

Safety regulations

General information for external companies / External contractors at RESRG AUTOMOTIVE locations

The contractor undertakes to comply with all applicable, legal stipulations, accident prevention regulations and RESRG AUTOMOTIVE safety regulations. The contractor is responsible for training his personnel.

Applicability

This health and safety information is applicable to external companies and contractual companies on the plant premises of RESRG AUTOMOTIVE.

General information

The instructions of the RESRG AUTOMOTIVE contact person are to be adhered to: **RESRG AUTOMOTIVE represented by responsible coordinators and contractors evaluate whether it is a case of putting each other at risk, establish inter- faces and if required, specify the safety measures in writing** = risk assessment.

Furthermore, the Contractor must present a currently valid risk assessment for the work at RESRG AUTOMOTIVE when signing the document.

RESRG Automotive has the right to request a current risk assessment at any time. Safety equipment must not be taken out of action or bypassed.

Accidents, damages, environmentally relevant incidents are to be communicated to the client immediately.

This does not comply with additional, legal reporting obligations.

Escape and rescue routes and emergency exits are to be kept free at all times and in every situation.

The person responsible of the external company undertakes to ensure that persons deployed by the company on construction sites and installation sites have a social security card on them in accordance with the pertinent stipulations.

Personal items not required for work must not be taken into the company. Electric heating units, wireless or television apparatuses or other dangerous, distracting objects are forbidden in particular.

Distributing printed matter, circulation lists, questionnaires and similar items as well as carrying out collections of any kind are only allowed with the consent of the board of management.

Briefing / induction

The client/coordinator shall brief the person responsible of the external company location and task-specifically about the project prior to starting work for the first time based on the safety regulations and hands over a copy to him. This briefing is to be repeated as a minimum once per year.

The person responsible of the external company confirms the briefing in writing. In doing so, he undertakes to brief all employees he is in charge of at RESRG AUTOMOTIVE for the work location and work-specifically prior to starting work for the first time - and following this, at least once per year - based on these safety regulations. The inductions are to be documented in writing.

Qualification

The workforce must be trained in using the devices and work equipment. Proof of qualification must be available (e.g. forklift and crane certificate or proof of competence) and / or the relevant commission was granted by the client or operator.

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Coordinating work (coordinator)

The coordinator coordinates the work by taking into account the issues of works protection, fire protection, property management, health and safety and other specialist departments in order to prevent putting each other at risk. This employee possesses managerial authority towards you in this regard. The measures instructed by him are to be maintained for the duration of the work. The coordinated measures to avoid putting each other at risk shall be agreed in writing.

Approvals

Prior to starting work on machines, e-devices etc. (production / building services), as well as work in containers on pipes and pressurization systems, a written approval of the work must be available from the operator. Additional permits such as driving permit etc. always have to be available in writing. Dismantling, welding, cutting, drilling and caulking work etc. on units and buildings must only be carried out after approval by the client or operator. A “permit for carrying out flammable work” always has to be present at the workplace for this.

Confidentiality

You are obliged to keep all company and business secrets confidential both during the duration of your work as well as after its completion.

Documents, drawings, papers, copies etc. must not be removed from company and business rooms, duplicated nor made accessible to unauthorized persons without the permission of the board of management

Identity card

The contractor reports to the RESRG AUTOMOTIVE contact person prior to starting work and receives an identity card, which always he always has to carry visibly on him or must be presented upon request. After completion of the project, it is signed out and if required, the identity card is returned.

Photo and film recordings

It is generally not allowed to make recordings of plant equipment and working methods. A special permit is required for photo and film recordings.

Fire protection

Hot work is generally to be reported to the RESRG AUTOMOTIVE contact person prior to the start and is approved by a permit (see approval section).

The contractor has to obtain information about the local evacuation signals and always observe them immediately. In this case, it is necessary to meet at a designated assembly point.

It is only allowed to smoke in designated areas.

The function of fire doors or fire barriers must generally not put out of action. Suitable replacement measures have to be put in place if work required (such as e.g. repairs) has to be carried out. Open firewalls must be fitted with e.g. mobile fire protection pillows until they can be closed according to specifications.

The external company has to ensure that traffic areas, escape and rescue routes, fire protection and emergency equipment generally has to be kept free. Tripping, slipping and bumping risks have to be identified with suitable means.

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Conduct during accidents, environmental incidents or fire

All work is to be immediately stopped on hearing the alarm and as safe as possible a condition (switching of machines etc.) is to be established and it is to be proceeded to the assembly point immediately without using lifts.

Should you or our co-workers suffer an accident or if a fire breaks out, observe the instructions of the coordinator.

Special risk areas

Special risk areas (e.g. explosion areas, silos, electric switchboard plants) must only be accessed following previous induction. Observe the relevant identifications and liaise with your contact person.

Vehicle traffic

Vehicles must only drive on the premises or be parked there after approval from the RESRG AUTOMOTIVE contact person. Vehicles have to keep within the marked driving routes and specified speed limits and pedestrians have to keep within the marked walkways. Plant traffic and rail vehicles have the right of way: it is absolutely necessary to watch out for each other.

It is forbidden to drive in a vehicle without seating. Only a responsible RESRG AUTOMOTIVE employee is able to allocate RESRG AUTOMOTIVE-owned vehicles.

Order and cleanliness

Order and cleanliness in all departments are the prerequisite for successful health and safety at work. The external company always has to keep the working area clean and in an orderly manner. The area has to be thoroughly cleared at the end of every working day. The area has to be handed over after having been swept with a brush after completion of the work.

Alcohol and drugs / smoking

The use of alcohol and other intoxicating substances poses an accident risk. It is therefore forbidden to bring them onto the premises and consume them during the working time including breaks. It is only allowed to smoke in designated areas.

Tools and plant equipment of external companies

Only checked work equipment must be used. Tools, machinery, vehicles and other equipment must be clearly identified as property of the external company.

Plant-internal equipment

Tools and plant equipment must be used carefully and only to be used according to specifications. The use of plant-internal equipment, machinery, materials etc. is only permissible with the consent of the responsible specialist department and/or coordinator.

The use of machinery & equipment, tools, industrial trucks, ladders etc. requires prior consent of the contact person/ coordinator and/or operator.

Electric plant equipment

If work is to be carried out on or near units or equipment conducting electricity, the responsible specialist department has to be involved in any case, which decides regarding relevant measures. It has to be applied

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for in good time for switching off the electric current in order to be able to liaise with the production departments in a timely manner. Switching electricity on and off or the assembly and dismantling the protection must only be carried out by the person in charge of the RESRG AUTOMOTIVE electrical department. Working on all RESRG AUTOMOTIVE equipment on one's own initiative is forbidden.

The electric construction site distributors used must meet the state-of-the-art and applicable regulations (VDE). Only checked electric means of production must be used.

Media connections

The external company must not use any media connections (electricity, water, compressed air etc.) to carry out their work without consent from the client or operator.

Safety devices

The use of machinery, equipment and units not in line with specifications as well as bypassing safety devices is forbidden.

Load-bearing capacity of ceilings, racks etc.

The load-bearing capacity (e.g. ceiling load, rack load, lifts and lifting equipment) must not be exceeded during transport or storage. It is to be coordinated with the coordinator.

Cleaning and maintenance

Cleaning and maintenance is to be carried out when machines are switched off and to be secured against re-starting. If machine components have to be moved or transferred during cleaning / maintenance, this is to be coordinated with the operator of the unit from RESRG AUTOMOTIVE beforehand.

Elevated working positions

The external company has to use suitable and checked aids for working at heights (scaffolding, aerial work platforms etc.) and to ensure that they are installed as well as used according to specifications. Personal protective equipment (safety harnesses etc.) is to be used according to specifications if a risk of falling exists. In addition to this, the contractor has to ensure that only trained personnel is used for this work. The work area is to be locked and identified according to specifications.

Ladders, scaffolding and aerial work platforms

Ladders, scaffolding and aerial work platforms have to be equipped according to specifications and must only be used for their intended use. An inspection certificate of a qualified person must be available for approving scaffolding.

Dangerous work on one's own

Dangerous work on one's own generally has to be avoided. In emergency or exceptional cases, the external company has to coordinate the work with the coordinator and put suitable replacement measures in place.

Working within the cruising range of crane units

The responsible operator is to be informed about work in the cruising range of crane units as well as about the scope of the work. Work must only be commenced after the work area has been secured following coordination with the responsible operator (e.g. locking the main crane switch, mechanical limit stops).

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Noise

If particularly loud, unavoidable noise disturbances arise during work (e.g. exceeding 85 dB (A)), you have to point this out in a timely manner to be able to specify relevant measures (e.g. distributing ear protection, suitable working time) to be specified.

Handling hazardous substances

The utilization, storage and use as well as disposal of hazardous substances is to be coordinated beforehand with the coordinator. RESRG AUTOMOTIVE reserves the right to not approve or dispose of specific substances. Breaches will be invoiced. When handling hazardous substances, the relevant risk information (H-sentences) and safety advice (P-sentences) are to be observed. In addition to this, the pertinent stipulations of the Hazardous Substances Ordinance are to be complied with. Hazardous substances (e.g. cooling agents, color or lacquer residue, solvents, oil) must not reach surface waters, ground or sewers under any circumstances.

Air contamination

The responsible person of the external company has to ensure by means of suitable measures that air contaminations such as e.g. harmful substances, dust, smoke, soot, vapors, odorous substances are largely prevented, however, at least permissible limit values are not exceeded. The external company is responsible for providing the proof.

Additional protective measures

The client reserves the right to apply protective measures exceeding the legally required ones or to inform the external company of their own protective requirements.

Sub-contractors

If the external company uses sub-contractors, the client has to consent to this. The external company has to instruct the sub-contractor.

Questions regarding health and safety

If uncertainties exist regarding health and safety/safety questions, please contact the RESRG AUTOMOTIVE coordinator. If required, you can view existing regulations.

Completion of work

A final inspection is to be carried out after completing work on units or machinery. When doing this, it is to be borne in mind in particular that affected safety-technical equipment works according to regulations again.

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Breaches

The client reserves the right to have work stopped immediately in the event of breaches against legal or internal regulations. The expectations described below regarding safe working conditions are to be complied with. The client has to ensure that they have been read and understood.

Perilous conduct		Location must be left immediately
Attachment 1	Working at heights without fall protection	
2	Violent or threatening conduct	
3	Misuse of equipment etc.	
Attachment 4	Possession of alcohol or intoxicating substances or under the influence of alcohol or other intoxicating substances	
5	No barrier when transporting heavy loads	
6	Transport of heavy loads without suitable aids	
Conduct with a high probability of causing an accident.		Written warning and information that the location may have to be left if required
7	Starting a job without safety induction	
8	Starting a job without required risk assessment nor training regarding it	
9	Starting a job without required permit for roof work, hot work, work in closed rooms.	
10	Unauthorized disposal of waste (chemicals, powder, oil ...)	
12	Use of ladders as working platforms	
13	Work on scaffolding, which has not been erected nor accepted according to stipulations.	
14	Carrying out jobs without (if required) having secured machines and equipment against re-starting.	
15	Reckless driving of forklifts, any type of vehicle	
16	Driving without belt	
17	Driving without a driver's license	
18	Smoking outside designated smoking areas	
Conduct with a probability of causing an accident		Verbal warning
19	PPE not worn according to specifications (e.g. helmets in designated areas)	
20	Failure to comply with the agreements made prior to starting a job.	