



Operating instructions for external companies

THE „OPERATING INSTRUCTIONS FOR EXTERNAL COMPANIES“ OF ISABELLENHÜTTE HEUSLER GMBH & CO. (CLIENT) SERVES THE OCCUPATIONAL HEALTH AND SAFETY OF YOUR AND OUR EMPLOYEES AS WELL AS ENVIRONMENTAL PROTECTION AND MUST BE COMPLIED WITH IN ALL RESPECTS.

1. Principle

All relevant environmental and occupational health and safety regulations, employer's liability insurance association regulations and generally recognised safety and occupational health standards.

Rules, including the internal rules applicable to our company, must be observed by you and your employees when carrying out the order. The managers (supervisors) appointed by you to carry out the work in our company are responsible for thoroughly instructing your employees.

2. Entering the plant

- Access is only possible via the manned gate. Your employees must register at the gate. This is where your manager (supervisor) registers their employees at the start of work. The manager then collects the visitor passes and hands them over to the employees. The badges must be worn openly or at least kept on the person and shown on request. Your manager must always register with the Isabellenhütte coordinator before starting work.
- Entry is only after registration and with the authorisation of the gate personnel and is only permitted if this is absolutely for the work to be carried out. Anyone entering the site agrees to a random vehicle check when leaving the site. Parking at the work site is only permitted in the designated parking spaces and only for loading and unloading the vehicle. The vehicle may be parked permanently in the car park for external companies or outside the company premises
- The rules of the road traffic regulations apply within the plant.

3. Registration / start of order / briefing

- The coordinating person (Isabellenhütte - usually the person ordering the construction work/service) must be when registering at the gate before work on the respective order commences. The gate staff will inform the coordinating person and agree on the next steps. They must be informed of the location, start and duration of the work.
- Your manager (supervisor) will receive a briefing from the coordinating person about the location, the instructions, our company regulations, behaviour on the company premises and possible hazards and stresses in your work area before starting work.
- Your supervisor is responsible for passing this instruction on to your employees (instruction). If you commission other companies to carry out the order, you are also responsible for instructing their employees.



EMPLOYEES MAY NOT COMMENCE WORK ON THE ISABELLENHÜTTE PREMISES UNLESS THEY HAVE RECEIVED CLEAR AND APPROPRIATE INSTRUCTION!

4. General obligations

- Inform us of any disruptions or changes to the operating procedure. Notify us of any faults or irregularities that occur during the execution of your order.
- Coordinate the daily work with the respective coordinating person at Isabellenhütte, taking into account the operational possibilities and necessities.
- The technical equipment, tools and devices you use, in particular ladders and scaffolding, must be in a safe working condition, in accordance with Industrial Safety Ordinance. When leaving the workplace, these must be locked or otherwise secured so that they pose no danger to persons or property.
- You are obliged to comply with the laws, ordinances and regulations applicable to your work, in particular we refer to the Working Hours Act.
- Employees who operate industrial trucks, cranes and aerial work platforms must be in possession of a corresponding written authorisation and be able to present it at all times during their work. Our company's equipment and systems may only be used in consultation with the coordinating person at Isabellenhütte.
- Make sure that your employees
 - wear the necessary personal protective equipment (safety goggles, safety shoes, helmets, etc.).
 - not, as a result of alcohol consumption or other intoxicating substances, injure themselves or others when jeopardize their work. Employees who are suspected of being under the influence of alcohol will be expelled from the company premises.
- Information about our plant must be treated confidentially by your employees. and may only be passed on to third parties with our authorisation.
- Image and sound recordings are strictly prohibited. If such recordings are necessary for the successful execution or documentation of the work, this must be agreed with the coordinating person at Isabellenhütte. Recordings that are no longer relevant must be deleted immediately.
- The further awarding of work to subcontractors requires our consent.

5. Internal safety regulations

- Tools, equipment, facilities and installations (including communication equipment) of Isabellenhütte may not be used without our permission.
- Material storage and material stacks must be organised in such a way that they do not jeopardise occupational safety, the production process, transport and traffic flow.
- Excavations, trenches and open channels, floor openings etc. must be adequately secured everywhere.
- Smoking and the like on the company premises is strictly prohibited. Smoking is only permitted in explicitly designated areas.
- In the interests of your own safety, you are not permitted to enter parts of the company that are not part of your area of responsibility. By way of exception, other parts of the company may be entered after consultation with the responsible division/department heads, insofar as this is necessary for the fulfilment of the assignment.



5. Internal safety regulations

- Mandatory, prohibition and warning signs must be observed. They must not be re-moved or made unrecognisable.
- The marked escape routes and escape doors must be kept clear at all times. Markings may not be removed or made unrecognisable.
- Fire protection equipment such as fire extinguishers, hydrants and fire doors as well as corresponding signs must not be covered, blocked or otherwise rendered unusable.
- In the event of an alarm (including evacuation drills), you must leave the buildings im-mediately and follow the instructions given. Go to the assembly point indicated during the briefing and inform the person coordinating the Isabellenhütte. Remain at the as-sembly point until you receive further instructions.

6. Hazardous work

Hazardous work must be reported separately and requires the express authorisation of the Authorisation from the coordinating person at Isabellenhütte. This includes in particular;

- Flammable work involving heat or sparks such as welding, cutting, burning, soldering or abrasive cutting
- Working in containers and confined spaces
- Work on or near electrical installations.

For work involving a fire hazard, a hot work permit must be completed before starting work; for work in confined spaces, an access permit must be completed. The coordinating person at Isabellenhütte is authorised to issue the permit. The coordinating person must be informed when working on electrical devices or systems.

7. Use of hazardous substances

The use of hazardous substances must be avoided at all costs. If this is not possible, this must be communicated to the coordinating person at Isabellenhütte, who will then determine the necessary protective measures with you. The EC safety data sheet must be submitted before starting work. The risk assessment in accordance with the Hazardous Substances Ordinance must be submitted to the client upon request

8. Noise, dust, odour

Noise, dust and odour nuisance must be minimised by taking appropriate measures. as far as possible. If this is not possible, the coordinating person at Isabellenhütte must be noti-fied in good time. This person will decide on the necessary measures and how to proceed.



9. Waste disposal

As the contracting company, you are responsible for the disposal of waste generated during the work. Unless otherwise agreed, the waste produced must be taken away. The legal regulations and municipal statutes applicable to the region must be observed.

10. Controls, offences

Always follow the instructions and directives of our managers and coordinators, our occupational safety specialists and our staff at the gate. Our managers and coordinators are authorised to deal with security breaches,

- order the cessation of work until the defect has been remedied,
- to exclude employees who act in contravention from further employment,
- to demand that unsafe work equipment be removed from the company premises immediately.

11. First aid and emergency measures

Report all accidents at work involving your employees to the coordinating person at Isabel-lenhütte. Irrespective of this, in the event of an accident at work you are obliged to pay the statutory fulfil reporting obligations.

Emergency Call: 0-112

12. Electrical equipment

The electrical systems, machines and equipment used by the external companies may only be used if the legally required inspections in accordance with DGUV 3 and the Industrial Safety Act have been carried out and proof of the inspection can be presented to the responsible electrician. A mobile protective device (PRCD-S, e.g. from Kopp) must be used when working with electrical equipment.

13. General Equal Treatment Act (AGG)

The employees working for you must, in accordance with the AGG



By signing, the contractor recognises these operating instructions of the client. Before starting work, this instruction must be signed and submitted to the Isabelenhütte are available.

Read, understood and accepted:

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Company

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Name

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Place, Date

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Signature