

This Contractor Safety Regulation shall apply without exception to all contractors and their subcontractors performing work on the premises of Zeulenroda Presstechnik GmbH. By entering the company premises, you acknowledge and agree to comply with all requirements, rules, and prohibitions set out herein. In the interest of ensuring the safety of both your employees and ours, these provisions shall be observed at all times.

To coordinate activities and prevent mutual hazards, Zeulenroda Presstechnik GmbH shall appoint a Coordinator as the designated point of contact. The Coordinator shall be the person who placed the order or another representative of the department in which the contractor is performing the work. The appointed Coordinator will be identified to you by name before work commences.

Cooperation with the responsible Coordinator is a prerequisite for carrying out services, work, or any other activities on the premises of Zeulenroda Presstechnik GmbH. The Coordinator will inform the contractor's representative about the facilities, departments, and site-specific requirements relevant to the assigned work.

Where necessary to ensure occupational health and safety, the Coordinator shall have the authority to issue instructions to the Contractor's personnel. Any safety measures ordered by the Coordinator shall be maintained for the entire duration of the work. In the event of safety violations, the Coordinator is authorized to suspend work until the identified deficiencies have been remedied. Personnel who fail to comply with these requirements may be excluded from further work on the premises.

The appointment of a Coordinator shall not relieve the Contractor of its supervisory responsibilities or its obligation to ensure the proper conduct of its personnel.

In addition, the following instructions shall be observed and complied with at all times:

1. General

At Zeulenroda Presstechnik GmbH, occupational health and safety as well as environmental protection are of the highest priority. In accordance with Section 5 of DGUV Regulation 1 [formerly BGV A1], Zeulenroda Presstechnik GmbH is required to instruct contractors in writing to comply with the statutory occupational health and safety regulations referred to in Section 2 of DGUV Regulation 1.

The Contractor shall ensure that its personnel are fully familiar with and strictly comply with all applicable safety regulations, accident prevention regulations, site rules, and operational procedures in force at the respective place of work.

To prevent occupational accidents, the Contractor shall implement all necessary measures and issue appropriate instructions in accordance with these Plant Regulations, the applicable statutory accident prevention regulations, occupational health and safety legislation, environmental protection requirements, and generally recognized engineering and occupational health standards.

Any violation of these requirements may result in legal action and claims for damages for any resulting losses or consequences.

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No claims may be asserted against Zeulenroda Presstechnik GmbH arising from the Contractor's failure to comply with these regulations or other applicable statutory requirements.

The Contractor and its personnel may enter the company premises only after prior coordination with the Coordinator appointed by Zeulenroda Presstechnik GmbH. Vehicle and bag inspections may be carried out both upon entry to and exit from the premises.

The Contractor shall maintain strict confidentiality regarding all information relating to Zeulenroda Presstechnik GmbH and its business partners, both during the performance of the work and after its completion.

The Contractor shall instruct its personnel that they are permitted to remain only within the work areas assigned to them under the relevant contract. Access to any other operational areas is strictly prohibited.

The instructions issued by the Coordinator and by personnel responsible for occupational health, safety, and environmental protection shall be followed without exception.

All warning signs, mandatory signs, prohibition signs, and operating instructions shall be observed at all times.

The Contractor shall inform the Coordinator in good time of:

- the commencement of work;
- any interruption of work;
- work to be performed outside normal operating hours (e.g. evenings, nights, Saturdays, Sundays, or public holidays); and
- the completion of the work.

Any circumstances that may interfere with normal plant operations shall be reported to the Coordinator immediately as soon as such disruption becomes apparent.

The operation of any vehicle on the company premises requires the prior approval of the Coordinator.

Only suitable, safe, and approved means of transport may be used for moving equipment, tools, materials, and all other items required by the Contractor for the execution of the contracted work within the company premises.

2. Construction and Installation Work

Before any work is commenced, all necessary protective measures shall be agreed with the Coordinator and implemented accordingly.

Construction and work areas shall be secured at all times as required, using appropriate protective barriers, safety fencing, warning tape, or other suitable means.

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Work carried out at elevated locations shall be protected by appropriate fall protection measures, including guardrails, edge protection, safety harnesses, or safety nets, as applicable.

The Contractor shall ensure that only ladders, scaffolding, and access equipment that are in proper working condition and compliant with applicable regulations are used. All scaffolding platforms shall be equipped with appropriate side protection consisting of guardrails, intermediate rails, and toe boards.

Prior to commencing the work, suitable equipment and access systems shall be selected and used in accordance with the intended task.

Work on scaffolding should be avoided where personnel are working simultaneously underneath. Where such situations cannot be avoided, the Contractor shall coordinate the work with the Coordinator to determine the extent to and timing at which the work may safely continue.

Mobile elevating work platforms and aerial work platforms may only be positioned within crane operating areas following prior consultation with the Coordinator or the responsible Department Manager.

Upon completion of work on buildings, machinery, or plant equipment, the Coordinator shall be informed immediately.

The work area shall be left clean and tidy upon completion of the work.

Where the work is expected to generate significant noise, the Coordinator shall be informed in advance so that the most appropriate working hours can be agreed.

3. Machinery, Tools and Equipment

All machinery, tools, and equipment used on the premises of Zeulenroda Presstechnik GmbH shall comply with all applicable statutory requirements and safety regulations.

The use of machinery, equipment, or other technical facilities owned by Zeulenroda Presstechnik GmbH requires the prior approval of the Coordinator.

Where technical equipment is made available by Zeulenroda Presstechnik GmbH, the Contractor shall immediately report any defects or malfunctions to the Coordinator.

Any defective equipment shall be taken out of service immediately and shall not be used until the defect has been rectified.

4. Electrical Installations

Where work is to be carried out in the vicinity of live electrical installations or equipment, the electrical supply shall be isolated or appropriate protective measures shall be implemented before work commences.

The internationally recognized **Five Electrical Safety Rules** shall be observed at all times:

- Disconnect completely.
- Secure against reconnection.
- Verify absence of voltage.
- Earth and short-circuit where required.
- Protect against adjacent live parts.

Main switches shall be secured against inadvertent reconnection, and all electrical work shall be clearly identified by appropriate warning signs.

Prior to commencing any electrical work, the Coordinator or the responsible qualified electrical engineer shall be informed.

The Contractor is strictly prohibited from carrying out any unauthorized work on electrical installations or equipment.

Where connection to the plant's electrical distribution system is required, such connection shall be arranged exclusively through the Coordinator or the responsible qualified electrical engineer.

5. Hazardous Substances

Where hazardous substances or other chemical products are supplied or used, the Contractor shall comply with all applicable statutory provisions governing hazardous substances, including the German Hazardous Substances Ordinance [GefStoffV], the Technical Rules for Hazardous Substances [TRGS], and any other relevant legal requirements.

Safety Data Sheets (SDS) and, where applicable, operating instructions shall be provided to the Coordinator or the Occupational Health and Safety Officer of Zeulenroda Presstechnik GmbH upon request.

The Contractor shall ensure that employees of Zeulenroda Presstechnik GmbH are not exposed to any hazards arising from the handling, storage, or use of hazardous substances.

The Contractor shall be fully liable for any negligent or intentional acts or omissions by itself or its personnel in connection with the use of hazardous substances.

In the event of any uncertainty regarding the handling or use of hazardous substances, the Contractor shall consult the Coordinator or the Occupational Health and Safety Officer before commencing the work.

The approval of hazardous substances for use on the company premises shall be at the sole discretion of Zeulenroda Presstechnik GmbH.

The use of carcinogenic substances is strictly prohibited.

6. Hot Work (Welding, Cutting, Grinding, Brazing, etc.)

Where work involving open flames or other hot work activities (including welding, flame cutting, brazing, soldering, grinding, or similar operations) is required, a valid **Hot Work Permit** shall be obtained from the Coordinator before any work commences.

Particular attention shall be paid to existing fire detection systems and to combustible or flammable materials located in the vicinity of the work area.

Welding work may only be carried out by appropriately trained and qualified personnel.

Portable welding equipment shall be fitted with an approved fire extinguisher and compliant flashback arrestors.

For electric welding equipment, adequate insulation of both the primary and secondary electrical circuits shall be ensured.

The welding return cable shall be connected as close as possible to the workpiece in order to prevent stray welding currents that could damage the grounding systems of machinery or plant equipment.

Should a fire nevertheless occur, the emergency services shall be notified immediately by dialling **112** from the nearest available telephone. The Coordinator shall be informed without delay and, where it is safe to do so, initial firefighting measures shall be undertaken using the available firefighting equipment.

Before commencing any hot work, the Contractor and its personnel shall familiarize themselves with the location of the nearest fire alarm points, emergency communication facilities, and fire extinguishers.

Any questions relating to hot work activities shall be addressed to the Coordinator.

7. Personal Protective Equipment (PPE)

The Contractor shall ensure that all personnel wear the personal protective equipment (PPE) required for the work being performed and the hazards present.

As a minimum requirement, approved safety footwear shall be worn at all times while on the company premises.

Additional personal protective equipment, including safety helmets, eye protection, hearing protection, respiratory protection, protective gloves, or fall protection equipment, shall be used wherever required by the nature of the work, the risk assessment, applicable statutory requirements, or site-specific safety regulations.

8. Traffic on Company Premises

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The operation of any vehicle on the company premises requires prior consultation with and approval by the Coordinator.

All road traffic regulations applicable within the company premises shall be observed. The posted speed limits shall be complied with at all times.

Particular attention shall be paid to forklift truck traffic, which always has priority within designated operating areas.

Any traffic accident occurring on the company premises shall be reported to the Coordinator immediately. Unless this would endanger persons or impede rescue operations, the accident scene shall remain undisturbed until it has been documented.

Only persons holding a valid driving authorization or licence appropriate for the respective vehicle may operate vehicles participating in internal plant traffic.

Where the Contractor requires the use of industrial trucks or other material handling equipment owned by Zeulenroda Presstechnik GmbH, prior written authorization shall be obtained from the Coordinator.

9. Conduct in the Event of an Accident

In the event of an accident, the first-aid facilities and trained first-aiders of Zeulenroda Presstechnik GmbH are available to provide assistance.

The Coordinator shall be informed immediately of every accident or incident.

In the case of serious accidents, the accident scene shall remain undisturbed provided this does not interfere with rescue operations or the protection of injured persons.

Before commencing work, the Contractor shall familiarize itself with the locations of:

- first-aid facilities;
- firefighting equipment;
- emergency alarm systems;
- emergency exits; and
- escape and rescue routes.

10. Environmental Protection

The Contractor shall dispose of all waste generated during the performance of the work at its own expense and in accordance with all applicable statutory environmental regulations.

Unless otherwise specified in the purchase order or contract, the disposal of waste shall be coordinated with the Coordinator.

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The Contractor shall be liable for any damage resulting from non-compliance with applicable environmental regulations or these Plant Regulations.

Water-polluting substances, including oils, paints, fuels, solvents, and comparable materials, shall be stored, handled, and used in such a manner that no contamination of soil, groundwater, surface waters, or drainage systems (including drains, sewers, and inspection chambers) can occur.

11. Conduct in the Event of an Emergency

The Fire Safety Regulations of Zeulenroda Presstechnik GmbH shall apply at all times.

In the event of an emergency or evacuation, all personnel shall immediately proceed to the designated assembly point communicated to them before commencing work.

This is necessary to enable Zeulenroda Presstechnik GmbH to verify that all persons present on the company premises have been safely evacuated and accounted for.

12. Important Contacts and Emergency Telephone Numbers

Contact	Extension / Telephone
Emergency Services	112
Plant Manager	312 / 313
Production Manager	312 / 313
Maintenance Department	351
Occupational Health and Safety Officer	453

13. Questions Regarding These Plant Regulations

Should you have any questions regarding occupational health and safety, environmental protection, or the requirements set out in these Plant Regulations, please contact the designated Coordinator, the responsible line management, or the Occupational Health and Safety Officer of Zeulenroda Presstechnik GmbH.