

Works regulations for external companies

The "works regulations for external companies" is an essential part of the terms and conditions of the contract and ensures safety at work for your employees as well as ours. The observance of the applicable occupational, health and environmental provisions at the responsibility of the contractor shall remain unaffected.

1. General Information

The main contractor is also obliged to enforce the observation of these works regulations by subcontractors or partner companies they have commissioned. Image and sound recordings are not permitted on the works premises.

Each external company will be assigned a MackSmaTec contact person. The safety instructions of the MackSmaTec advisor (as well as those of the fire prevention officer, the safety expert and the environmental officer) must be obeyed.

MackSmaTec operates a general ban on smoking and alcohol. Smoking is only permitted in the stipulated smoking areas.

Necessary safety provisions for the working areas are the responsibility of the employees of the contractor.

The contractor commits to only use tools, machines and devices which comply with valid regulations and are reliable and safe. The use of lifting equipment requires the permission to drive such lifting equipment.

The contractor and his employees or subcontractors are obliged to maintain secrecy regarding all of the information and documents handed over to them in connection with the commission, this also applies following termination of the activities.

2. Registration, access, parking

Access is only possible via registration at the main entrance of the works. Your employees will be given visitor passes, which must be worn so that they are visible on the works premises. Signs prohibiting entry must be observed. The visitor passes must be returned after the work has been completed.

The employees of external companies are not permitted to move freely around our works premises without authorization. They will be accompanied by a representative of the specialist department/contact person. Works installations (buildings, rooms, facilities etc.) may only be entered when necessary during the visit and is authorized by an accompanying MackSmaTec employee.

Entry for vehicles is only permitted when necessary for the performance of the work. The laws of the road traffic act apply on the works premises. The stipulated maximum speed of 20 km/h must be obeyed.

Vehicles may only park in the designated or allocated parking spaces.

3. Authority to issue instructions

The instructions of the representative of the specialist department/contact partner must be obeyed. They are also authorized to carry out checks on persons, vehicles and items of equipment of the personnel of external companies. The authority to issue instructions on the part of MackSmaTec does not release the managers of the external company from their responsibility and supervisory duty towards their employees and subcontractors.

4. Contact partner for industrial, health and environmental protection

The specialist departments of MackSmaTec are available to provide advice in response to questions and measures concerning industrial, health and environmental protection. The direct numbers of the contact partners are listed on page 3 or can be obtained from the contact person.

5. Particularly hazardous work

Particularly hazardous work must be indicated separately and requires the express approval of the MackSmaTec fire prevention officer or the MackSmaTec safety expert. Written permission (permit FB 0097) is required for particularly hazardous work. Examples of work which requires permission include:

- Working with fire (welding, cutting, burning) and inflammable liquids,
- Working in containers and confined spaces,
- Working in or near electrical installations,
- Extensive work with solvent-based adhesives, solvents, etc.
- Working in areas at risk of gas and on steam and hot-water pipes.
- Work with cranes and lifting platforms

Details must be discussed with the advisor, for example the issue of the permit.

For welding work only approved welders can be employed, while for soldering and other work where flames, sparks or molten metal splashes arise, only reliable and experienced employees can be used who are familiar with the equipment and processes and with the relevant accident and fire prevention regulations and who are expressly appointed to do this by their company. Necessary safety measures, e.g. fire watch are the responsibility of the contractor. **Please note! In some buildings and areas there are automatic fire detection devices.**

When working on laser systems our instruction manual BA E012 "Handling laser systems" must be acknowledged and signed.

6. Use of hazardous substances or cleaning agents

The use of hazardous substances must be avoided at all costs! If this is not possible the contact person must be informed, who will then lay down the necessary safety measures with you. The EC safety datasheet must be shown to us on request.

The use of chemicals from cleaning agents must be discussed and agreed upon with MackSmaTec. The contractor is responsible for the correct use, labelling, provision and disposal. The use of inflammable liquids and materials must be limited as much as possible. Handling and temporary storage may only take place in the approved containers.

Highly inflammable items may not be stored by the fire and heating systems, hot pipelines and technical equipment and distribution units.

7. Machines, devices, equipment, tools

In principle there is a ban on the use of MackSmaTec equipment (e.g. forklift trucks or cranes); exceptions to this are only granted with the permission of our respective contact persons.

Protective equipment may not be circumvented, removed or disabled.

Safety symbols (prohibition, warning, mandatory, information and rescue signs) are to be observed.

Switching off the energy supply (electricity, water etc.) is only permitted after consultation with the contractor and only with their permission (to be applied for in writing in advance – emergencies excepted).

The tools used must comply with relevant regulations of occupational and environmental protection and be in a flawless condition. If MackSmaTec gives the contractor tools to use, the contractor must immediately inform the contact person about any defects discovered.

Work on live installations shall only be carried out after clearance from the specialist electrician. Electrical equipment must comply with VDE regulations.

8. IT security

In the case of services that require a communication link to MackSmaTec's IT systems, the Contractor shall ensure that its actions do not impair the availability, integrity or confidentiality of the IT systems. The Contractor guarantees compliance with the legal requirements for data security measures and avoids any risk of malware being transferred to the Client's systems by ensuring that its hardware and software protection measures are constantly updated. In particular, the following provisions shall be observed:

1. Availability: contractors must ensure that their activities do not cause any interruptions or impairments to the IT systems. Necessary maintenance work must be agreed in advance with MackSmaTec's IT department.
2. Integrity: It must be ensured that no unauthorized changes are made to the IT systems. All changes must be documented and approved by the contact person in the specialist department.
3. Confidentiality: Contractors are obliged to protect all confidential information that becomes accessible in the course of their work. No data may be passed on or used without the express permission of MackSmaTec.
4. Virus protection: Contractors must ensure that all devices and systems used have up-to-date virus protection. Regular updates and scans must be carried out to protect the systems from malware.
5. Patch management: Contractors are obliged to regularly update all software solutions used and to install security-relevant patches promptly. Functioning patch management must be ensured in order keep security gaps closed and protect the IT systems from attacks.
6. Subcontractors: Contractors must ensure that all subcontractors commissioned also fulfill the above requirements. The responsibility for compliance with these provisions by subcontractors lies with the commissioning company. Violations by subcontractors are considered violations by the commissioning company.

All technical and organizational measures must be state of the art. Contractors are obliged to regularly review and adapt their security measures in order to ensure the protection of MackSmaTec's IT systems.

9. Personal protective equipment

All employees from external companies are obliged to wear the required personal protective equipment. The necessary protective equipment must be clarified before work is commenced. Category 1 safety shoes must be worn in the production areas.

10. Noise, dust, odor

Harm caused by noise, dust and odor must be avoided as far as possible via suitable measures. If vehicles with combustion engines are used in the halls, they must be fitted with an exhaust air system.

11. Fire prevention

The signs for fire and explosion protection and the alarm messages must be observed!

The marked escape routes and emergency exit doors must be kept free at all times. Markings may not be removed or concealed. In case of an alarm all employees must leave the buildings immediately and gather at the assembly point. The instructions issued following an alarm must be strictly followed.

During work the fire control devices, such as portable fire extinguishers, wall hydrants, fire-fighting equipment and fire doors shall not be moved, removed, blocked or put out of operation in any other way.

Cigarettes and the remnants of tobacco must be disposed of in the ashtrays which are set up in the smoking areas. In case of fire:

If despite all measures to the contrary damage occurs, it is essential to begin with the limitation of the extent of the damage:

- Set off the fire alarm or inform reception
- Warn persons who are at risk and encourage them to leave the area
- Remove materials which exacerbate explosions and fire from the area at risk
- Try to fight the fire with fire extinguishers until help arrives.

12. Environmental protection

Order must be maintained on the building site. Waste and empty containers must be removed daily. After completion of the work the building site must be cleared and left in an orderly condition.

The work must be carried out in such a way that no environmental damage occurs within the terms of legal provisions.

The waste which arises during the work must be disposed of by the contractor. Deviations from this along with the possibly required separation of waste are to be discussed with the contact person. Waste shall only be disposed of in the available waste containers with the permission of MackSmaTec!

The mixing of paper waste with household type waste is forbidden.

Polluted cleaning water must be discharged into the waste water drainage system (e.g. wash basins and toilets, not in road drains). The discharge of substances which are harmful to water and contaminated (e.g. oil or solvent-based) waste water into the drainage system is forbidden!

13. Accidents

In case of serious accidents get in touch directly with the rescue coordination center on 0-112 - the MackSmaTec contact person is then to be immediately informed. The contact person is to be directly informed about less serious accidents.

The notices regarding the escape route and emergency exit plans and emergency and alarm plans are to be observed.

14. MackSmaTec advice

Alongside support from the contact person the following will provide assistance to questions regarding fire prevention and occupational and environmental protection.

The fire prevention officer	Tel.:760
The safety expert	Tel.:164
The environmental protection officer	Tel.:160

15. Liability

External companies are obliged to secure their property in a suitable manner. MackSmaTec accepts no responsibility for the loss or damage to materials, tools, vehicles, equipment and other property of the external company, their representatives and their employees.

The external company or their representatives are not released from the responsibility for their own employees through the role of the advisor. In cases of non-compliance with regulations the external company is liable for possibly occurring damages and costs.

For their work on the works premises the contractor must take out sufficient company liability insurance and show evidence of it to MackSmaTec on request (minimum 500,000 €).