

Site rules

For visitors, contractors and their employees

Introduction

- As a visitor or contractor of the company BLANCO you are obliged to maintain all employment, health, environmental and fire protection measures in order to avoid personal and material damage as well as other dangers.
- You must observe the general guidelines and instructions of this code of practice as well as the specific operating, testing, procedural and safety rules and the relevant legal regulations. You are obliged to follow the instructions of your contact partner i.e. client.
- Contractors must employ suitable staff to supervise and, if necessary, to train other staff to carry out the work. The contractor is responsible for ensuring that their employees' behaviour respects the safety regulations and is environmentally-friendly. Before their first working day, the staff must be informed of any changes to the site rules and regularly (at least once a year) trained by the employer using the site rules.
- The contact partner/client can immediately deny violators access to the work place, building site i.e. business premises.
- In addition to these site rules, there are other specific regulations which must be observed. You can find more information on this at the gate/reception.

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Refuse

- Packaging waste must be disposed of in accordance with the contractor's packaging regulations. In the event of a violation of this, the client is entitled to charge the contractor with the costs resulting from this. Should there be additional waste, its disposal must be agreed upon with the client and, if necessary, with the environmental protection representative in advance.

Alcohol and other intoxicating substances

- Persons who, as a result of consuming alcohol or other intoxicating substances are not capable of carrying out their work without being a hazard to themselves or others, are not permitted to enter the business premises i.e. are denied access to the business premises!
- Alcohol and other intoxicating substances may not be consumed on the premises of BLANCO.

Sign-in/sign-out

- When entering or leaving the company premises, sign-in or out at the gate/reception. The visitor card and / or visitor ID must be visible. At the end of the event, visitor cards (if issued) must be handed back signed.
- Visits to areas which have not been approved by the employer are not permitted.

Work permit

- The contractor is obliged to only employ staffs who possess a valid work permit. Violations of this can cause BLANCO to take legal action.

Occupational safety, Safety regulations

- The accident prevention regulations of the Berufsgenossenschaft Metall Nord Süd (Employer's liability insurance association North/South) and the Berufsgenossenschaft Handel und Warendistribution (Employer's liability insurance association for trade and goods distribution) apply on our business premises. The operational safety regulations must be observed.
- Markings and signs in the company e.g. prohibitive and danger signs, warning signs, rescue and first aid signs must be observed and may not be removed.
- The required personal protective equipment (e.g. eye, hand or feet protection) must be provided by the contractor and must be worn!
- Working devices, machines and tools must be in an appropriate condition and must be used in accordance with the regulations.
- Only qualified persons are permitted to use of BLANCO devices and machines i.e. systems with the agreement of the technical department. Protectors may not be disabled. Each device must be checked before it is used to ensure it is safe to use.

- Work on or in systems i.e. a system component, which are not included in your area of work, requires the prior consent of a person responsible for the system. This particularly applies to electrical systems.
- Switching operations (including test switches) on all technical installations when restarting the systems may only be carried out after approval from the BLANCO member of staff responsible.

Sites, servicing and cleaning work

- Building site facilities (trailers, containers etc.) must be in accordance with the relevant safety regulations and may only be assembled in assigned areas.
- Work in containers, dumps, drains, sewers etc must be carried out in accordance with the previously specified safety measures.
- Before beginning any earth work, the situation conditions must be discussed with the construction management or our coordinator (to be asked for when accepting the contract), due to possible damage to underground supply and waste disposal pipelines or facilities. Unexpected drawbacks discovered during the work are to be reported immediately.
- The storage of construction materials and the erection of temporary structures, building site trailers or containers require the prior consent of the client.
- Extracting site water, compressed air and electricity is only permitted with the prior consent of the construction management or another person responsible.
- Sites, dumps, drains, holes in the ground and such like are to be constantly protected so that nobody is injured. This particularly applies before leaving the place of work. The hazardous area must be covered, made inaccessible or protected in another way.
- Only bring materials, machines and tools with you which you require to carry out your job. This should be labelled in your own interest.
- Ladders, working platforms, scaffolding etc. must be purchased in perfect condition and used in accordance with regulations. Proof of the last safety-related test must be attached to work equipment. The period for review must not be exceeded.
- If there is a danger of falling, special safety-related precautions must be taken e.g. work with safety belt and suspension line. The surroundings of high level work stations must be protected. Persons may not stand under these areas while work is being carried out. Work on external facades and high level work stations must be carried out with mobile working platforms. Leaning out of windows is forbidden.
- When using cartridge-firing studders, all relevant safety precautions must be taken. It is essential to ensure that nobody stops in the danger area, especially not next to or behind the actual working area.

- Crane systems, industrial trucks, mobile working platforms and similar facilities may only be operated by responsible employees with the appropriate proof of qualification.
- The heating of working areas and lounges is only permitted after prior agreement with the client. The use of heating devices with open spirals is forbidden.

Fire protection

- Before beginning work with an open fire (e.g. welding, cutting, separating, soldering, grinding, moulding, melting, thawing, heating, flame and tarring work a written approval (permit) must be obtained from the responsible coordinator (supervising official) or from the construction management. An open fire may never be left unattended!
- Our entire site is monitored by a fire alarm system. Therefore, the **coordinator** must be informed of all work which produces dust, smoke, damp or sparks before beginning the work. In the event of fire alarms being set off due to negligence, we reserve the right to charge the person responsible for this for damages.
- The contractor must ensure they have read up on any possible explosion hazards before beginning the work. Only approved devices may be used in explosion protection zones. In Sinsheim, work in explosion protection zones may only be carried out after they have been measured with the EX-OX meter. Mobile telephones must be switched off in these areas.

Vehicles and objects on the industrial premises

- The company regulations on bringing vehicles, tools, devices, machines and the like on to the premises must be observed.
- Objects which are stored or set down on a surface must be secured against falling down.
- The road traffic regulations apply on our industrial premises, sites and parking areas. Everyone must be cautious and considerate.
- Hindering internal traffic must be avoided at all times. Parking vehicles and placing down objects of any type at fire service access roads and escape routes is forbidden. Other routes must be kept as clear as possible.
- Parking in front of hydrants, entrances, gates and other similar narrow routes is not permitted.
- The client must be informed of any traffic accidents.

Taking photographs

- In principle, the use of recording devices including cameras on mobile telephones for image and sound is banned. Recordings by customers and suppliers must be approved by the business management (represented by the site manager). Recordings as a basis for tender preparations by fitters or maintenance staff may only be made with the prior consent of the client and in the presence of a person named by ourselves.

Hazardous substances

- Hazardous substances may only be used and stored with the prior consent of the client i.e. the environmental protection representative. The safety data sheets must be carried along and made available on request.
- Hazardous substances must be handled as little as possible. Specified protective measures for humans and the environment must be strictly observed. BLANCO reserves the right to demand the use of harmless substances i.e. to impose a ban on the use of a hazardous substance.
- Read up on which hazardous substances you could come into contact with at BLANCO before beginning work..

Canteen

- You are welcome to make use of our current offers for the duration of your activities in our works.

Coordinator

- In order to avoid endangering both the contractor's and client's staff, the work must be agreed upon with our coordinator before the employment starts. Our coordinator is authorised to instruct you as regards questions concerning occupational, health, environmental and fire protection. If your coordinator has not yet been named, then you must contact your client. Before beginning employment, the contractor must name his coordinator to the client.

Emergency measures

- There are visible signs in all buildings showing what to do in an emergency.
The contractor must inform his staff about the emergency escape routes, assembly points and emergency signals

Order and cleanliness

- The work place i.e. building site must always be kept in a clean condition and must be tidied after the work has been completed. Do not leave any tools, waste materials and other refuse lying around.
- Lock away your work equipment and store away your material. BLANCO is not liable for loss.

Staff and vehicle spot checks

- Our doormen/security workers are instructed to carry out checks at the entrances and exits.
This also includes loading areas and boots. For good reason, staff and vehicle spot checks are carried out which cover bags and containers being carried in and out. If there is a strong feeling of suspicion, the clothing can also be checked.

Persons under 18 years old

- Trainees must be supervised when working on our industrial premises.
- Other persons under 18 years of age are not permitted on the business premises. If this cannot be avoided, the form "Presence of persons under 18 years on the premises" must be signed. This is only possible after prior approval from and under the exclusion of liability of BLANCO.

Smoking ban

- A **smoking ban** exists in all BLANCO buildings. Only the areas which are designated smoking zones are exceptions to this. This also applies in reconstruction work.
- A **complete smoking ban** exists on open spaces in the areas surrounding flammable substances, liquids and gases, even without any particular designation, and in the areas marked with floor markings or signs.

Material damage – reporting material damage

- Damage to BLANCO property and facilities caused on our business premises must be immediately reported to your coordinator, the construction management or your contact partner. In this respect, it is irrelevant who caused the damage.

Environmental protection

- Legal requirements such as those stipulated in the Water Resources Act, in the Recycling Management and Waste Disposal Act and in the Federal Immission Control Act with their rules and regulations, must, of course, be observed without limitations. For violations and civil and criminal consequences resulting from this, it is the person responsible for this who is liable.
- Water-polluting substances cannot end up in the sewage system or in our waste water management systems. The person responsible for environmental protection must be informed of the use of such substances. This also applies to work in which emissions such as hazardous dust or gases or noise can occur.
- The business and environmental principles of our company must be observed and complied with!

Accidents

- In the event of accidents on our business premises which require medical attention, our safety specialist, the client and the coordinator must be informed immediately. Our first-aid rooms, first-aiders, medics and the company physician are available on request.

Access authorisation

- Entering industrial premises where work is not necessary in the framework of the work order is forbidden!
- Particularly susceptible areas e.g. with electronic access controls, are protected and may only be entered with expressed approval and accompanied by authorised employees.

Important internal numbers

Emergency call	112
Works physician	07045 / 45 - 67315
Fire protection	0151 / 125 426 31 (0 172 / 62 38 506 or 0 172 / 74 52 366)
Environmental protection	0 172 / 63 68 86 or 0 151 / 12 54 26 35
Occupational safety	0 151 / 12 54 26 31 or 0 172 / 63 68 086