allowed to seep into surface water.

Every incident / near incident must be reported to the appropriate contact person at Katz immediately.

20. Handling Hazardous Substances

The proper use and appropriate handling of hazardous substances are compulsory in order to prevent accidents and environmental damage.

Employees must adhere to directives and/or instructions on handling hazardous substances pursuant to the German act on hazardous substances (GefStoffV). Information on the safety data sheet must be taken into consideration.

If an external company brings substances such as hazardous substances or water pollutants for carrying out its activity, then the contact person at Katz must be informed of this. The external company must keep the safety data sheet for the substance in question on hand at the workplace. (Note: small containers of less than 1 l or less than 1 kg are exempt from this).

21. Cell Phone Ban when Operating Vehicles

Talking on a cellular phone is strictly prohibited when driving, operating, or otherwise using industrial trucks, bicycles, and crane systems, lifting platforms, etc.

22. Responsibilities of Insured Parties DGUV Provision 1

Paragraph 16: Particular Responsibility to Assist

You must immediately report to your contact person at Katz any direct, significant safety and health hazards you detect, as well as any defects to protective devices and systems.

Paragraph 17: Use of Equipment, Tools, and Materials

Equipment, tools, and materials, as well as protective equipment must be used as intended and within the scope of your occupational duties.

Paragraph 18: Access Restrictions

You are permitted to remain in hazardous areas only within the scope of carrying out your occupational duties.

23. Securing Loads

The legal regulations set forth in the German driving code (StVO) and commercial code (HGB) apply. In addition, Directive 12.0018 "Securing Loads" also applies.

24. Obligation to Maintain Confidentiality

Any knowledge gained as result of viewing company documents, technological processes, and operational processes must be kept strictly confidential. The production of copies, photos, recordings, sketches, etc. requires the express consent of your contact person at Katz.

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