

Safety regulations for external companies

With this safety regulation the plant safety is newly regulated. The former regulation dd. 30.09.2005 (PFM-SE) is hereby invalidated.

I) General regulations

§ 1 Scope of application

1. The safety regulations apply to employees of external companies (external personnel), their organs as well as employers who employ their own employees (external personnel) for work on the premises of Alfred Kärcher SE & Co KG including the Kärcher subsidiaries KVD, KFT, Ringler, Woma, etc. (KÄRCHER).
2. External companies are natural or legal persons who have no corporate relationship with KÄRCHER.
3. These safety regulations apply to all KÄRCHER locations in Germany.

§ 2 Coordination of work

- 1) If "coordination of work" is required to avoid mutual hazards in accordance with §6 of the Accident Prevention Regulation BGV A1 "Principles of Prevention", a coordinator must be appointed in writing in consultation with all parties involved.
- 2) The persons responsible for the external companies during the work must be notified in writing to the client or the coordinator before the work is started. The use of subcontractors does not release the external company from its overall responsibility. The address data of the external company, of the subcontractors commissioned by it and the name and telephone number of a contact person on site must also be communicated to the responsible coordinator.
- 3) The stay is only permitted in those areas which are specified for the performance of the work, additionally the break areas.

II) Prevention against accidents

§ 3 Fire protection

- 1) External personnel are obliged to contribute to the prevention of fires by taking appropriate preventive measures.
- 2) Existing safety equipment, e.g. fire extinguishers, hydrants etc. must be kept freely accessible at all times. Their use is reserved for emergency cases only. Completely or partially emptied fire extinguishing equipment can't be returned to the storage place. The responsible coordinator must be informed about their use. If no fire extinguishing equipment is available in the nearest area, the external company must provide this equipment by itself.
- 3) If work with fire hazards is required, the appropriate permit (permit for work involving fire hazards) must be obtained in advance and handed in at the main gate. The original of the permit will be handed over to the external personnel entrusted with the inflammable work. The activities may only be started after presentation of the signed permit.
- 4) Any steam, fog, smoke or dust generating activity in the direct proximity of fire alarms must be cleared with the responsible coordinator. If necessary, a shutdown of the corresponding detector line in the work area shall be initiated by the main gate. In addition, protection against "soiling" must be fitted to the detector. In this case, a permit for work involving a fire hazard must also be completed. If fire hazard work is not registered, the contractor will be charged the costs of a false triggering of the fire alarm system.
- 5) It is forbidden to block fire protection doors in any way of their functionality: particularly, they can't be blocked, tied or fixed.
- 6) External personnel are obliged to contribute to the prevention of fires by taking appropriate preventive measures.
- 7) Existing safety equipment, e.g. fire extinguishers, hydrants etc. must be kept freely accessible at all times. Their use is reserved for emergencies only. Completely or partially emptied fire extinguishing equipment can't be returned

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to the storage places. The responsible coordinator must be informed about their use. If no fire extinguishing equipment is available in the direct proximity, the external company must provide this equipment by itself.

- 8) If inflammable work is required, the appropriate permit (permit for inflammable work) must be obtained in advance and handed in at the main gate. The original of the permit will be handed over to the external personnel entrusted with the work involving fire hazards. Work may only be started after presentation of the signed permit.
- 9) Any steam, fog, smoke or dust generating activity in the immediate vicinity of fire alarms must be coordinated with the responsible coordinator. If necessary, a shutdown of the corresponding detector line in the work area shall be initiated by the gate. In addition, protection against "soiling" must be fitted to the detector. In this case, a permit for work involving a fire hazard must also be completed. If fire hazard work is not registered, the contractor will be charged with the costs of a false triggering of the fire alarm system.
- 10) Fire protection doors must not be impaired in their functionality; in particular, they must not be wedged, tied or fixed.

§ 4 Safety training

- 1) The contractors are responsible for the general safety training of their employees and for informing their employees about the content of these safety regulations. Furthermore, they are responsible for the safe execution of the assigned work and the safety of the workplaces.
- 2) If the external company subcontracts work to subcontractors, they must also be obliged to comply with the relevant regulations and observe the safety regulations for external companies.
- 3) Each instruction must be documented in writing. The corresponding proof must be presented to KÄRCHER on request. Employees who have not been instructed are not allowed to work on KÄRCHER's premises.

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- 4) If special safety training is required due to special features of the company premises or the specific work, KÄRCHER will carry out this training. KÄRCHER will inform the external company which of its employees have received the special safety training. The external company undertakes to only employ those employees on the KÄRCHER premises, who have received the special safety training (Appendix 4). This is the instruction(s) for a safe behaviour at this workplace/area/interface to other trades and only for this order.

§ 5 Personal protective equipment (PPE)

- 1) Suitable personal protective equipment must be worn on the entire KÄRCHER premises in accordance with the accident prevention regulations.
- 2) The protective equipment must be provided by the external company and must comply with the current occupational safety regulations.
- 3) The external company must instruct its employees to wear the personal protective equipment and to monitor the implementation of the protective measures and, in the event of violations, to take steps to ensure that they are observed.
- 4) KÄRCHER is entitled to expel external personnel without sufficient personal protective equipment from the company premises.

§ 6 Personal suitability of the external staff

- 1) The external company undertakes to send only employees to KÄRCHER's premises that have the personal aptitude required for the work commissioned. This includes in particular the fulfilment of the health requirements and the necessary training.
- 2) Proof of the appropriate training must be provided on request.
- 3) Furthermore, the external company undertakes to send only employees to the KÄRCHER premises who can understand and follow verbally given instructions, especially warnings etc. of KÄRCHER employees. Otherwise a

contact person must be named who will explain these instructions, especially warnings etc., before the start of work.

§ 7 § 7 Vehicles driving on the premises

- 1) We allow on KÄRCHER's premises only those vehicles, which are approved for general road traffic and are safe to drive on. Traffic safety must be proven by a corresponding certificate from the responsible authority (e.g. TÜV sticker, UVV).
- 2) Vehicles may only be driven on the company premises by persons who have the appropriate driving licence and meet the health requirements for driving the corresponding vehicle. Driving licence and health requirements certificate must be shown when requested by the plant security or the coordinator. Copies of the relevant certificates must be sent to the responsible coordinator before starting work. The 0 % alcohol limit for driving vehicles on the company premises applies. It is prohibited to drive vehicles if the blood alcohol concentration of the driver is above this limit.
- 3) Escape and rescue routes must be kept clear at all times.
- 4) Blockades of traffic routes, if necessary for the execution of work, must be reported to the plant security before the activities started. The external personnel must mark the closure of the traffic route with the appropriate equipment and sufficiently secure the area.

§ 8 Working and operating equipment

- 1) Objects, materials, tools etc. brought along (working and operating materials) must comply with the applicable standards and regulations. They must be secured against unauthorised use and theft by the external company.
- 2) KÄRCHER reserves the right to inspect construction and assembly sites, installed devices and accessories as well as material at any time and to furthermore prohibit their use if valid safety regulations are not observed.
- 3) The external company is obliged to regularly check the work and operating equipment brought in and these must also comply with the valid regulations.

§ 9 Safety of construction sites

Construction sites must be secured and fenced in accordance with the currently applicable accident prevention regulations. In particular, it must be ensured that

- unauthorised persons cannot enter hazardous areas,
- persons cannot fall in,
- persons cannot be endangered by falling objects,
- persons are not endangered or harassed in any other way.

III) Environmental protection

§ 10 Activities hazardous to the environment

During all work on the premises, harmful effects on soil, water and air must be avoided as far as possible. Legal prohibitions for environmentally hazardous substances must be observed. Any waste and left-over materials must be taken back by the contractor and disposed of in accordance with the applicable environmental protection regulations. If in exceptional cases it is necessary to deviate from these regulations, the coordinator of KÄRCHER must be consulted in advance.

§ 11 Hazardous substances

The use of hazardous substances must be kept to a minimum. Any danger to KÄRCHER employees or the environment from their use must be avoided. The applicable laws, regulations and technical rules must be observed and complied with at all times. The relevant safety data sheets of the hazardous substances used must be kept available and presented on request. Hazardous substances must never be allowed to enter the sewage system. They must be disposed of by the external company in accordance with the applicable environmental protection regulations. Storage on the company premises overnight or for several days is only permitted in exceptional cases and after approval by the coordinator.

IV) Other regulations

§ 12 Prohibition of smoking and alcohol consumption

1) Smoking is only permitted on the KÄRCHER premises in the designated areas.

2) The consumption of alcohol is not desired on the entire KÄRCHER premises. The consumption of alcohol is forbidden during driving activities, for example on forklifts, lifting platforms or similar (dangerous work can be e. g: work with danger of falling, felling of trees)

§ 13 Prohibition of photography and filming

Photography and filming is prohibited at all locations.

§ 14 Access authorization

Access to the company premises is only permitted with a valid visitor's pass. It must be shown without being asked when entering and leaving the KÄRCHER premises. The pass is requested by the responsible coordinator at the main gate and must be collected by the employees of the external company before starting work. It is the property of KÄRCHER, it is non-transferable and must be returned to the gate after completion of the work. At locations without a gate, employees must call the responsible contact person on site to get in and out.

§ 15 Electrical installations

Interventions in existing electrical installations or those under construction must be discussed in advance with the coordinator. If defects or hazards occur, the maintenance department must be informed directly or via the main gate. A possible power cut must be applied for in advance so that appropriate internal company arrangements and precautions can be made.

§ 16 Conduct in emergencies

1) When a warning signal (siren, horn) is sounded, e.g. in the event of a fire, the buildings must be left immediately via the nearest escape routes and emergency exits and gather at the designated assembly points. The instructions of the rescue services and the plant security must be followed at any time. Under no circumstances it is allowed to use lifts.

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Before starting work, the employees of outside companies must obtain information on the location of telephones, other alarm systems, fire extinguishers and rescue facilities. An emergency call must be made immediately in the event of acute danger. The most important site-related emergency numbers can be found on a red sticker at every KÄRCHER telephone and on Appendix 3.

- 1) When reporting an emergency, indicate
Happened where?
What has happened?
How many injured?
Which injuries?
Waiting for further inquiries! Give a callback number!

1. The call is ended by the emergency call control centre!

2. KÄRCHER will instruct the coordinator/head of the external staff accordingly. If the external company uses other employees as external personnel, KÄRCHER must be informed of this change of personnel in writing, stating the name of the new employee, so that KÄRCHER can arrange for a new safety briefing in the sense of this § 16 if necessary.

§ 17 Liability of the external company

1) The outside company must take all necessary measures at its own expense to avoid personal injury, damage to property and financial losses as well as the loss of property of the outside company.

2) Serious violations of the regulations of these safety regulations entitle KÄRCHER to prohibit the person offending the rules from further stay on the factory premises. In addition, KÄRCHER may shut down a construction site until the safety-related defects have been eliminated.

3) All costs arising from a violation of these regulations shall be borne by the outside company.

Enclosure 1 - Handover Certificate

Enclosure 2 - Personal contact persons

Enclosure 3 - Important telephone numbers

Enclosure 4 - Protocol of instruction for external companies

Annex 5 - Sample "Permit for work involving fire hazard"

Enclosure 1

Handover certificate

The content of these "Safety regulations for external companies" is an essential part of the contract awarded and determines your safety and traffic safety obligations which you and your employees must observe and comply with during your stay and during the execution of the work on the premises of Kärcher.

Please inform yourself about your regulations, which are relevant for your work, before you start work within our company.

If you or your employees fail to comply with the specifications and requirements, the costs of deployment, e.g. fire brigade, police, will be borne by you.

The responsible contractor confirms by his signature that he has taken note of the above instructions and the information and undertakes to inform himself and his employees about the content of these "Safety regulations for external companies" and to ensure that they are observed.

The form must be signed by the contractor and returned to the client before work begins.

.....
Company (name and address)

.....
Place / Date

.....,
Signature

.....
Name in block letters

Enclosure 2**Personal contact persons**Personal contact person/
Coordinator from Kärcher company (see order):

Tel.-Nr.:

Contact person/ coordinator external company:

Adress:

Tel.-Nr.:

Competent professional association of
the external company (Berufsgenossenschaft)

Tel.-Nr.:

Enclosure 3
Important telephone numbers

Alfred-Kärcher SE & Co. KG Alfred-Kärcher-Str. 28-40 71364 Winnenden Tel.: 07195/14-0 Fax: 07195/14-2212 <u>Anschrift neues Areal</u> Irene-Kärcher-Str. 1-5	emergency call: main gate: plant management: work safety: environmental protection: maintenance: - mechanical - electrical	-2666 -2213 -2339 -2251 -3125 - 2707 - 2283
Alfred-Kärcher SE & Co. KG Schlossstr. 1 Werk Obersontheim 74423 Obersontheim Tel.: 07973/692-0 Fax: 07973/692-6422	emergency call: main gate: plant management: work safety: environmental protection: maintenance:	-6666 -6066 -6417 07195 14-2747 07195 14-2831 -6419
Alfred Kärcher SE & Co. KG Werk Bühlertal Eberhard-Herzog-Straße 12-20 74423 Obersontheim Tel.: 07973/692-0 Fax: 07973/692-6507	emergency call: main gate: plant management: work safety: environmental protection: maintenance:	-6566 -6565 -6113 07195 14-2488 07195 14-2831 -6184
Alfred-Kärcher SE & Co. KG Logistikzentrum Irene-Kärcher-Str. 2 74423 Obersontheim Tel.: 07973/692-1 Fax: 07973/692-6255	emergency call: main gate: plant management: work safety: environmental protection: maintenance:	-6666 -6066 -6216 07195 14-2747 07195 14-2831 -6299
Alfred Kärcher SE & Co. KG Ellwanger Str. 15 74424 Bühlertann Tel.: 07973/691-0 Fax: 07973/691-6158	emergency call: main gate: plant management: work safety: environmental protection: maintenance:	-6666 -6127 -6113 07195 14-2747 07195 14-2831 -6184

Alfred Kärcher SE & Co. KG Gewerbegebiet 2 97953 Königheim-Gissigheim Tel.: 09340/72-0 Fax: 09340/72-20	emergency call: main gate: plant management: work safety: environmental protection: maintenance:	-66 --- -11 -21 -15 -15
Alfred Kärcher SE & Co. KG Industriestr. 5 75428 Illingen Tel.: 07042/284-0 Fax: 07042/284-616	emergency call: main gate: plant management: work safety: environmental protection: maintenance:	-666 --- - 600 - 548 - 548 - 760
Kärcher Futuretech SE Alfred – Schefenacker – Straße 1 71409 Schwaikheim Tel.: 07195/14-0 Fax: 07195/142780	emergency call: main gate: plant management: work safety: environmental protection: maintenance: - mechanical - electrical	-2666 -5300 -4276 -2251 -2831 -2707 -2283

Enclosure 4**Protocol of instruction for work by contractor companies**

Name of the instructed person:Function:

Company:Start of employment:

.....End of employment:

Activity/task/area of work:

Briefing contents (please tick as appropriate)

instructed

Transport routes Special hazards of the activity and the workplace Operational rules and prohibitions Alarm, escape routes, fire extinguisher, alarm plans Conduct in an emergency, emergency number 07195 14-2666, inform project manager Responsible superior/responsible supervisor and contact person for questions First-Aider and first aid material Personal protective equipment - which, when, how?

The following documents were handed over:

.....

.....


I have been instructed on the selected topics.

.....
Date (name/signature of the instructed person).....
Date (name/signature of the instructing person)

Enclosure 5

Permit for work involving fire hazard

(this form, with a carbon copy, is deposited at each gate)

Erlaubnisschein für feuergefährliche Arbeiten		Gültig von _____ bis _____				
1	Arbeitsort	Werk:	Gebäude:	Stockwerk:	Raum bzw. Fertigungsbereich/-linie:	
2	Bereich mit Brand – und Explosionsgefahr	Im Radius von: _____ m	Nach oben: _____ m	Nach unten: _____ m		
3	Art der Arbeiten	<input type="checkbox"/> Schweißen	<input type="checkbox"/> Löten	<input type="checkbox"/> Auftauen	<input type="checkbox"/> Bohrarbeiten	
		<input type="checkbox"/> Schneiden	<input type="checkbox"/> Trennschleifen	<input type="checkbox"/> Heißklebearbeiten	<input type="checkbox"/> sonstiges: _____	
4a	Arbeitsauftrag (Beschreibung der Arbeiten)					
4b	Durchführender (Firma/Mitarbeiter)					
5	Sicherheitsmaßnahmen bei Brand – und Explosionsgefahr					
5a	Beseitigung der Brand – und Explosionsgefahr (auszufüllen durch Auftraggeber)	<input type="checkbox"/> Brennbare Stoffe und Gegenstände abdecken oder entfernen <input type="checkbox"/> Verkleidungen und Isolierungen entfernen <input type="checkbox"/> Öffnungen und Fugen abdichten <input type="checkbox"/> Explosionsfähige Stoffe und Gegenstände entfernen – auch Staubablagerungen <input type="checkbox"/> Explosionsgefahr in Rohrleitungen und Behältern beseitigen (Inhalt prüfen) <input type="checkbox"/> Linien durch die Pforte abschalten lassen <input type="checkbox"/> sonstiges: _____				
5b	Bereitstellung von Löschmitteln	Feuerlöscher mit <input type="checkbox"/> Schaum <input type="checkbox"/> Wasser <input type="checkbox"/> Pulver <input type="checkbox"/> CO2	<input type="checkbox"/> Löschdecken <input type="checkbox"/> Angeschlossener Wasserschlauch <input type="checkbox"/> Wassergefüllter Eimer <input type="checkbox"/> sonstiges: _____			
5c	Linienabschaltung	Linien-Nr. (Durch Koordinator)	Abgeschaltet/Kurzzeichen (Durch Pforte einzutragen)	Eingeschaltet/Kurzzeichen		
		_____	_____ Uhr / _____	_____ Uhr / _____		
		_____	_____ Uhr / _____	_____ Uhr / _____		
		_____	_____ Uhr / _____	_____ Uhr / _____		
		_____	_____ Uhr / _____	_____ Uhr / _____		
		_____	_____ Uhr / _____	_____ Uhr / _____		
6	Alarmierung	Standort des nächstliegenden Telefons:		Notruf:		
		_____		_____		
7	Verantwortlicher der Fremdfirma	Name:	Handynummer:			
		_____	_____			
8	Erlaubnis	Die Arbeiten nach 4a dürfen erst durchgeführt werden, wenn die Sicherheitsmaßnahmen nach 5a-5c durchgeführt wurden. Die einschlägigen Unfallverhütungsvorschriften sowie die Sicherheitsvorschriften der Fa. Kärcher sind zu beachten. Bei schuldhaft verursachten Schäden stellt die Fa. Kärcher Regressansprüche. Beginn und Ende der Arbeiten sind der Pforte zu melden.				
		Datum _____	Name Auftraggeber _____	Unterschrift _____	Name Auftragnehmer _____	Unterschrift _____
		Tel.-Nr. Auftraggeber _____				
9	Kontrolle	Datum	Uhrzeit	Kurzzeichen		
	Pforte/ Werkschutz	_____	_____	_____		
		_____	_____	_____		
		_____	_____	_____		
		_____	_____	_____		

Original: Für den Auftragnehmer

Durchschlag: Für die Pforte