



# **Guideline for external suppliers**

## **Working together to improve safety**

REV 13

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## 1 General information and obligations

### 1.1 Purpose

This guideline applies for all external companies and their sub-contractors. Its aim is to help ensure safe and trouble-free operation. In addition to general information and obligations, the guideline contains procedures and rules of conduct for plant safety, for occupational health and safety, for fire protection, for environmental protection and for energy conservation. The guideline for external companies is an applicable item for outsourcing contracts and compliance with all of its elements is required.

### 1.2 Scope of application

The field of application extends to all activities of all external contractors on the premises of GROB-WERKE at the Mindelheim site.

### 1.3 Validity

The current version of this guideline applies. This can be viewed at any time in the [News & Media > Downloadcenter > AGBs](#) section of the GROB-WERKE website.

### 1.4 Non-disclosure and data protection

External companies and their sub-contractors are under an obligation to treat as confidential all trade and business secrets both during and at the end of their activity. Drawings and files, etc. are allowed to be carried and reproduced only with the consent of the GROB customer.

Specific reference is made to the need to handle personal data with care. Personal data is allowed to be processed and used only in compliance with the applicable data protection law.

For the transmission of personal data to Contractors, it is essential to agree a contract on order processing with GROB as the Customer.

The Contractor is responsible for ensuring that its employees have signed a non-disclosure agreement.

### 1.5 Obligation to instruct employees

External companies are obliged to ensure that the personnel they deploy have been adequately informed and instructed on the contents of this guideline prior to commencing work. GROB also expects that the personnel deployed by external companies have received activity-specific training. This training should be based primarily on the hazard assessment conducted by the external company for the specific activities of the employees.

### 1.6 Personnel deployment

Only personnel who are suitable and trained for the task and in possession of the required work permit may be deployed for the work. Corresponding verifications must be presented on demand.

### 1.7 Working hours

As a rule, work must be carried out from Monday to Friday, from 06:30 hrs. through 18:00 hrs. Any work required outside of these hours must be agreed in advance and/or are subject to special consultation with and consent of the GROB customer.

### 1.8 Eating and drinking in the company restaurant

During break times, external company personnel can also use the company restaurant during its regular opening times. The visitor areas in the company restaurant are out of bounds.

### 1.9 Damage to operational equipment

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When carrying out work, the employees of external companies must avoid property damage to operational equipment, systems, machines and devices. Any damage must be reported to the GROB customer or plant safety without delay.

### **1.10 Contraventions**

In case of contraventions against this guideline, GROB reserves the right to instruct employees of external companies to vacate the premises. Especially if a blatant hazard is presented to persons, equipment or the environment, as well as in case of inappropriate conduct. Contraventions can result in external companies being excluded from the award of contracts.

To maintain proper operational procedures, authorized groups of individuals from GROB are entitled to patrol the premises at any time. The patrols extend to persons and all equipment and operating materials they carry.

## **2 Plant safety**

### **2.1 Access control**

Before commencing work, external contractors must register in person at the gate and/or reception and state the name of the GROB customer. External persons are given a visitor pass as access authorization.

The visitor pass is temporary and personal and must not be transferred to third parties or used beyond its time limit.

The visitor pass must be shown at the gate or reception whenever the premises are entered. Entry will be permitted only with a valid visitor pass.

Loss of the visitor pass must be reported to the GROB customer immediately.

### **2.2 Checks**

It can be expected that plant security will make regular checks on the premises of GROB-WERKE GmbH & Co. KG, especially as the premises are vacated. These checks are made by authorized personnel. The gate and plant security staff hold the authority to do this. During the checks, all luggage, e.g. briefcases and handbags, tool boxes, etc. must be shown upon request.

Plant security is also entitled to carry out vehicle checks.

### **2.3 Traffic management**

The maximum authorized speed limit on the premises is 20 km/hour. All traffic signs and signals affixed on the premises must be observed. The provisions of the road traffic regulation also apply accordingly.

### **2.4 Parking regulation**

Vehicles must be parked on the premises only in areas designated by GROB. Any vehicle that is improperly parked - blocking other vehicles or obstructing fire lanes or other emergency access areas will be towed at the owner's expense.

### **2.5 Presence on the premises**

Presence on the premises is permitted only in the areas and rooms that have to be accessed to carry out the requisite work. Exceptions are direct access to the nearest toilet and access to the company restaurant.

### **2.6 Behavior during breaks**

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Breaks are to be taken such that workflows are not disrupted and a positive external appearance is maintained (e.g. no loud music, no camping, etc.).

## **2.7 Taking photographs and shooting films**

Taking photographs and shooting films on the premises is not permitted unless expressly authorized by GROB. The authorization can only be obtained through the GROB customer. Certain areas of the plant premises are under video surveillance. These areas are marked by the relevant information signs.

## **2.8 Setting up the work areas**

Work areas of external companies and any necessary material storage areas are permitted only at the requisite and assigned places. Unless already covered in the advance planning phase, a permit must be obtained from the Logistics or the Land and Buildings Department to erect office containers or similar installations. Erections in these buildings must be operationally safe in accordance with the regulations.

An information board containing the following details must be affixed to every building of this type:

- Company name and address of the user
- Contact person and telephone number of the user

## **2.9 Completion of activities, de-registration**

The GROB customer must be notified when the activities are complete. The visitor pass obtained must be presented to the GROB customer for signature and then handed into the gate or reception.

# **3 Occupational Health and Safety**

## **3.1 Fundamental obligations**

External companies are under an obligation to comply with all applicable legal/statutory rules and regulations regarding occupational health and safety.

This may occur in particular:

- The accident prevention regulations of the professional associations
- National occupational health and safety regulations
- Fire protection regulations
- Water pollution control regulations
- Hazardous goods legislation
- Environmental legislation
- Waste legislation
- VDE specifications
- Technical regulations

## **3.2 No smoking policy (protection for non-smokers)**

Smoking is prohibited inside enclosed areas within our premises (office, assembly halls, garages, etc.). This includes the use of electronic cigarettes.

## **3.3 Alcohol and narcotics**

The consumption of alcohol and other intoxicants is prohibited. Work must not be carried out under the influence of alcohol or other intoxicants.

### 3.4 Safeguarding traffic routes and work areas

In addition to the duty of care under labor legislation for their own employees, each contractor must ensure general traffic safety and the safeguarding of work areas that present a hazard due to the nature of the activity and/or state of the work area.

This means that contractors and/or their employees must ensure that no hazards to persons (e.g. posed by unsecured exposed edges, defective or incorrectly laid power cables, missing hazard signs, etc.), no property risks (e.g. posed by improper use of equipment, unsecured material, etc.) and no traffic risks (e.g. posed by unsecured and/or inadequately secured thoroughfares over pits, unsecured and/or inadequately secured scaffolding, etc.) occur in their work area.

### 3.5 Use of GROB equipment (property of GROB-WERKE)

The use of in-plant equipment (devices, machines, systems) is permitted only following consultation with the department responsible for such equipment and with this department's consent and instruction. Any special certificates required from the operator for use or operation must be shown upon request and/or written confirmation must be produced by the management of the external company. Requisite certificates include:

- Training certificate for operating fork-lift trucks (industrial trucks) in accordance with DGUV Regulation 68 "Industrial Trucks" and DGUV Principles 308-001 "Training and Assignment for Operators of Industrial Trucks with Driver's Seat and Driver's Platform"
- Certificate of Competence for operating mobile elevating working platforms in accordance with DGUV Principles 308-008 "Training and Assignment for Operators of Mobile Elevating Working Platforms"
- Certificate of Competence for operating cranes in accordance with DGUV Principles 309-003 "Selection, Instruction and Certificate of Competence for Crane Operators".

Essentially, GROB stipulates that the personnel deployed by the external company are in possession of the certificates required to use in-plant equipment for the purposes of accomplishing the tasks assigned to them under the terms of the contract in a safe manner. The external company is under an obligation to guarantee this.

### 3.6 Use of own equipment (property of external company)

All equipment introduced by the external company must be in a perfectly safe condition and suitable for the application concerned. Equipment subject to mandatory inspection must be inspected at the required intervals and, where possible, labeled accordingly. If any special certificates are required from the operator for use or operation, the text sections in Chapter 3.5 shall apply accordingly.

Defective work equipment is confiscated by the external company coordinators or the occupational safety department, the owner or the responsible manager can receive it at Grob. Follow-up costs due to defective work equipment shall be borne by the contractor.

### 3.7 Safety instructions and safety signs

All safety instructions and safety signs located on the premises must be observed. The advice and instructions given by the GROB customer and/or other involved parties and authorized groups of people (e.g. persons from the Occupational Safety, Land & Buildings, Logistics Departments, Fire Safety Officers) must be followed, unless they severely compromise the safety of people and property.

### 3.8 Escape and rescue routes, emergency exits

Escape and rescue routes, as well as emergency exits, must not be obstructed, constricted or blocked. They must be kept clear at all times.

### 3.9 Work involving a falling hazard

Working at heights is allowed only when adequate safety measures against falling have been taken. Unless in place on-site, collective fall protection devices (e.g. railings, lateral protection) or rope protection (retention system or arrest system) must be used.

If working at heights presents risks to persons or operating equipment situated beneath or in the immediate vicinity, or to our customers' products (plant/machinery), effective measures must be taken to minimize/eliminate these hazards.

The measures from paras. 1 and 2 must, where required, be implemented in consultation with the area representatives of GROB and/or the GROB customer. This may require agreement in due time ahead of the work.

When using mobile elevating lifting platforms with boom function (e.g. hinged telescopic platforms), the wearing of a height safety device to prevent falling/ejection is a mandatory requirement for the operator and any other persons on the platform. In principle, the operating instructions for the used mobile elevating working platform provides information about the mandatory wearing of a height securing device. If, in justified individual cases, it is essential to exit the platform when it is raised, this is permitted only if the hazard assessment states that alternative measures for accessing raised working platforms are technically/practically impossible or dangerous. Moreover, the exiting person must be continuously secured against falling by personal protective equipment (double rope securing system). Protection against falling outside the working platform must be setup at the points provided or at suitable structural attachment points in the vicinity.

When using personal protective equipment to prevent falling in the form of an arrest system, it is necessary to ensure that a person who has fallen into the harness can be freed from the hanging position (suspension trauma).

Where practically possible and reasonably justifiable or if required due to a high risk potential, equipment with secure standing locations (e.g. lifting platform, scaffolding) is preferred over a ladder for working at heights.

### **3.10 Work at remote workplaces, working alone**

Persons are allowed to work alone at remote workplaces and workplaces at increased risk of accident only if effective supervision - in the sense of ensuring prompt assistance in case of injury or damage - is guaranteed. This usually requires supervision of a person working alone. The external company must assess how this can be guaranteed given the task to be accomplished (in cooperation with GROB if necessary). The measure required depends largely on the risk associated with the activity. Measures to be taken include:

- Patrols by appointed persons at defined intervals
- Telephone connection with calls at agreed times
- Reciprocal supervision of persons on the same storey/hall at defined time intervals (also on demand)
- Emergency signal technology (personnel emergency signaling device)

Wherever possible, work involving an "increased" risk factor ought not be carried out by one person alone.

A person is not allowed to work alone if the work can lead to an injury that necessitates the immediate assistance of a second person.

#### Examples:

- Work above media into which one can fall
- Work on voltage-carrying, open installations
- Work in containers and confined spaces
- Work in shafts, pits and channels

### **3.11 Use of hazardous substances**

Any hazardous substances used for the contract must be approved by GROB in advance. The relevant EC safety data sheets must be submitted in advance for this purpose. Such substances must not be used without express consent.

Hazardous substances are only to be provisioned at the workplace in the quantities necessary to ensure continuation of operation. At a maximum, however, in the required daily quantity.

The external company must prepare an operating instruction on the use of hazardous substances. The employees must be briefed by the external company on the basis of this operating instruction. Storing more than the daily amount of hazardous substances requires special consent from the GROB customer. The storage quantities must also be limited to the absolute minimum.

When handling hazardous substances, the applicable statutory provisions, the Hazardous Substance Ordinance and the Technical Rules for Hazardous Substances in particular, must be observed. The same applies to data in the corresponding safety data sheet.

Any work materials or hazardous materials left behind shall be disposed of in accordance with the waste regulations, the costs incurred shall be invoiced to the contractor.

### **3.12 Noise-intense work**

Noise-intense work must be agreed in consultation with the GROB customer before commencement. If necessary, noise-reduction measures for the vicinity must be taken.

### **3.13 Operating machines with diesel drive technology in closed rooms**

The use of machines with diesel drive technology in closed rooms is not permitted if the upcoming tasks and activities can also be accomplished using non-toxic drive technologies.

If the use of diesel drive technology is unavoidable, measures to reduce exposure must be taken (e.g. exhaust at the place of generation, use of diesel particulate filters, effective ventilation technology, etc.). These measures be agreed in consultation with the GROB customer.

### **3.14 Use of personal protective equipment**

The use of personal protective equipment adapted to the activity concerned is mandatory. The external company must provide their employees with such equipment. In the production halls, safety shoes must be worn outside of the marked routes.

### **3.15 Use of first aid material and emergency equipment**

External companies can use first aid material (from first aid boxes) and emergency equipment (e.g. fire extinguishers) belonging to GROB in case of need and emergency. The GROB customer concerned must be notified after use.

### **3.16 First aid and accident measures**

#### General:

The external company holds the primary responsibility for organizing first aid. The in-plant emergency management is also available to employees of external companies.

Before the commencement of work, information about the locations of first aid stations and emergency telephones must be proactively obtained.

#### First aid:

Minor injuries can be self-treated at a GROB first aid station. The self-treatment must be entered into the log kept at the first aid station.

If an injury requires medical treatment/examination, the person can also attend the GROB company physician for initial treatment during normal office hours.

Ideally, first aid services should be administered to third person according to personal knowledge, skills and circumstances.

#### Making emergency calls in case of accidents:

Report accidents without delay. You can make an emergency call following an accident from the in-plant telephones as follows:



- 1 Accident
2. Call rescue control centre 112
  - a. Where did it happen?
  - b. What happened?
  - c. How many injured?
  - d. What injuries?
  - e. Wait for all queries!
3. Internal call central 100 9999 (internal message)
4. Expect Emergency doctor and instruct emergency Team.

Report accidents and near-accidents:

Accidents that cause more than minor injuries or critical near-accidents must be reported to the GROB customer and the Occupational Safety Department.

### **3.17 Evacuation in case of emergency**

It may be necessary to clear the building in case of emergency. This is signaled by sirens followed by an announcement. In such cases, personnel must look for the assembly point along the marked escape routes. The posted escape and rescue route plans show the location of the assembly point.

## **4 Fire prevention and fire fighting**

### **4.1 Fire prevention**

Fire prevention has always top priority. The risk of a fire breaking out is minimized by behaving in an appropriate manner.

General fire prevention measures:

- Compliance with the no smoking policy and ban on fire and naked flames
- Housekeeping  
(Order and cleanliness to prevent fire includes correct and safe handling with flammable or explosive substances, safe storage of flammable material, immediate removal of spilt flammable liquids, collecting flammable waste in suitable containers and immediate/regular disposal, etc.)
- Operation of plant and machinery as specified
- Regular inspection of electrical equipment
- Fault rectification
- Keep escape and rescue routes clear
- Keep protection equipment clear
- Do not wedge open fire protection doors
- Keep access to fire extinguishers clear

### **4.2 Fire safety regulations**

The GROB-WERKE fire protection regulation serves to prevent fires. It aims to prevent or minimize personal injury and property damage in case of fire.

**Part A** of the fire protection regulation contains the most important rules of conduct in case of fire and is permanently on display inside our building. It is aimed at all persons who visit the premises.

**Part B** consists of written information and rules of conduct for preventing the outbreak of fire and smoke, keeping escape and rescue routes clear and procedures to following in case of fire and other hazards. Although Part B is aimed primarily at GROB-WERKE employees, employees of external companies must also comply with all aspects of a general or conduct-related nature.

**Part C** is aimed at those GROB-WERKE employees who perform specific functions in the event of a fire (e.g. fire protection assistants, evacuation assistants).

The fire protection regulation can be viewed at the Fire Safety Officer of GROB-WERKE Mindelheim upon request.

#### **4.3 Hot work, permit**

Hot work such as welding, cutting, grinding, abrasive cutting, etc. is allowed to be carried out only if the required safety measures have been defined with the GROB Fire Safety Officer and the customer of the department concerned. The work can be commenced only when the required framework conditions have been recorded in the "**Hot work permit at GROB-WERKE in Mindelheim**" required for this purpose and then implemented. The permit is released by the GROB Fire Safety Officer, the customer of the department concerned and the external company employee carrying out the work.

#### **4.4 No smoking policy (fire protection)**

There is a general no smoking policy inside buildings (halls, office building, garages, storage facilities, etc.). Separate no smoking signs are erected outdoors. Smoking is prohibited during the handling of inflammable substances or in potentially explosive atmospheres. Cigarette butts must be placed in the containers provided.

The use of electronic cigarettes inside buildings is also prohibited.

#### **4.5 Working with flammable materials**

Ignition sources must be ruled out when working with flammable materials. Adequate ventilation must also be ensured. The work area must be cordoned off and marked with warning signs, e.g. "No fires, naked flames or smoking".

Welding work is not permitted in potentially-explosive atmospheres.

#### **4.6 Working with intensive smoke or dust development (switching off fire alarm systems)**

To avoid false alarms, special attention must be given to all work involving excessive smoke and dust development. Before any work is commenced, it is necessary to verify on-site together with the GROB customer, whether the fire alarm system in this area can be switched off. Work may be commenced only after switch-off and/or release by the GROB customer. When work is complete, it is necessary to ensure that fire alarm systems are activated again immediately. If a false alarm is triggered due to a contravention, GROB reserves the right to charge the costs incurred as a result.

#### **4.7 Measures in case of fire**

##### General:

Before the commencement of work, information about the locations of fire extinguishers, emergency telephones, escape and rescue facilities and the assigned assembly point must be proactively obtained.

##### Fighting incipient fires:

Incipient fires can be fought using the fire extinguishers provided.

##### Report after incipient fires are fought using GROB fire extinguishers:

The fighting of incipient fires using GROB fire extinguishers must be reported to the GROB customer and GROB Fire Safety Officer.

##### Making emergency calls in case of fire:

Report fires without delay. You can make an emergency call following a fire from the in-plant telephones as follows:

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**In case of fire, always call 112 or activate fire detector.**

**1. Keep calm!**

Speak calmly and clearly.

**2. Who answers?**

Report with your name and whereabouts. If necessary, leave your telephone number.

**3. What happened?**

Describe what happened, what burns, who is injured and where she/he/it needs help.

**4. Where did it happen?**

State street and house number, any special locations such as floors or cellars, etc. are there any special access roads?

**5. How many people are injured?**

Indicate the number of injured/ill persons. Try to describe the injury/illness.

**6. Wait for questions from the rescue control centre!**

Wait whether the rescue control centre has any queries or until it ends the call.

**Brief the fire brigade! (Important)**

Wait for the arrival of the fire brigade and rescue services and instruct the approaching forces at the scene of action!

Call 9999 to inform the internal central office of the event.

#### 4.8 Assembly point

In the event of a fire, the building or hall must be evacuated quickly and everyone must go to the nearest assembly point. The assembly point can be found in the Visitor Information.

## 5 Rules of conduct for environmental protection

### 5.1 Soil, water and drinking water protection

Strict compliance is required with the relevant provisions on transport, storage and environmentally-hazardous substances.

The protection of soil and water has the top priority when handling environmentally-hazardous substances. The deliberate introduction (disposal) of such substances into the sewage system or the soil is strictly forbidden. Moreover, it is necessary to ensure that pollutants cannot accidentally enter the sewage system or penetrate the soil.

These substances must be stored only in secure systems or suitably-dimensioned collecting pans. In addition, suitable absorption and insulating materials must be available for mopping up leaks. Every time environmentally-hazardous substances escape, initial measures must be taken to prevent them from spreading and the GROB customer must be notified immediately.

When removing water from hydrants, a standpipe with backflow preventer must be used to prevent bacteria from entering the drinking water.

### 5.2 Handling waste

Environmentally-hazardous waste such as oil, toxins, emulsions, paints, acids, alkalis, flammable liquids, solvents and the like must not be allowed to enter the sewage system or penetrate the soil.

The contractor must remove all material waste and packaging materials on completion of the work.

Small personal items (e.g. cups, leftover food, small packs of food brought onto the premises) can be disposed of in the waste bins on-site. Waste must be separated properly.

Disposal costs will be charged to the contractor.

### 5.3 Energy-saving activities

When performing order-related activities, the use of energy-saving equipment and energy-saving procedures must be ensured.

## 6 Incentive to submit suggestions for improvement

On the basis of our corporate policy ([www.grobgroup.com/unternehmen/mission-vision/leitsaetze.html](http://www.grobgroup.com/unternehmen/mission-vision/leitsaetze.html)), in which we commit to the sustainable and responsible handling of our defined environmental aspects (water, CO<sub>2</sub>, air, noise...) and declare our aim of the continuous relative reduction of energy consumption and the best possible safeguarding of human life and health, it is our intention that our external companies support you in accomplishing your activities on our plant premises.

In addition to complying with the code of conduct set out in this Directive, we would encourage you to submit to us - wherever feasible - ideas and recommendations for environmental protection and energy savings, as well as for reducing hazard potentials. Please feel free to submit your suggestions directly to your contact at GROB.

## 7 Important telephone numbers

Our departments will be happy to advise you and your employees as and when required.

### Telephone numbers:

Facility Management:	+49261 / 996 – (9435) od. (9000)
Facility Management (technical)	+498261 / 996 – (2999)
Facility Management (infrastructure):	+498261 / 966 – (9435)
Plant Safety (Grob):	+498261 / 996 – (4530)
Plant Security:	+498261 / 996 – (9879)
Head of Land & Buildings Department:	+498261 / 996 – (184)
Head of Occupational safety Department:	+498261 / 996 – (6110)
Fire Safety Officer:	+498261 / 996 – (6110)
Hazardous Goods Officer:	+4915142043638
Waste Officer:	+498261 / 996 – (9198)
Company physician:	+498261 / 996 – (529) od. (162) od. (9188)

An emergency number plan with the relevant call numbers is also displayed on all info panels.

**We look forward to an incident-free, good and smooth collaboration.**

**GROB-WERKE GmbH & Co. KG**