

Safety instructions for external firms

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1. General

These safety instructions are an integral part of the contract between Aug. Winkhaus GmbH & Co. KG, Hessenweg 9 and each contractor (hereinafter referred to as the Contractor), if the Contractor has entered the premises of Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, 48157 Münster for the execution of work.

The Contractor undertakes to observe and comply with all operational and legal regulations, guidelines and standards relevant to the performance of their work.

By accepting the order, the Contractor declares that only sufficiently qualified personnel will be deployed in compliance with statutory, professional and other regulations.

The safety instructions essentially serve to guarantee occupational, operational, plant and environmental safety. It is binding for the Contractor, their employees as well as all subcontractors commissioned by them and their employees and must be complied with wholly. Violations of these provisions constitute a violation of contractual agreements and may lead to, among other things, a reduction in agreed remuneration, termination of the contractual relationship or claims for damages.

The safety and environmental policy of Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, demonstrates our compliance with all relevant laws and regulations. We therefore expect that the companies commissioned by us and all those working on our premises comply with the same safety and environmental standards as we do.

Any safety signs and notices displayed on the premises of Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, must be obeyed.

The consumption of alcohol and/or other intoxicating substances is strictly prohibited on the entire premises. It is also forbidden for persons under the influence of alcohol or other intoxicating substances to enter the company premises.

Smoking is only permitted in designated smoking areas.

While on the premises of Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, at least the following personal protective equipment must be provided:

- **Minimum safety shoes: S1**
- **Hearing protection**
- **Safety glasses**
- **Tight-fitting long work clothes**

Further equipment may be required depending on the activities carried out.

2. Important phone numbers

Support with:	Function	Telephone
Reporting of injuries, accidents, fire incidents etc.	Shift supervisor / first-aid giver	
	Herr Paul Beudel Head of Production	5141
	Herr Thomas Hahn Sifa	5450
General safety questions	Herr Thomas Hahn Sifa	5450
Environmental matters, handling of waste, transport and handling of hazardous substances	Herr Thomas Hahn Sifa	5450
General maintenance	Herr Matthias Eicher Head of Maintenance	5302
	Herr Thomas Voß Qualified Electrician	5375

3. Who to alert about accidents or disturbances

Employees of the Contractor who discover a potential disruption or hazard are required to report it to the responsible person.

In particular, the following incidents must be reported:

- Injuries,
- material damage,
- environmental damage (release of substances and associated hazards and nuisances),
- fires,
- disruptions of all types

For later investigation of the cause of the accident, the site of the accident must be left unchanged as long as this does not impede the rescue of persons and no securing is necessary to avoid further damage.

4. Works premises

At the beginning/after completion of work on the premises of Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, any workers must sign in/out at the reception area at the main entrance.

The reception shall notify the coordinator for the job to be completed that the Contractor or their employee has arrived and this person shall then pick them up at the reception and take them to the workstation. **Other parts of the company may only be entered on agreement with or accompanied by the coordinator.**

The coordinator shall also be informed by the Contractor about the start of work, interruptions to work, work outside normal working hours (e.g. evenings, Saturdays) and when the work ends. **In addition, the coordinator shall be informed of any disruptions to the operation that may occur.**

5. Company vehicles and traffic rules

Driving on the premises and in buildings with cars and lorries is only permitted in agreement with the coordinator and at your own risk. Vehicles that drive on the premises may only be driven or operated by suitably trained persons who have been instructed to do so in writing by their company. **Anyone operating cranes, forklifts and lifting platforms, must provide a copy of the relevant authorisation certificate.**

The road traffic regulations apply on the entire company premises (exception: forklifts always have right of way!) and a speed limit of 6 km/h.

All access roads and especially emergency exits must be kept clear at all times.

6. Environmental protection

6.1. Dealing with dangerous substances

Operating instructions have been drawn up for handling all types of hazardous substances on the basis of safety data sheets and risk assessments for all hazardous substances in the company.

Employees of external companies who work in areas with hazardous substances must be instructed in this regard by the Contractor before commencing work.

When handling hazardous substances, the relevant legal regulations such as the Hazardous Substances Ordinance (GefStoffV), REACH and the corresponding regulations for hazardous substances (TRGS) must be complied with by the Contractor or its employees.

Hazardous substances brought onto the premises may only be transported and stored in sufficiently marked original containers. In addition, any hazardous substance must be accompanied by a corresponding operating manual, which must be presented at any time upon request.

Handling water-polluting substances is only permitted if they are absolutely essential for carrying out the task. Water-polluting substances may neither be discharged into the sewer system nor used in unsecured floor areas. If a water-polluting liquid escapes, it must be immediately absorbed with suitable binding agents and the coordinator informed. Appropriate precautions must be taken or contingency measures prepared before starting work. No washing procedures must be carried out on the premises of Winkhaus GmbH & Co. KG, August-Winkhaus-Straße 31.

Gas cylinders must be secured with suitable lifting gear to stop them falling over.

6.2. Dealing with waste

Waste should be avoided. Unless otherwise agreed with Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, the person causing the waste is responsible for the disposal of the waste it produces. Waste that is disposed of by Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, must be separated accordingly and disposed of in the containers provided. Waste is separated as follows:

- Metals
- Paper and cardboard
- Residual materials and commercial waste for recycling

Construction waste and excavated soil, if any, must be disposed of by the Contractor in a professional manner in accordance with waste disposal laws.

7. Carrying out tasks

With the submission of an offer, but at the latest before the work is carried out, the Contractor shall prepare a risk assessment for the specific application and, upon request, shall make it available to Aug. Winkhaus GmbH & Co. KG, Hessenweg 9.

Only the allocated storage areas, supply and disposal facilities may be used. After the work has been carried out, the working areas must at least be swept clean or handed over in the agreed condition.

Applicable legal regulations and accident prevention regulations regarding the equipment and systems used must be observed at all times.

After completion of work on buildings, systems or machinery, a final inspection and approval shall be carried out with the coordinator. In particular, care must be taken to ensure that the safety equipment concerned still functions properly.

8. Working with danger of falling

In the case of work involving a risk of falling, the Contractor must take suitable safety measures before commencing work. All protective measures must be designed according to the T-O-P principle. PPE must be used as a secondary measure in case of falls. Before starting work, all protective measures must be checked again for obvious defects; only tested work equipment may be used.

PPE against falls from a height must be used as a restraint system for all work on roofs.

When working on large-scale jobs with a risk of falling, Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, must be provided with a safety plan before work is commenced.

9. Using devices, tools and machines

Unless otherwise contractually agreed, the Contractor will normally provide all machines, operating aids, etc. required for carrying out the work itself. The tools, machines and devices used by the Contractor at Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, must comply with the applicable regulations. Devices/equipment subject to inspection must be inspected and marked in accordance with the relevant regulations.

When welding or working with grinding and cutting machines in areas at risk of fire or explosion, the respective release certificate for fire-risk activities must be obtained from the coordinator before commencing work.

Equipment (e.g. ladders/steps, crane, lifting equipment...) belonging to Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, can only be used if instructions have been given. The Contractor must also carry out a visual and functional check before commencing work. Work equipment with an expired quality inspection or visible defects may not be used and must be reported to Aug. Winkhaus GmbH & Co. KG, Hessenweg 9.

10. Working on electronic systems

If the electrical current needs to be switched off for the performance of the activity, this must be requested early on in order to be able to make appropriate arrangements with the production sites in good time. Only Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, may switch the power on or off.

11. Fire protection

Welding, burning, cutting, soldering and grinding work as well as roofing work with an open fire carried out by the Contractor is only permitted if a fireguard and fire extinguisher are provided, as well as a signed release certificate for fire-hazardous activities. Before starting activities with open fire, the coordinator of Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, must be contacted.

12. Data protection and confidentiality

All information related to work activities of Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, and its business partners must be kept confidential and not disclosed to third parties.

Personal data collected and processed in the course of work activities at Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, must not be used or made available for any other purpose except for the task at hand.

Whilst on the premises of Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, the photographing, filming and making of sound recordings as well as other copying of documents belonging to Aug. Winkhaus GmbH & Co. KG, Hessenweg 9, and its affiliates is only permitted with the coordinator's express approval.

