

## **Regulations and conditions for contractors of Salzgitter Bauelemente GmbH (SZBE)**

### **1. Compliance with regulations**

The contractor undertakes to comply with the legal occupational safety rules, the accident prevention regulations and the work regulations. The StVO (German road traffic regulations) shall apply on the works roads. The allowed speed limit must be respected. Rail vehicles have priority (open crossings!). Switch on the hazard warning flasher when reversing and have a person direct you! No parking in works halls at any time! Roads, paths and fire brigade access roads must be kept clear!

### **2. Personal protective equipment**

The contractor's employees are obliged to use the same personal protective equipment – e.g. hard hats, safety shoes, safety goggles etc. - in our works and administration areas that our staff members are also bound to wear. The contractor is bound to make the corresponding personal protective equipment available and to instruct the personnel used to wear this equipment at all times.

### **3. Welding work**

Welding and/or torch cutting work may be carried out only if the personnel has the relevant and valid authority approval and our approval in this respect has been granted. Proofs of qualification must be submitted to our supervisors upon request. Suitable preventive fire protection measures must be taken by the contractor before starting welding and/or torch cutting work, following an agreement with us. In addition, portable welding machines as well as acetylene or oxygen cylinders must be kept in a safe place and under lock and key after completing a day's work. The contractor shall be liable for damages caused by failure to observe these regulations.

### **4. Environmental protection**

The contractor shall carry out his work while taking the environmental policy of SZBE and the legal provisions into account and in such a way that negative effects on the environment are avoided while executing the contract. The environmental policy fundamentals of Salzgitter Bauelemente GmbH can be viewed at [www.szbe.de](http://www.szbe.de).

#### **4.1 Waste**

The contractor shall keep waste separate (e.g. building rubbish, paper, household waste etc.) and dispose of it in the containers provided for that purpose as agreed. An agreement shall be made with the business management concerning waste quantities not justifying the use of our collecting containers. No waste combustion and open fires are allowed on the premises.

#### **4.2 Soil and waters**

The contractor shall act so that his activities will not cause any pollution of soil or waters. Care must be taken and regulations must be observed when storing and handling water pollutants. When detecting contaminated soils during excavation and civil engineering work, the business management must be informed without delay.

### 4.3 Air and noise

The contractor shall act so that air pollution and noise perceivable near our works and originating from his activities are avoided or minimized.

### 4.4 Events with an environmental relevance

All faults / damage and events with an environmental relevance must be reported to the business management which will then inform the local authorities in charge.

### 4.5 Immissions

In view of the immission effects possible in a metallurgical plant, the contractor shall bring all equipment required for executing the contract, e.g. vehicles and plant components to be assembled as well as tools to the works premises at his own risk.

### 4.6 Handling of hazardous substances

The contractor shall comply with the provisions of the Dangerous Chemicals Ordinance (German abbr.: GefStoffV), the Industrial Safety Ordinance (German abbr.: BetrSichV), the Water Resources Law (German abbr.: WHG) and the ordinance regarding plants handling water pollutants (German abbr.: VAWS) when handling hazardous substances (hazardous materials, water pollutants). If authority approvals, permits or suitability certificates are required for contractor's plants, the contractor shall obtain such documents by agreement with the environmental protection and occupational safety departments of SZBE. The contractor shall in particular observe the fire and explosion protection rules and prevent hazardous substances from penetrating soil, groundwater and the works' waste water sewerage system (not even together with waste water). Suitable collecting facilities shall be used in particular for the storage of hazardous substances in barrels, cans, mobile tanks etc. and when using oil-immersed transformers in order to prevent endangering of the soil by penetration of these substances. This shall also apply in the sense of preventive soil protection.

### 4.7 Avoiding of emissions

The contractor shall see to low-emission work on the site. This in particular relates to machinery noise and dust generated during demolition work.

## 5. Employment of contractor's employees

Contractors employing own employees or sub-contractors' employees on our premises as a result of instructions undertake to comply with the regulations below:

1. Prior written consent by the business management is required for
  - a) the use of sub-suppliers/sub-contractors,
  - b) the use of subcontracted workers according to the Act on Temporary Employment Businesses (German abbr.: AÜG).
2. A complete list containing the following information about the employees used by the service provider and by sub-contractors working on our premises must be submitted on demand before starting the work:
  - a) Name and address of contractor
  - b) Name and address of sub-supplier/sub-contractor
  - c) First and last name of employee
  - d) Insurance card number
  - e) Date of assignment
  - f) Place of assignment
  - g) SZBE contact with phone number

Personnel changes (employees being hired or leaving so that their total number varies) or personnel being replaced must also be reported to the business management without delay. Proofs of qualification of the employees used shall be submitted to us upon request.

Upon request, you must also prove that you have paid your contributions (health insurance, national pension scheme, unemployment insurance, employer's liability insurance association etc.).

3. All contractor's staff members must carry a visitor's ID and produce it when entering or leaving the works premises.

### **6. Work on hourly rates**

When performing work given out on the basis of hourly rates, a written work record must be prepared. The work records must be submitted to our business management **every week** if the work goes on for an extended period and **immediately** after completing the work if the work takes less than one week.

### **7. Entry/exit of contractor's equipment (construction equipment, tools, scaffolding etc.)**

Construction equipment, tools, scaffolding etc. entering the premises in order to execute the work must

- a) be clearly marked as your property,
- b) be included in an inspectable list.

This list must be submitted to the business management or the deputy. The person in question shall check and sign this list upon unloading of the equipment, and upon completion of the work, this list shall be checked again and signed prior to loading the equipment.

### **8. Alcohol**

Bringing in, selling and consuming alcohol is not allowed on our premises.

### **9. Parking**

The car park in front of the administration building is the only one available for parking cars. Service vehicles needed for executing work must be parked at the allocated spots.

Salzgitter Bauelemente GmbH, August 2011