



# Company Regulations for Contractors

Working together for better safety

**SCHAEFFLER**



## Foreword

This brochure contains the health and safety-related requirements that apply when contractors work on our factory sites.

Additional location-specific information can be found in the visitor flyers, which you can obtain from your contact person at the Schaeffler Group.

By implementing occupational safety, environmental and fire protection, and plant security guidelines, we want to help reduce personal injury as well as material and environmental damage. Since this is in both our interests, we are counting on your active support.

We wish you every success with your projects here at our factory site!

The management of the Competence Center for Environmental Protection, Occupational Medicine, and Occupational Safety

[www.schaeffler.de/en](http://www.schaeffler.de/en)

# The Schaeffler Group's EHS Policy

Environment, health, and safety (EHS) are an integral part of our management principles. We aim to ensure the continued existence and success of our company by establishing and maintaining a safe working environment that promotes the health and performance of our employees as well as taking active measures to protect the environment.

The following principles apply in all areas of our company worldwide and so demonstrate the responsibility we have toward our employees, society, and future generations.

## **Effective occupational safety and environmental management**

We operate a worldwide occupational safety and environmental management system that we are continuously improving, and make working life fulfilling and valuable for our employees right up to retirement age. We develop forward-looking, holistic concepts, structures, and processes that we implement in collaboration with our contractual partners. We carry out regular checks across all areas to determine the extent to which these measures have been implemented and to monitor the success of our management system.

## **Safe, employee-friendly workplaces**

We are convinced that all occupational accidents and illnesses can be avoided. Motivated employees and managers help us achieve our goal of a zero-accident workplace. The protection of our employees and our contractors is of equal importance to us, and we take the latest findings into account when designing workplaces and working processes. Creating ergonomic workstations is also an important priority for us.

## **Reliable actions**

We are committed to observing all laws and regulations regarding occupational safety and environmental protection. We act in a responsible manner in accordance with our own regulations, which in many cases go beyond existing legal requirements. We configure, purchase, operate, and maintain machines and facilities in such a way as to eliminate potential hazards, minimize risks, and prevent operational disturbances. Our technology is based on the latest state of the art.

## **Minimal impact on the environment and environmentally friendly products**

We plan all of our activities in such a way that a negative impact on the environment is prevented ahead of time. We use energy and raw materials sparingly and make a conscious effort to produce as little waste, waste water, noise, and other emissions as possible. We manufacture environmentally friendly products, taking into account the entire product life-cycle.

## **Responsible employees**

We promote knowledge and awareness of how to work and act in a safe and healthy way and protect the environment in all areas of the company among our employees and business partners by means of regular information bulletins, training courses, and advanced training measures.

## **Preventive measures**

We safeguard and support our employees' physical and mental wellbeing, and we rely on comprehensive preventive measures for the protection of our employees and our environment. A full range of effective emergency measures in the event of injury are ensured for employees and visitors at all of our locations.

## **Open dialog**

We conduct an intensive and trusting dialog with interested parties. We provide information about our occupational safety and environmental protection measures as well as the impact each of our locations has on the environment.



Klaus Rosenfeld  
CEO Schaeffler AG

# Organizational Procedure for Order Processing

- The contractor assumes full responsibility for ensuring that all legal, official, national (e. g. employer's liability insurance organization, AUVA\*, SUVA\*\*, OSHA\*\*\*, etc.), and other regulations as well as all internal procedures of the Schaeffler Group (e. g. work regulations, alarm plans, waste disposal guidelines, etc.) are observed while carrying out his or her work. The contractor shall assume full liability for any consequences that arise if these regulations/guidelines are not observed.

If you have any queries regarding these regulations/guidelines, please contact the following departments/persons:

- Plant Facilities / Facility Management
  - Occupational Safety
  - Environmental Protection
  - Plant Security
  - Employee Health Service
  - Fire Safety
  - and/or the relevant specialist department.
- Measures that are agreed upon must be implemented as soon as possible in collaboration with the aforementioned departments. The assigned Schaeffler Group contact person is authorized to give instructions to the contractor's employees in the event of imminent danger.
  - Before work commences, this must be completed in collaboration with the relevant contact person at the Schaeffler group and/or the jointly appointed coordinator using the hazard analysis checklist. Measures for minimizing risks must be agreed upon
  - The health and safety of our employees and the employees of all companies involved must not be endangered at any time. In particular, employees must not endanger the health and safety of employees from other companies. Companies must inform each other of the potential risks involved in their work.  
Measures for minimizing risk are recorded and coordinated with the contact person at the Schaeffler Group and/or the

jointly appointed coordinator before work begins using the hazard analysis checklist.

- The contractor's contact person must make the required documents regarding the scope, beginning, and end of the work, the methods employed, and the number of personnel available to the contact person at the Schaeffler Group.
- The contractor is responsible for ensuring that its employees or subcontracted employees working on the site possess valid work papers/permits.
- If individual activities (trades) are to be carried out by subcontractors (after prior written approval), the contractor is obliged to immediately inform the relevant Schaeffler Group contact person in writing.
- The contractor must ensure that it only employs personnel who are suitable for the job and have undergone all the preventive medical checkups required by it.
- The managers (supervisors) who are employed by contractors to oversee work are responsible for ensuring that their employees are properly trained. This must be done using the "Checklist for hazard analysis when employing external companies" before work begins and must be documented in writing. Only employees who have received clear and appropriate training/instruction are allowed to work on the premises of Schaeffler Group companies.
- During externally-managed construction projects on company premises, random inspections regarding the current state of health and safety measures can be carried out by the environment, health, and safety departments. However, this does not absolve the contractor's representative from his or her duty of supervision, nor does it negate the duty of supervision by a health and safety/construction site coordinator (in Germany).

\* AUVA = Austrian Social Insurance for Occupational Risks

\*\* SUVA = Swiss National Accident Insurance Fund

\*\*\* OSHA= Occupational Safety and Health Administration, North America

# Access Authorization and Codes of Conduct

## Employees

- All employees and authorized representatives of the contractor are bound by the working, supervisory, and regulatory provisions of the Schaeffler Group and its companies. These also include procedures regarding arrival at and departure from the premises during working hours.
- Before entering the premises, you must always inform Plant Security of your arrival. The time of arrival/departure is documented using electronic systems, e. g. a visitor database, business partner passes, etc.
- Upon arrival at the premises, employees are issued with a visitor/business partner pass, which must be visible at all times. However, employees may still be subject to checks upon entry and departure from the site.
- On Sundays and holidays, employees of contractors are only granted access to the premises if the necessary approvals have been received by the relevant bodies (e. g. authorities, contractors, or the Schaeffler Group). These approvals must be submitted in advance to the contact person at the Schaeffler Group and forwarded to Plant Security. In individual cases, Plant Security may ask to see employees' permits upon entry to the site.

## Vehicles

- Before entering Schaeffler Group company premises, vehicles belonging to contractors are marked by Plant Security, e.g. using a magnetic, numbered roof marker, which must be attached to the vehicle in a clearly visible location.
- The legally valid road traffic regulations of the respective country apply on the premises (e. g. the StVO in Germany).
- The loading and unloading of goods on the factory site is only permitted if the driver of the vehicle is wearing the

proscribed personal safety equipment – safety shoes and luminous vest. Furthermore, tension belts and non-slip mats must be kept in the vehicles for the purpose of securing the respective loads.

- In the workshops, careful and considerate conduct is required at all times, and vehicles must not be driven any faster than walking pace.
- Vehicles must be driven slowly on company premises – if necessary, they must be driven at walking pace. Location-specific signs and/or warnings about speed limits must be observed. Anyone who infringes this rule will be asked to leave the premises (after one warning).
- Traffic routes must be kept clear, and stopping/parking is only permitted in the designated areas.
- When vehicles are being loaded or unloaded, one lane must always be kept clear for ambulances and fire engines.
- No parking in restricted areas.
- Emergency exits or access roads/access points for fire protection installations must not be blocked by materials or parked vehicles.
- Vehicle and security checks can be carried out by Schaeffler Group employees (e. g. Plant Security, officers in charge of hazardous goods or the securing of loads, etc.).
- In the event of accidents or damage being caused by vehicles belonging to contractors:
  - Inform Plant Security so that the damage can be documented
  - Remain at the scene of the accident/damage and do not alter anything.
- When filling or emptying vehicle fuel tanks, the relevant safety regulations must be observed.

## Regulatory Guidelines

- Tools, equipment, materials, etc. can only be brought onto the premises if they comply with the valid regulations, are in perfect working order, and it is ensured that they will be used for their intended purpose according to the operating instructions. The contractor is solely responsible for his or her property and the Schaeffler Group assumes no liability whatsoever in cases of damage or loss.
- Equipment, machines, materials, etc. belonging to the Schaeffler Group may only be used if this is approved beforehand by the department responsible or the relevant Schaeffler Group supervisor.
- Any usage of fire extinguishing equipment (fire extinguishers, fire blankets, wall hydrants, CO<sub>2</sub> fire extinguishing systems, etc.) must be immediately reported to the relevant contact person at the Schaeffler Group.
- The storage of building equipment/materials, as well as the construction of huts and the associated space selection, must be clarified with the contact person at the Schaeffler Group.
- The storage of flammable materials (waste containers, wooden pallets, plastic waste, etc.) directly in front of the exterior walls of buildings is forbidden.
- All warning signs, prohibited areas, and order and prohibition signs on the premises must be observed. Information signs must not be removed, covered, or obstructed.
- Building and installation sites must always be kept in good order, and must also be cleaned and tidied thoroughly when work is complete.
- If work is carried out on traffic routes or in working areas, appropriate safety measures must be taken to ensure that no unnecessary risk is posed. If escape and rescue routes are affected or access to mustering points is restricted by work that is being carried out, an agreement must be made beforehand with the contact person at the Schaeffler Group as to whether compensating measures, e. g. temporary alternative routes, need to be implemented.

- Photography and filming is not permitted anywhere on company premises, which also applies to smartphones, tablets, etc. Certificates of exemption can only be issued by the management.
- Smoking inside buildings and production halls is either completely forbidden or only permitted in specially designated areas. Smoking paraphernalia and waste (e. g. cigarette butts, ashes, etc.) must only be disposed of in the containers provided for that purpose.\*
- Damage to facilities and equipment belonging to the Schaeffler Group must be reported immediately to the relevant department and the Schaeffler Group contact person. A damage report must also be compiled with the help of Plant Security. The procedure for dealing with damage (e. g. reporting it to the contractor's insurance company) must be implemented as a matter of course.
- Working equipment (e. g. conveying trucks, lifting platforms, etc.) belonging to the Schaeffler Group may only be used by contractors' employees when instruction has been provided by the specialist department at the Schaeffler Group and, if applicable, the necessary qualification certificates/licenses have been shown to the Schaeffler Group contact person by the relevant employees of the contractor. The relevant country-specific guidelines and regulations must additionally be observed. When using your own forklift trucks and lifting platforms, the relevant certificates/licensed must be carried and shown to the authorized persons (e. g. Plant Security) on request.
- Consumption of alcohol and other intoxicants\*:
  - The consumption of alcoholic drinks and the misuse of drugs and medications is prohibited.
  - The private sale of alcohol or other intoxicants to employees of the Schaeffler Group is prohibited.
  - Employees who are in such a state of mind that their actions may endanger others must be prevented from working by the contractor.

\* Further information about how this is governed by legal or company regulations at the Schaeffler Group's individual locations can be obtained from your contact person at the Schaeffler Group. The regulations for the respective location are binding for employees.

# Safety Guidelines

## Access rights and going to your workplace

- It is strictly forbidden to enter areas of the plant not specified in the work contract. The use of communal areas must be agreed upon with your contact person from the Schaeffler Group.
- You may only enter prohibited areas or areas where special conditions apply (e. g. heat treatment areas, electroplating facilities, etc.) after prior consultation with the relevant supervisor. Work must not begin until the required safety measures have been implemented or special instruction/training has been provided.
- You must go to and leave your workplace via the most direct route, and only safe routes must be used.

## Carrying out your work

- Hazardous work areas must be sealed off after prior consultation with the relevant department.
- Any safety-related instructions that have been specially created and apply with regard to the work must be implemented when the work is carried out.
- Work must not be carried out in tanks, ducts, manholes, or pits until the relevant safety measures have been defined in writing (permit for tanks, pits, manholes, etc.). The safety measures must be agreed upon with the Schaeffler Group contact person responsible and the relevant specialist department (Occupational Safety, Environmental Protection, Construction, etc.).
- Work in the vicinity of electrical systems, e.g. overhead lines, must not be carried out unless the necessary safety measures have been defined in coordination with the contact person from the Schaeffler Group who is responsible before work commences.
- Excavation work must only be carried out after prior consultation with the Schaeffler Group contact person (due to the risk of damage to service pipes).

- Pits, ducts, etc. must be cordoned off during work and, when left unattended, must be covered or protected to ensure that nobody can fall in. Hazardous areas must be lit when it is dark.
- Before work can begin in the vicinity of cranes, the appropriate safety measures must be implemented in the working area in cooperation with the relevant specialist department to ensure that no personnel are placed at risk.
- Work on roofs is only permitted after prior approval by the contact person at the Schaeffler Group.
- If there is a risk of falling at a workplace, employees must be secured in accordance with the relevant regulations (e. g. guard scaffolding, nets, or safety harnesses).
- Ladders, working platforms, etc. must comply with the relevant regulations and be in perfect working order.
- When work is carried out that involves dust and poses a risk of damage to electronic early warning systems such as smoke detectors, these must be secured in cooperation with the relevant specialist department.
- Work involving naked flames, soldering, welding, cutting, or angle grinders must only be carried out with an appropriate permit.
  - You must ask your Schaeffler Group contact person to apply for a permit in good time on your behalf.
  - Fire extinguishers must be kept within easy reach when any of the above-mentioned work is carried out.
  - Note: Electronic early warning systems (e. g. smoke detectors) must not be disconnected without prior approval by the management. The Schaeffler Group contact person is responsible for this.
- Emergency exits, escape routes, and access points to fire extinguishing devices must never be blocked. Fire doors must never be moved or wedged open/shut. If a work assignment means that equipment of this kind can temporarily not be used for its intended purpose, this must be agreed upon beforehand with your contact person at the Schaeffler Group. In cooperation with your contact person,

The following five safety regulations must be observed when carrying out work on electrical systems:



#### Rule 1

Disconnect devices from the power supply



#### Rule 2

Take measures to ensure that devices cannot be switched on again



#### Rule 3

Verify that devices are de-energized



#### Rule 4

Ground and short



#### Rule 5

Cover adjacent live components or provide suitable guards

the approvals must be obtained from the specialist departments (e. g. Fire Safety) and the necessary compensation measures taken.

- For work carried out outdoors as well as for work on construction and assembly sites indoors, or for work carried out under special ambient conditions (dampness, humidity, dust, mechanical or chemical loads, etc.), all hand-operated electric machinery must be operated from its power supply with a residual current operated device (e. g. RCD  $\leq$  30 mA in Germany. In plants outside of Germany, the national regulations and/or specifications for proper use must be observed. It is recommended that Schaeffler plants in countries that do not have any such regulations or specifications use the procedures that apply in Germany.
- Where there are specific hazards (such as increased electrical, fire, or explosion hazards), electrical systems and equipment may only be used in compliance with additional regulations, e. g. ATEX, IEC, EN, and VDE.
- Work on electrical systems and switching operations of any type must only be carried out by authorized personnel following appropriate instruction by the electrical department. While work is being carried out on switching cabinets and similar installations, these must not be left unattended and must be secured to ensure that they are not used or switched on again by unauthorized personnel.
- Contractors' employees are also obliged to use the required personal safety equipment in specially designated areas (e. g. noisy areas or areas in which safety shoes must be worn) and when the work requires it. This also applies if rules generally stipulate that personal safety equipment must specifically be worn throughout the premises.
- If bolt-firing tools are used, the relevant safety guidelines must be observed. When carrying out this type of work, particular care must be taken to ensure that no personnel are placed in danger (i.e. sufficient safety clearance is maintained).

- Any special guidelines/instructions with regard to mobile/cell phone use must be observed, as in certain areas they can trigger fire protection equipment (such as CO<sub>2</sub> extinguishers) and machinery.
- Work on machines/equipment that generate/s electromagnetic fields must only be carried out following consultation with the contact person at the Schaeffler Group, and may only be carried out by personnel without specific restrictions (e.g. implants, pacemakers, etc.).

## **Special groups of people**

- When working in the companies of the Schaeffler Group, persons under 18 years of age and trainees must not be left unsupervised and must not be allowed to carry out work in potentially dangerous areas.

## **Occupational accidents**

- The medical center is available to provide first aid.
- The structure of the medical facilities is different at each Schaeffler Group location. Information about this will be provided by the Schaeffler Group contact person responsible before work begins.
- Work accidents that occur on Schaeffler Group premises must be reported immediately to Plant Security and the Schaeffler Group contact person by the contractor's representative, and the Occupational Safety department must also be informed as soon as possible (on the following working day at the latest).

## **Auxiliary and Operating Materials**

- All auxiliary and operating materials can generally only be used if they comply with Group standard S 132030-1 (declarable and banned substances). This must be clarified with the contact person at the Schaeffler Group.

- The most up-to-date version (no more than 2 years old) of the safety data sheets for all auxiliary and operating materials that are required in order for the work to be carried out must be available at the workplace.
- If auxiliary and operating materials have to be temporarily stored on the premises of a Schaeffler Group company, the respective contact person must be informed. The contact person must inform Plant Security, the plant fire department (if one is present), and the environmental protection coordinator in good time and obtain their approval for storing the materials.
- Contractors and their employees must be instructed by an appointed Schaeffler Group contact person about the potential risks and hazards of materials used by the Schaeffler Group as well as rules of conduct and necessary safety measures when an order is placed and while they are on the premises.

## **Carrying out work**

- Before work begins, potential risks and hazards have to be assessed using the hazard analysis checklist. The necessary safety measures must be defined and documented in cooperation with the contact person from the Schaeffler Group.
- Service providers who supply services, developments, processes, methods, etc. must carry out a risk assessment of their working methods, working procedures, etc. in good time before they begin to perform the relevant work. This must additionally include informative documentation on any equipment being used (e. g. certificates, etc.) and any materials being used (e. g. safety data sheets). This must be provided to the contact partner at the Schaeffler Group.
- Before any demolition, maintenance, or refurbishment work, the contractor must ask the contact person at the Schaeffler Group about potential hazards (e. g. building materials that may contain asbestos).

## **Special care must be taken when handling hazardous substances**

(e. g. highly flammable, corrosive, or toxic substances)

- Highly flammable liquids must be stored only after consultation with the contact person at the Schaeffler Group and in agreement with the Occupational Safety and Environmental Protection departments at the respective location.
- If work has to be carried out with hazardous substances and it cannot be guaranteed that these will have no effect on the health of employees working in the vicinity, the required safety measures (as defined in national legislation) must be agreed upon with the relevant contact person at the Schaeffler Group before work commences.
- Service providers who supply services, developments, processes, methods, etc. must carry out a risk assessment of their working methods, working procedures, etc. in good time before they begin to perform the relevant work. This must additionally include informative documentation on any equipment being used (e. g. certificates, etc.) and any materials being used (e. g. safety data sheets). This must be provided to the contact partner at the Schaeffler Group.
- Only containers that are specially designed for holding and transporting hazardous substances must be used. All containers must be labeled and marked correctly according to national legislation.

## **Environmental Protection**

### **Waste management**

The basic principles of waste management are:

Avoid waste – reduce waste – recycle or dispose of waste.

- Empty packaging materials and material waste must be removed from the site by the contractor once work is complete. This applies to all operations and work for which

contractors provide the required operating materials or that involve transportation packaging (e. g. furniture deliveries, paint pots, and vats).

- If, in exceptional cases, waste is disposed of using the on-site waste containers, the applicable local regulations are binding. The Schaeffler Group contact person will inform you which waste containers and disposal methods can be used.

## Using liquids that can contaminate water

(e. g. emulsions, oils, ammonia, and methanol)

- Substances that can contaminate water must be handled and stored in such a way that floors, water, and ground water are at no risk of contamination.
- Liquids that can contaminate water must not be poured into gullies, drainage outlets, toilets, wash basins, or other unsuitable places.

## Procedure in the event of leakage

In the event of leakage (e. g. overturned or damaged containers, burst hoses, etc.), the following steps must be taken immediately:

- Initial emergency measure: Prevent the fluid from spreading (e. g. use an oil binding agent, seal off gullies and drainage outlets).
- Immediately after doing this, inform the following departments:
  - Environmental Protection
  - Plant or company fire department (if available)
  - Plant Facilities / Facility Management
  - Plant Security

## Using water hydrants

Water hydrants can only be used if this has been approved by the contact person at the Schaeffler Group.

## Noise protection

- Only sound-insulated tools and machines may be used.
- If work needs to be carried out in the evening, at night, or at the weekend, this is only permitted with the explicit prior approval of the contact person at the Schaeffler Group. If the premises are located in a residential/mixed area, the relevant country-specific guidelines must be observed.

## Fire Protection – Procedure in the Event of a Fire

### Preventing fires



Fire, naked flames, open sources of ignition, and smoking are prohibited.

### Response in the Event of a Fire

Keep calm

#### Report the fire



Activate the fire alarm

Initiate emergency call

#### Get to safety



Warn persons who are in danger.

Take with you any persons who are incapacitated

Close doors

Follow marked escape routes

Do not use elevators!

Proceed to the nearest mustering point

Pay attention to instructions

#### Attempt to put out the fire

01/2015 - Fire Safety Coordinator, HZA location

Fire safety regulations, part A acc.  
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Use a fire extinguisher

Use a fire hose

Use firefighting devices and equipment

## Data Protection and Data Security

The following information refers to:

- Repairs
- Technical maintenance work
- Replacement of PC and server components
- Software maintenance
- Consultant contracts
- Remote maintenance (e. g. maintenance work, importing updates).

The use of computers (generally notebooks) that are not on the Schaeffler Group inventory is only permitted after the prior approval of the relevant contact person at the Schaeffler Group.

Before the work mentioned above is carried out, the contractor must inquire about the provisions and agreements regarding data protection in the Schaeffler Group, sign the relevant contracts, and submit these along with the declaration of confirmation.

The contractor must ensure that the data to be processed while work commissioned by Schaeffler is being carried out are processed strictly in accordance with the instructions issued by the contracting body. The contractual agreements and checks decided upon beforehand must be documented and observed.

The specifications of the Schaeffler Group apply here, particularly the guidelines on IT security (P172707) and disposal of data carriers (P172723). If the service being provided constitutes the processing of order data according to national legislation, e. g. § 11 of the German Data Protection Act, the required contracts must be signed beforehand.

The relevant contracting body at the Schaeffler Group must inform the contractor of any additional regulations applicable at the individual locations.

Copies or data queries made in the Schaeffler Group network and the installation of software or data storage media (including data stored locally and temporarily on an external computer) require the explicit prior approval of the relevant contact person at the Schaeffler Group.

# Important Telephone Numbers and Contacts

Employee Health Service/first aid:

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Fire Safety:

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Plant Security:

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Occupational Safety:

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Environmental Protection:

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Schaeffler Group Contacts:

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This brochure is part of Group Procedure P 175830. Every care has been taken to ensure the accuracy of the information in this publication. However, no liability can be assumed for any incorrect or incomplete data. We reserve the right to make technical changes.

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