

PROCESS INSTRUCTIONS

6.04.VA.0003 SAFETY AND ENVIRONMENTAL INSTRUCTIONS FOR EXTERNAL COMPANIES

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1 OBJECTIVE AND PURPOSE

The Safety and Environmental Instructions include all the rules that must be complied with when working on the RME premises or in RME buildings. They are an integral part of the agreement in a work or service contract.

2 GENERAL INFORMATION

These Instructions apply to external companies and their employees as well as their subcontractors and the respective employees. In the following, these will be referred to as the Contractor.

The Instructions are an integral part of the Terms and Conditions of the Customer Rheinmetall Electronics GmbH (RME).

Using the attached verification form ([6.04.F.0001 Verification of RME Safety and Environmental Instructions](#)), the Contractor is obligated to confirm the following:

- The content of the Safety and Environmental Instructions have been noted by the responsible employees of the Contractor and conveyed to all employees of the Contractor and its subcontractors that will be working at or with RME.
- All employees of the Contractor and its subcontractors must comply with the content of the Safety and Environmental Instructions
- In the absence of proof, access to RME premises will be prevented by site security.
- The instructions of RME project leaders, site security, fire protection officer, and occupational safety specialist must always be followed.
- In the event that these instructions are violated, RME representatives have the authority to prohibit the work of companies or individual employees until the situation is remedied, or to remove them from the RME company premises.
- The Contractor shall bear any damage caused by violations of the Safety and Environmental Instructions.
- Any cases of damage (personal injury or property damages) are to be immediately reported to site security.

3 CORPORATE SECURITY

3.1 IDENTIFICATION

Keep a valid identity card or passport with you at all times.

Please only enter the company premises with a non-transferrable identification card that is issued by RME, which is used to log in/out on the access control system when entering/leaving the RME premises. Wear the ID card so that it is visible and return it unrequested after completion of your work. Please report any loss immediately to site security.

Day visitors receive a day pass from reception and must be accompanied by an RME employee.

Enter the company premises shortly before the start of work, go directly to your workstation and then leave the premises immediately after completion of your work.

Security staff instructions must always be followed.

3.2 PERSONAL ITEMS

Personal items that are required for your work must be recognizably marked with the name of the company and secured against unauthorized access. In the case of loss or damage, RME is only liable if the items were securely stored or supervised.

Storage of materials along the fence system is not permitted.

Any devices with data recording capabilities (image, audio or other data) may only be brought onto the company premises with the permission of corporate security, unless there are individual contractual provisions.

If recordings are required, please apply for the required permission from corporate security via the supervising department.

3.3 DATA PROTECTION

Keep all personal and business information about RME and its business partners that you become aware of during your activities confidential from third parties, even after work has been completed.

If contract-related information or recordings are processed or stored outside of the company premises, they should be protected against unauthorised access. If special measures for this purpose have been agreed with corporate security, RME is entitled to review compliance.

Once your work is completed, all no longer required recordings shall be returned to RME or their proper destruction in accordance with DIN 66399 (destruction of data carriers) must be confirmed in writing. Results of the services provided by both parties must also remain confidential with regard to third parties. The rules and regulations of the official confidentiality protection remain unaffected.

3.4 WORKING HOURS

The start and end of working hours should be adapted to the working hours of the respective location as much as possible.

All work that takes place on the premises

- outside regular working hours,
- on non-working days,
- on Saturdays, or
- on Sundays and public holidays

requires notification of the supervising department at least two working days in advance. The department will then apply for a security pass and the final decision will be made by corporate security. Emergency repairs are excluded from this rule.

3.5 COMPLIANCE WITH REGULATIONS

Legal standards for occupational safety, such as accident prevention regulations, the Ordinance on Hazardous Substances, and generally accepted rules for technology and occupational health, apply on the company premises. No smoking is permitted inside the buildings.

Before starting any works, coordinate implementation with the supervising department.

Make your employees aware of the escape routes, fire extinguishers and emergency call equipment as well as the phone number for emergencies.

Particular attention should be paid to employees who don't speak German, if necessary with instructions in their native language.

For foreign nationals that are not EU citizens, we require a valid work permit before the start of employment.

Subcontractors or employees from "States with a particular security risk" (in accordance with the list of states from the Federal Ministry of Economics and Technology) may only be employed after approval by the supervising department/the coordinator and consultation with the corporate security officer.

4 OCCUPATIONAL SAFETY

4.1 HEALTH AND SAFETY REGULATIONS

Employees of the Contractor and subcontractor must comply with all relevant health and safety regulations, accident prevention regulations and generally accepted safety-related and occupational health rules during work.

4.2 ACCIDENTS/MEDICAL EMERGENCIES

RME site security must be informed immediately if an accident or medical emergency occurs.

RME emergency number tel. 0421/1080-1111

Site security has extensive first aid material and an emergency response officer. If required they will notify the fire brigade and/or emergency services.

4.3 COORDINATION OF WORKS

The first point of contact for the Contractor is the project leader of the Customer. To avoid mutual risks, all work must be carried out in consultation and after coordination with the project leader. In the case of extensive works, the Customer reserves the right to appoint a coordinator in addition to the project leader. The coordinator will then take over consultation and coordination with everyone involved or at risk.

If the Contractor carries out work that could put uninvolved people at risk, the work may only be started once the work location is secured in such a way that no other people could be put at risk.

The project leader must be notified of any hazards that may occur for uninvolved or untrained people so that they can arrange further measures such as involvement of RME site security or RME work safety if required.

RME has the ultimate authority and may stop works at any time or demand additional industrial safety measures if unacceptable risks to uninvolved people or to employees of the Contractor are observed.

Furthermore, for the purpose of monitoring or complying with occupational health and safety regulations, the Customer is entitled to examine all required documentation of the Contractor, for example risk assessments, safety data sheets, and evidence of trainings or instructions in accordance with the accident prevention regulations or other laws.

Certain works are only permitted after approval by the responsible department at RME. The project leader must be informed of these works in advance so that they can obtain approval from the responsible department before work is started. Work that requires this type of approval are:

- Welding, soldering, grinding and cutting as well as work with open flame, or handling of combustible or other dangerous materials. In these cases, the appropriate approval must be obtained from the fire protection officer.
- Work in confined spaces, tanks, pits, supply or waste disposal channels
- Work on fire extinguishers, alarm or warning systems
- Work in spaces that are protected by automatic fire alarm or extinguishing systems
- Removal of any type of safety devices
- Work on tanks and pipelines

- Work on or in the vicinity of electrical systems or in areas subject to radiation, fire or explosion hazards
- New connections/changes to the central electricity supply are only permitted after approval by the responsible department.
- Power cuts
- Use of hazardous substances or hazardous equipment such as lasers, x-rays or similar equipment
- Earthworks such as excavation of construction pits or shafts
- Work with cranes
- Work on automatically controlled equipment

4.4 ORGANIZATION OF THE WORKPLACE/BUILDING SITE

Organization of the workplace/building site and establishment of the traffic routes to or on the building site must be planned in coordination with the project leader, who will in turn coordinate with corporate security.

The organization of the workplace or building site must be arranged in such a way that nobody, including uninvolved people, are put at risk, for example through falling objects.

The workplace/building site must also be secured in the case of work stoppage.

Stored material and stacks must be set up, maintained and removed in such a way that no person is put at risk, for example by objects/materials falling down, falling over or flowing out. In the case of combustible materials outside of buildings, the materials must be kept 5 m from the building.

Roofing works: Roofs must be checked for their load-bearing capacity or the risk of breakthrough before they are stepped on, and may only be accessed after consultation with Facility Management.

Civil engineering works: Before the start of works, the location of supply and waste disposal pipelines must be checked with Facility Management. Driving piles or iron rods into the ground is generally not permitted. In cases where this is unavoidable for reasons of anchorage or similar, prior approval must be obtained from RME in each individual case.

Breakthroughs in walls or ceilings must be immediately secured using fire protection cushions or similar, and sealed in accordance with regulations after completion of works.

4.5 COMPANY EQUIPMENT

The use of RME-owned equipment, machines, materials etc., is only permitted with approval of the project leader and following coordination with the responsible department.

Any access of rooms or facilities and the driving or operation of vehicles, machines or equipment owned by RME is prohibited if it is not required for completion of the order or has not been approved.

4.6 HANDLING HAZARDOUS SUBSTANCES

The use of hazardous materials must be implemented in accordance with the applicable legal regulations. Safety data sheets and operating instructions must be maintained.

Hazardous substances may not be stored on RME premises or allowed to enter the sewage system or the ground. If this does occur, site security must be informed immediately.

4.7 WORKING ALONE

Working alone on *dangerous* works must be avoided. If emergency or exceptional situations occur where only one person is working, the risk must be assessed before works are started and supervision of the person must be ensured in accordance with the relevant accident prevention regulations. The coordinator must arrange this measure with corporate security.

4.8 SITE TRAFFIC

Driving and parking (only in designated areas) on the company premises is subject to the regulations of the Road Traffic Act. The maximum permitted speed is 20 km/h.

Traffic control measures must be complied with.

Inappropriately parked vehicles may be removed at the owner's expense.

Traffic routes, escape and emergency routes, restricted or turning areas, emergency exits, safety equipment (such as fire extinguishers, emergency showers etc.) and access routes to electrical equipment may not be blocked.

4.9 SIGNAGE

Prohibition and requirement signage on the company premises must be observed.

4.10 INTOXICATING SUBSTANCES

Use of alcohol or drugs is prohibited. Well-founded suspicion is adequate to establish a violation. The person concerned must leave the company premises immediately. No claims with regard to this can be made against RME.

4.11 ESSENTIAL OBLIGATIONS FROM THE GERMAN OCCUPATIONAL HEALTH AND SAFETY REGULATIONS:

The following reminds us of a number of essential obligations from the German occupational health and safety regulations. As established under Section 4.1, the German occupational health and safety regulations and requirements of the employer's liability insurance association must be complied with by all Contractors.

- Carry out risk assessments.
- Prepare operating instructions.
- Instruct employees.
- Only use suitable employees who have been trained for the respective work.
- Only use secure and tested work equipment that is suitable for the respective work.

4.12 IMPORTANT POINTS OF CONTACT:

If you have technical questions you are welcome to contact your project leader or the following agents directly:

- Site Security: Dennis Walter, -4425
- Fire Protection Officer: Dennis Walter, -4425
- Occupational Safety Specialist Bastian Ziehn, -1489

5 ENVIRONMENTAL PROTECTION

With regard to environmental protection, RME is certified in accordance with ISO 14001. We set ourselves very strict standards when it comes to environmental protection, and expect the same from our contractual partners. This includes compliance with all legal regulations, in particular with regard to waste, water protection, emission control and environmental law. It is therefore necessary to inform yourself about the procedures required by RME before starting any work on our premises. Always observe the following rules of conduct:

5.1 WASTE DISPOSAL

You are obligated to promptly and independently dispose of all your waste, such as packaging, at your own cost.

Please contact the Facility Management Department before disposing of hazardous waste such as oil, grease, oily rags, contaminated construction waste or contaminated tiles.

5.2 WATER-POLLUTING SUBSTANCES

Do not allow any water-polluting substances (oils, grease, solvents etc.) to reach the sewer system. Immediately inform site security (tel. 0421-1080 1111) if any such substances escape through leaks or any other accidents on the premises or in the buildings.

Take appropriate precautions when delivering or handling water-polluting substances. Use only suitable containers and transport methods.

5.3 WASTE WATER

In the case of cleaning work, it should be clarified with your contact person or Facility Management where the resulting waste water should be disposed.