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When carrying out the contract, adherence to the following list of regulations and safety guidelines, in conjunction with compliance with statutory requirements and requirements as specified by your Insurer, is necessary to avoid accidents, fires or damage to the environment or property. Please ensure that all of your employees coming on site are familiar with these guidelines.

Contact Numbers:


Appointed Person: _____ Tel.: _____

Emergency Number: _____ Tel.: _____

Safety Engineer: _____ Tel.: _____

Regulations:

- The Contractor assumes full responsibility for adherence to the relevant laws, regulations, specifications, rules and guidelines in carrying out the contract. The Contractor is solely liable for all consequences of breach of or infringement of the aforementioned conditions.
- For work involving possible mutual endangerment, the aforementioned Appointed Person has authority over the Contractor and his employees
- Entry to areas unconnected to the execution of the contract is forbidden.
- Every employee and all vehicles entering or leaving the premises are subject to the normal checks. Visitor passes will be issued for specific personnel. The bringing cameras and film equipment or using them on site is forbidden unless authorised. Entering the premises outside of normal working hours is only permitted if authorized by the aforementioned Appointed Person, furthermore, the orders of the Security Personnel must be complied with.
- Work entailing open flame, blow torches, welding or cutting torches, grinding machines should be reported to the Receptionist and the Health & Safety Officer.
- The storage of building materials and erection and location of site huts must be authorized by BERU.
- Connecting to supply lines of all types e.g. hydrants, compressed air, gas, and electric current etc. is only permissible if authorized by the Appointed Person. The discharge of liquid or solid materials of any type into the sewerage system and the depositing of waste on the premises must be authorised by the aforementioned Appointed Person.
- Traffic regulations apply within the premises and the maximum speed limit is restricted to 10km/h. Traffic signs must be observed. If there is a risk of material or other objects falling onto working or traffic routes, suitable protective measures should be introduced.
- All warning signs, ban on through traffic or smoking in the company must be observed. Existing signs may only be removed if authorized by the Appointed Person.
- Damage or interference to our fixtures and facilities to be reported to the Appointed Person immediately.
- The building and assembly area must always be kept clean and secure and be tidied before finish of work each evening. Once the contract is finished, the place must be left in its original (previous) condition.
- The Appointed Person must confirm that the contract has been carried out properly.
- If not otherwise agreed, accumulated waste to be disposed of by the Contractor in an environmentally friendly manner.
For waste requiring monitoring or special monitoring, BERU must be able to furnish proof that it has been correctly disposed of.

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Environmental and safety guidelines:

- Dangerous work stations to be blocked off.
- Materials, which will be used, must be approved by the Appointed Person in the ramp-up.
- Pollutant materials to be handled in such a way that any damage to the environment is ruled out.
- Smoking is absolutely forbidden when working with flammable materials.
- Hazardous materials may only be stored on the premises if authorized by the Appointed Person. The appropriate storage specifications always apply (maximum quantities, ban on storage of certain materials together, quality of storage)
- For excavation work and work carried out in tanks, channels, shafts and pits, safety measures to be agreed with the Appointed Person or the Safety Engineer.
- Pits, shafts etc to be made safe before leaving the premises and illuminated at nighttime.
- Scaffolding, equipment, tooling etc must correspond to the Insurer's specifications. Liability will not be accepted for tooling and equipment brought on site.
- Ladders, work platforms etc should always be accident-proof and correspond to specifications. If there is a danger of falling, work should always be carried out with a safety harness and catch rope.
- When working in rooms where carbon dioxide fire extinguishers have been installed because of increased fire risk (CO₂-room protection or CO₂-physical protection), the Appointed Person and the Safety Engineer should be involved in an advisory capacity.
- Work on electrical installations and equipment may only be carried out by a qualified electrician and with authorization from the specialist department via the Appointed Person.
- The Contractor is responsible for the proper condition of the electrical equipment and fixtures used by the Contractor. This also goes for any equipment on loan from BERU. The area of responsibility for BERU applies only to the handover point between permanently installed installations and building connection or to the socket.
- Commissioning of equipment and machines on a trial basis is only permitted if authorized by the Appointed Person and the relevant departments.
- When using bolt firing tooling (blasting tools) the Insurer's guidelines on safety specifications must be observed. In particular, ensure that nobody is positioned in the danger zone beside and behind the point of recovery.
- Young persons, apprentices etc should only work under supervision and should not be entrusted with hazardous operations.
- Our First Aid station is available for First Aid. The Safety engineer to be notified immediately of serious accidents on the premises.
- The Appointed Person, the Safety Engineer and Security are available to answer any queries.
- If employing immigrant workers, the Contractor is obliged to communicate the specifications in a comprehensible manner.
- If working under the roof (ducts etc.) cranes to be switched off at the main switch and safeguarded against power being restored.

Personal conduct:

- Smoking is forbidden throughout all production, service and workshop areas. Smoking is only permitted in designated areas.
- Alcohol is forbidden by BERU.
- We would ask you and your employees to cause the least amount of disruption to our production in the execution of this contract.

We have noted the above:

Company Name: _____

Date: _____ Signature: _____