

Appendix 1.1 to HO-VA 07/03/..

Safety Instructions to Outside Companies, Requirements for the Behaviour of Contractors, Safety Leaflet, Proof of Instruction by Outside Companies

Dear Sir/Madam

Please find enclosed our newly revised Safety Instructions, for your attention and observance. Kindly pass these on to your employees and instruct them accordingly.

- 1) Please return the form “Requirements for the Behaviour of Contractors”, completed and signed, to our Equipment Purchasing Department as soon as possible.
- 2) The Safety Leaflet is for retention by your company. It should be brought to the attention of all employees who are currently or will in the future be active on our factory premises.
- 3) The proof of training form “Proof of Instruction by Outside Companies” is to be signed by your instructed employees after their instruction by the relevant responsible manager of your company. The next time they work on our company premises, this signed proof of instruction must be submitted to the responsible HOPPECKE representative.

Instruction shall be given in principle by the responsible manager of your company. For this purpose HOPPECKE provides you with the enclosed safety leaflet and the form “Requirements for the Behaviour of Contractors”.

Yours faithfully

HOPPECKE Batterien GmbH & Co. KG

Enclosures:

Requirements for the Behaviour of Contractors

Safety leaflet

Proof of Instruction by Outside Companies

Requirements for the Behaviour of Contractors

Revised 10/07

Dear Sir/Madam

You have received from us an order to carry out work on our factory premises. In accordance with § 5 of the BVA [German Contractors' Association] A1 we hereby call upon you to observe all relevant accident prevention regulations and in particular the requirements of BGV A1 § 2, paragraph 1 clause 1. This clause reads:

“The contractor shall take measures to prevent accidents at work, occupational illnesses and dangers to health caused by work, and to provide effective First Aid. In particular he shall provide facilities and make arrangements which comply with the provisions of this accident prevention regulation, other accident prevention regulations applicable to him, and in other respects the generally recognised rules for safety and industrial medicine. These provisions shall not be affected by requirements set out in other statutory regulations, in particular regulations covering Health & Safety at Work.”

1. Industrial trucks may be used only in accordance with accident prevention regulation BGV D27 (for manually-guided vehicles, proof of training is sufficient). A copy of the driving licence is to be deposited with HOPPECKE before use in operation.
2. Operational areas may be entered only after prior application and accompanied by the appointed responsible person.
3. Operational areas may be entered only for the purpose of fulfilling an order made verbally or in writing. On completion of the work and on leaving company premises before completion, it is necessary to report departure to the responsible person.
4. We call upon you to provide the proof of instruction of your employees in respect of the statutory prescribed instructions as set out in BGV A1§ 7 paragraph 2.
5. The responsible person of the contractor shall demand instruction on the basis of the HOPPECKE safety leaflet (see enclosure) from the responsible person of the company, if this has not already been given.
6. For each instance of work at the company, the contractor or his representative should if possible have from the client a qualitative and quantitative acceptance of the work performed. Only verifiable acceptance shall be the basis of recognition of an account rendered.
7. Employees of contractors shall behave in accordance with the client's standards and specifications for quality assurance, environmental protection and safety.

8. Employees of contractors shall organise their work on company premises so that no risks or damage to its employees, the environment and its equipment occur or are a consequence of their activity.
9. Auxiliary materials and operational equipment and facilities of HOPPECKE may be used only in agreement with the responsible person of HOPPECKE.
10. All types of welding, cutting and grinding work, or work involving flame, shall be prohibited without special agreement with the responsible person and application of laid-down/practised safety measures. A written welding permit shall be obtained.
11. Materials and auxiliaries used by the contractor on company premises shall, if rated as dangerous substances, be approved by the company's water pollution control officer. The storage of such materials for more than one day's requirements requires the consent of the water pollution control officer.
12. All waste created on company premises as a result of the activities of the contractor shall be removed by him in accordance with the provisions of the recycling and waste disposal laws.
13. If the contractor employs sub-contractors on company premises, he shall include the requirements set out here as part of the contract with them.
14. These conditions shall apply to all work to be carried out by you, in particular the planning, expansion or maintenance, and also the renovation of plant and equipment.
15. We reserve the right to claim compensation for damages resulting from failure to observe these conditions.
16. To avoid possible risks to our employees in the factory in connection with the work being carried out by you, or vice-versa, HOPPECKE shall in compliance with § 6 of BGV A1 in each case appoint the responsible project manager as coordinator. If there is no named project manager, then the person placing the order shall be the coordinator. The coordinator shall be entitled to instruct your employees, where this is relevant to safety in the workplace.
17. Your duty to observe the accident prevention regulations and your responsibility in respect of Health & Safety at Work shall not be affected by the appointment of the coordinator. In particular your responsible superior shall continue to have the duty of supervising your employees. Your employees must also do everything possible to avoid any risk to our employees which may result from your activities.
18. The contractor shall have the duty of reporting to the coordinator or his HOPPECKE representative, without request, any deviation from the scheduled activities which might affect the environment or Health & Safety at Work. (In the event of contraventions, financial claims for damages of at least 10,000 € per incident will be made for each incident for which the contractor is demonstrably at fault).

The content of this letter, through the following acknowledgement of receipt, shall become an integral part of all contracts concluded following the date of receipt, without express reference to it in the contracts themselves.

Signature:
HOPPECKE

Receipt acknowledged: Company:

Date: Name: Signature:

Enclosure: Safety leaflet
 Proof of Instruction

Safety Leaflet

for companies and their employees working on our factory premises

**HOPPECKE Batterien GmbH & Co. KG and
Metallhütte HOPPECKE GmbH & Co. KG**

**HOPPECKE Plant
Bontkirchener Strasse 1
59929 Brilon, Germany**

4th edition – September 2011

Safety Leaflet

for companies and their employees working on our factory premises, hereafter referred to as contractors.

By this leaflet we draw attention to **important general** safety rules which, together with the accident prevention regulations of the German employer's liability insurance association, are **to be observed by everyone on our factory premises.**

1. Entering the factory premises

In principle, employees of the contractor shall check in and out at the gate, and complete the relevant visitor forms in full. The gateman will inform the responsible person of their arrival. On the first visit, in principle a company representative of the client (the coordinator) will be present, to give the contractor a short briefing. In the case of work by the contractor involving environmental or safety aspects, Health & Safety at Work instruction is required and is to be documented.

2. Behaviour in the event of fire or other catastrophe in accordance with the alarm panels

Any outbreak of fire, escape of gas or of larger amounts of combustible liquids must be reported immediately to the gateman and the coordinator. This report should contain the following information: Who is reporting? What has happened? Wait until the gateman has acknowledged the message. The conversation may be ended only by the gateman.

In an emergency (fire, gas escape, etc.) all employees must immediately leave the buildings by the marked escape/evacuation routes and present themselves at the assembly points (opposite the gate). Lifts must not be used.

At the prescribed assembly point, the senior representative of the contractor must check that all his employees are present, and report this fact to the head of operations. No activities which might impede evacuation may continue after the relevant alarm signal has sounded. Return to the site of work will be allowed only after clearance has been given by the fire brigade or the coordinator.

3. First Aid

HOPPECKE has two defibrillators: one in the North Works in the stairwell to the magazine, the other in the South Works canteen. First-aiders passed to use the equipment are listed on the "First Aid Instructions" placards.

First aid boxes are provided in all departments together with emergency call panels with details of first-aiders, stretchers, emergency phone numbers, etc. (note signs indicating location!). Besides internally trained first-aiders, local rescue services are also responsible for providing first aid. Rescue services should be called direct from the point of the accident using the emergency number 0112. The gateman and the coordinator should then be informed. In principle, injured persons should be taken to hospital by the local rescue services. The responsible person of the contractor or a person authorised by him should accompany the transport or else make contact with the hospital concerned as soon as possible. He should also make arrangements for transport of the injured person after treatment.

4. Accident Report

Every accident (personal injury or damage to property) involving the contractor shall be reported immediately to his company and to the client/coordinator - outside normal working hours to the gateman. In the case of traffic accidents within the plant, the resultant damage is to be reported to the works maintenance department, the coordinator and the gateman. Rescue operations will proceed in accordance with the HOPPECKE alarm and emergency plan.

5. Instruction of employees in safety and environmental protection

The contractor shall obtain for the instruction of his employees the HOPPECKE safety leaflet and safety data sheets for dangerous substances, and shall confirm this annually without being asked.

6. Environmental protection / waste management

On factory premises, all environmental protection requirements and legislation shall be observed.

All waste produced shall be disposed of by the contractor on his own responsibility in compliance with the law and in a manner compatible with the environment. Waste may be disposed of in the appropriate factory waste containers only after sorting and after agreement with the client/coordinator.

For dangerous substances brought in by the contractor, current operating instructions and safety data sheets shall be provided and displayed at the work sites. For dangerous substances under protection categories 3 and 4, clearance must be given in advance by the client and his Health & Safety at Work Officer.

In connection with the storage and handling of water-polluting substances it must be ensured that no water-polluting substance shall enter the ground or the drainage system. If environmentally harmful substances do escape, the works maintenance department, the coordinator and the responsible officer or the gateman are to be informed.

7. Motor vehicles on factory premises

For traffic, the road traffic regulations apply. For operation and the technical condition of vehicles, the road vehicle licensing regulations are applicable.

Maximum speed: 6 km/h. Seat belts must be worn at all times.

Attention! For operational reasons, vehicles without lights run on our factory premises – even in the hours of darkness (cycles, transfer vehicles, industrial trucks, etc.).

When reversing, which is to be avoided as far as possible, take special care to avoid injury to persons or damage to property (another person to guide the driver). HOPPECKE Batteries accept **no** liability for personal injury and damage to the vehicle caused by any traffic accident due to the fault of driver.

Parking and stopping is permitted only at the assigned parking and waiting areas. Longer-term parking is allowed only following prior agreement with the gateman and coordinator (use outside the factory premises).

8. Coordination of work

The client/coordinator concerned shall be responsible for the coordination of work as defined in BGV A1 § 6 paragraph 2. If the contractor accepts orders, the implementation of which coincide in time and place with the work of other contractors, it shall be his responsibility to coordinate with the other contractors, so far as is necessary to avoid danger to any of the parties involved.

9. Use of roadways

Only roads which are open may be used! This also applies to pedestrians. Blocked roads are to be indicated at road junctions in a manner suitable for traffic, and the warning signs must be illuminated at night.

10. Use of internal and transfer vehicles

Industrial trucks may be driven only by persons who have received training and instruction and are in possession of a valid driving permit. In addition, written authorisation from the Production Manager is required and must be carried at all times. The conveyance of other persons on internal and transfer vehicles is not permitted, unless the vehicle is authorised for passengers (in accordance with BGV D27).

11. Prohibition of smoking and alcohol / no photography

Photography is allowed only with the prior consent of the company management. There is a **general ban on smoking or alcohol** on factory premises. Smoking is allowed only in the marked areas (smoking areas) provided for this purpose.

12. Working clothes / body protection

Within our production facilities, on construction and installation sites, safety helmets, safety footwear with antistatic soles and, if necessary, eye protection must be worn. Personal protective clothing and equipment shall be provided by the contractor for his employees in a suitable and tested form.

On construction sites within our factory, suitable working clothes (no bare upper body, no shorts!) and the prescribed body protection (helmet, safety footwear, etc.) must be worn. For work in noisy areas or with noisy equipment, personal ear protection must be used. The HOPPECKE operating instruction relating especially to hygiene is applicable and will be supplied by HOPPECKE to the contractor at his request.

13. Approval for work / welding operations

Before starting any welding work, a welding permit must be obtained from the HOPPECKE Fire Prevention Officer or his representative. The work may be conducted only with the observance of the safety measures prescribed in the Work/Welding Permit, which must be held available on site.

On completion of the work, the Work/Welding Permit shall be handed in to the client/coordinator or the gateman.

If the working or environmental conditions deviate from those set out in the permit, work must stop immediately and the situation reported without delay to the client/coordinator. The use of apparatus and fittings in production facilities is strictly prohibited (unless written authorisation has been given by the responsible HOPPECKE production manager).

14. Work in areas where lead dust is present

Special hygiene and care are necessary when working in areas where lead dust is present. **Clean work clothes, work gloves and dust caps must be worn.** The workplace and its surroundings must be kept clean. Cleaning with broom, hand brush or compressed air is not permitted; instead, industrial vacuum cleaners must be used (request from the works maintenance department). **Smoking, eating and drinking are allowed only in the rest rooms provided for this purpose.** The rest rooms may be entered only in clean clothing; work clothes must be removed beforehand. Before eating, drinking and smoking, hands and face should be washed thoroughly and the mouth rinsed out.

For work in areas where lead dust is present, the Technical Regulations for Dangerous Substances: Lead (TRGS) must be noted and observed.

15. Work in areas where acid is present

In areas where acid is present, and at forming and charging stations, protective clothing and suitable eye protection must be worn. The displayed operating instruction should be observed! If acid comes into contact with the skin, rinse it off with plenty of water. If in contact with the eye, hold the eyelid open and rinse out with plenty of water (eye baths are available in the work areas concerned) and consult an eye doctor. If acid is swallowed, drink plenty of water. Avoid vomiting. Do not attempt neutralisation. Consult a doctor.

16. Use of breathing apparatus

Work using heavy-duty breathing apparatus should be carried out only by persons who are suitably trained and physically fit for this type of activity. Suitable physical fitness may be determined only by a doctor. The duty of obtaining proof of fitness lies with the contractor.

17. Fire watch / observation posts

Cutting, welding and soldering work may be carried out only after a welding permit has been issued. A fire watch is to be set up during the work. Before a fire watcher leaves the area under observation, he must arrange for the work in this area to be suspended or ceased.

18. Scaffolding / elevated workplaces

Only approved and tested scaffolding, ladders, etc. may be used. Scaffolding must in principle be erected and cleared for use by specialist staff, and may be altered only by them. Nevertheless, anyone wishing to use the scaffolding should ensure that it is free from defects. Guard rails are to be provided at all elevated workplaces.

19. Load handling and lifting devices

Only tested and approved load handling and lifting devices may be used. HOPPECKE load handling and lifting devices may be used only with the written consent of the coordinator.

20. Isolated electrical operating areas

Forming and charging stations are isolated electrical operating areas. Entry into and work in these areas is permitted only in compliance with the currently applicable statutory regulations and with approval of the department concerned – in particular the provisions of DIN VDE 0100 and HOPPECKE operating instructions are to be taken into account.

21. Autogenic welding equipment

Burners **and** bottles of autogenic welding equipment must be equipped with functioning flame arresters. The flame arresters must carry an up-to-date test card. The employee of the contractor must have with him on site a current operating instruction on dealing with gases. On completion of the work, or in the event of a longer suspension of work (e.g. a public holiday), the gas bottles are to be sealed and stored safely. In all work of this kind, special attention must be paid to observance of BGV B6.

22. Brought-in electrical equipment

If the contractor brings electrical equipment on site in order to carry out the work, such equipment must be tested and approved in accordance with BGV A 03. Test status is to be confirmed visibly by suitable marking of the equipment.

23. Brought-in other auxiliary materials and operating materials

If the contractor brings other auxiliary materials and operating materials on site in order to carry out the work, such equipment must be security-technically flawless and may be used only typically for duty.

24. Worksite electrical supply

Cables for worksite electrical supply must be laid so that they are protected from physical damage (e.g. by load-bearing and non-slip cable bridges, by underfloor or overhead routing). Worksite electrical supply distributors must be equipped with a residual-current circuit-breaker and must be earthed.

25. Setting up the construction site / storage of materials

Building containers and stocks of material may be set up only at designated places. The heating of building containers is forbidden. In setting up the construction site, the Workplace Regulations and the Construction Site Regulations must be observed.

Materials and auxiliaries used by the contractor on the company's premises and which are classified as dangerous substances shall be approved by the company's specialist officer. The consent of this officer is also required if amounts of such material in excess of a day's requirements are to be stored. Irrespective of such consent, the contractor shall be responsible for checking any bans on materials being stored together. Such bans shall be observed and reported as necessary.

26. Escape routes / emergency equipment

Routes, exits, electrical and mechanical supply facilities, fixed ladders, etc. shall not be obstructed.

Access to emergency equipment and facilities required for fire prevention, Health & Safety at Work or general safety must always be kept free. Misuse of such equipment or facilities is forbidden.

27. Use of entertainment devices

The use of entertainment devices like radio, TV, mobile phone, earphone is forbidden.

28. Contravention

In addition to statutory penalties, contravention of the safety and accident prevention regulations may result in claims for damages by HOPPECKE and a ban on entering the factory premises.

29. Important telephone numbers

Cost Centre Management	765
Gateman / Fire Alarm Control Centre	211
Health & Safety at Work Officer	183 or 6143
Fire Prevention Officer	844
Environmental Protection Department	1787
Works Maintenance Department	463 or 804 or 812
Appendix 5 to HO-I-VA 15/03/..	

Appendix 2.2 to HO-VA 07/03/..

Proof of Instruction by Outside Companies

Company: _____
 1st line of address: _____
 City/town and postcode: _____
 Responsible coordinator of the supplier: _____

I hereby confirm that, before commencing work on the factory premises of HOPPECKE in Brilon-Hoppecke, I have received instruction in:

- Hazards in the workplace
- Safety equipment and facilities in the workplace
- Personal protective equipment (footwear, helmet, cap, eye protection, masks, etc.)
- Handling of dangerous working substances, in particular lead
- Rules on environmental protection and Health & Safety at Work
- Rules and instruction on safety management and first aid organisation
- Rules on fire prevention
- Driving of lift trucks
- Cleanliness and order in the workplace
- Welfare facilities on the factory premises
- Personal hygiene
- Bans on smoking, eating and drinking at the workplace.

I have understood the contents of the instruction. I have been given a HOPPECKE safety leaflet.

I understand that, in matters of safety, I must follow the instructions of the responsible HOPPECKE coordinator.

second name (in bloc capitals)	first name (in bloc capitals)	date	signature

Issued: 11/07