

The "Works Regulations for Contractors" serve to protect the health and safety of both our employees, as well as the environment. The individual points must be strictly adhered to in the interest of our employees. By accepting the contract, the contractor acknowledges these works regulations.

### **1. General principles**

All relevant environmental and occupational health and safety regulations, professional association regulations, and generally accepted safety and occupational health rules, including the internal regulations applicable to our company, must be observed by you and your employees before, during, and after the execution of the contract.

The employees assigned to carry out the work in our company will receive thorough prior training based on these company regulations for external companies from their responsible managers (supervisors).

### **2. Entering the company premises**

- Your employees must always register at reception. The visitor regulations must be completed for each visit. Visitor badges will be issued at reception. Badges must be worn visible at all times.
- Entry is only permitted after registration and with the approval of the registration staff and is only permitted if absolutely necessary to perform work. Parking is only permitted in designated parking spaces or assigned areas. Fire department access routes must be kept clear!
- The rules of the Highway Code apply within the company premises.

### **3. Reception / start of work / instructions**

- Before starting work on the respective assignment, the receptionist must provide the location, start and duration of the assignment, and the name of the responsible Frerk coordinator. The staff will then notify the coordinator and agree on the next steps.
- Before starting work, your manager (supervisor) will receive comprehensive training from the coordinator regarding the location, instructions, company regulations, behavior on company premises, and potential hazards and stressors in your work area.
- Your supervisor is responsible for thoroughly communicating these instructions to your employees. If you commission other companies to carry out the work, you are also responsible for training their employees before they start work. Proof of these instructions must be provided upon request.  
***No employee may begin work on our premises without clear and appropriate training!***

### **4. General obligations**

- Please inform us of any disruptions or changes to your operations. Report to us any disruptions or irregularities that occur during the execution of your order.
- Coordinate daily work with the respective Frerk coordinator, taking into account operational possibilities and needs.
- The technical equipment, tools, and devices you use, especially ladders and scaffolding, must be in a safe, tested condition (as evidenced by a valid inspection sticker).
- All equipment used by you must be locked up or otherwise secured when leaving the workplace so that it does not pose a danger to persons or property.
- Employees operating industrial trucks, cranes, and aerial work platforms must possess a valid driver's license for the equipment to be used and a written authorization issued by us, which can be presented at any time during their work.
- Please make sure that your employees
  - always wear the necessary personal safety gear (safety glasses, safety footwear, safety helmets etc.),
  - Do not endanger themselves or others at work as a result of consuming alcohol or other intoxicating substances, such as cannabis. Employees suspected of being under the influence of intoxicating substances will be removed from the premises.
- Information about Frerk will be treated confidentially by your employees and may only be shared with third parties with our permission.
- Image and sound recordings are only permitted with the permission of the responsible department head.

### **5. Internal safety regulations**

- Our company's tools, equipment, facilities, and systems (including communications equipment) may not be used without our permission.

- Tools, equipment, etc. brought along may not be used without prior inspection by our qualified personnel. Defective equipment (including electrical equipment) may not be operated. They may be immediately removed from service by us.
- Material storage and stacking must be designed in such a way that they do not endanger occupational safety, production processes, transport, or traffic flow.
- Excavations, trenches, open canals, ground openings, etc. must be adequately secured everywhere.
- Comply with the general smoking ban.
- In the interest of your own safety, entering parts of the company that are not part of your area of responsibility is prohibited. By exception, access to other parts of the company may be permitted after consultation with the relevant department heads, provided this is necessary to fulfill the assignment.
- Mandatory, prohibition, and warning signs must be observed. They may not be removed or obscured.
- The marked escape routes and escape doors must be kept clear at all times. Markings must not be removed or rendered illegible.
- Firefighting equipment such as hydrants, looped fire water mains and corresponding information signs must not be covered, blocked or rendered unusable.
- When alarms are activated (including practice drills), the buildings must be evacuated immediately, heeding the instructions given.

## **6. Dangerous work**

Dangerous work must be announced separately and needs explicit permission from the Frerk coordinator. This includes in particular

- working with open flames (welding, cutting, burning) and flammable liquids,
- working on or near electrical systems.

A welding permit note must be filled in before performing any work posing a fire hazard "Erlaubnisschein für Frerk-Mitarbeiter".

## **7. Use of hazardous substances**

The use of hazardous substances must be avoided at all costs! If this is not possible, this must be reported to the coordinator, who will then determine the necessary protective measures with you. Upon request, the EC safety data sheet must be submitted to us.

## **8. Noise, dust, smell**

Disturbances caused by noise, dust, and odors must be avoided as far as possible through appropriate measures. If this is not possible, the coordinator must be notified in a timely manner.

## **9. Waste disposal**

You are responsible for the disposal of any waste generated during your work, unless otherwise agreed. In doing so, you must comply with the applicable local laws and municipal regulations.

## **10. Controls, infringements**

Strictly follow the orders and instructions of our managers/coordinators and our occupational safety officer.

In the event of safety violations, our managers/coordinators are authorized to:

- Order the cessation of work until the violation is remedied
- Exclude violating employees from further work
- Demand that unsafe work equipment be immediately removed from the company premises.

## **11. First aid and emergency measures**

Report all work-related accidents involving your employees to the relevant contact person. Regardless of this, you are obligated to comply with the legal reporting requirements in the event of a work-related accident.

In the event of accidents, among other things, you can use our services. By calling 112 or 210 (reception) and describing the incident, we will arrange the necessary assistance.

## **12. Support**

In addition to the support provided by the coordinator, the occupational safety specialist will assist you with any questions you may have regarding occupational safety.