

# Instruction for health, safety, environment and fire prevention Location Kirchlengern-Bünde



## Standard instruction- external companies

HR 00115.10.EN

# Coordination of external companies

## Reasons for accidents with external companies:

- Changing working conditions
- Unknown environment
- Unknown operational hazards
- Changing organisational structure
- Communication problems
- Inadequate work preparation

## Avoidance of mutual hazards

### Requirements:

- Planning of safe work procedures
- Information about the hazards and prevention measures
- Motivation to behave safely



# Main Regulations



## German occupational health & safety act (ArbSchG)

“if the employees of several employers are working at the same place, then it is the duty of the employer to... jointly ....work and agree upon measures for safeguarding these risks.”

## DGUV Regulation 1

„If employees of several companies or independent workers are working in the same place, the employers have to jointly work for the safety and health of the employed.”

A person has to be appointed if necessary to avoid mutual hazards. The assigned person has to coordinate the work; To counter specific threats he is to be equipped with appropriate authority.“

## DGUV Information 211-006

„Safety and health protection through coordination “ – functional explanation

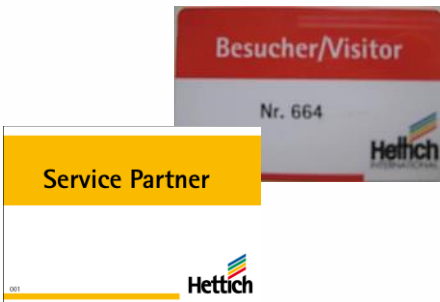


# Access Security

# Entry Rules



- The site shall be entered upon initial use only via the reception A1. Here you get an **access authorisation**.
- The entry rights are in the form of an entry card, distinguished as visitor or service partner.
- The entry card is a personal document. It has to be worn in a visible manner. **It is strictly forbidden to enable someone else an entry by your card.**
- Care is to be taken, that **no** stranger or unauthorised person steps in the work area.
- The end of the work is communicated to the Hettich staff and the **inspection** has to be done.
- After work is over **every day** the entry card is to be submitted back in the reception.



**SECRET**



## Secrecy

- Obligation to maintain confidentiality about all information from and about Hettich.
- Confidentiality agreement between my employer and the company has been made.

## Ban on Photography

- On the whole site it is forbidden to take photos.
- If necessary, obtain approval by the Contractor previously.
- The permit to make photos must be taken with you when photographing.

# General Information



# Driveways and entrances



- All entry doors are equipped with access controls, that can be unlocked with the service partner entry card. **The cards get unlocked only for the necessary work areas.** This will be arranged by the employer!
- The entrances **secured with barriers** are equipped with **intercoms**. These can be used after doing a registration at the reception and after getting a Service-Partner-Card.
- In front of driveways, emergency exits, barrier systems and on areas which are marked accordingly the parking prohibition must be observed.



# Traffic rules on site



- Entry only after making a **prior** registration in the reception
- The StVO is applicable
- The speed limit which is signposted must be observed
- The parking prohibition in front of entrances, exits and escape routes must be observed
- Cargo securing must always be ensured
- Parking is only allowed on the marked parking spots



**In case of gross violation of rules , the entry permission can be revoked.**

# Door, gateways, footpaths



**Warning, risk of accident!**

- Pedestrians generally use the doors
- Gateways are exclusively reserved for industrial trucks and transport vehicles



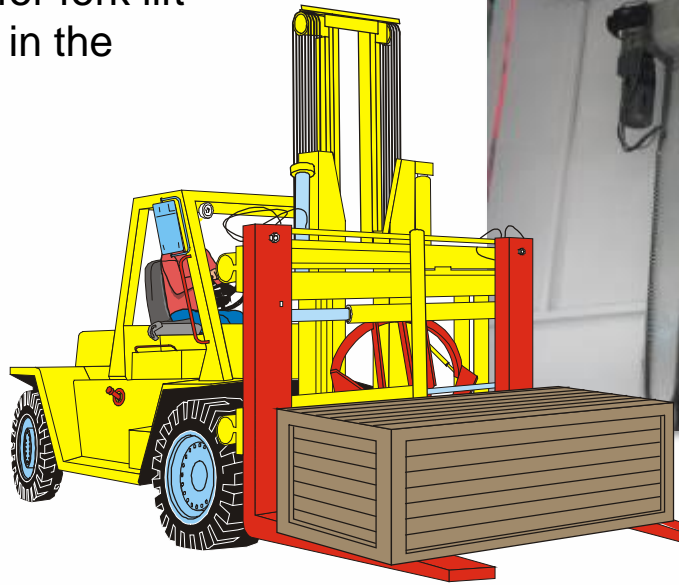
- In hall areas and on premises the marked footpaths are to be used

# Driveways for industrial trucks



**Warning, accident risk!**

- The one way street rules for fork lift drivers must be observed in the respective hall areas



- Poorly visible crossroads are equipped with panoramic mirrors

# Escape- and rescue routes



- In case of **fire and evacuation incidents** the building has to be evacuated on the shortest way and it must be gathered at the assembly area
- **Escape route maps** are hanged in every building in the entrance area. On this map the respective assembly area is specified
- At the assembly area missing people must be identified and reported to fire fighters
- Fire doors and gates must not be blocked or prevented from closing automatically
- Ask Hettich employees to show the location of first-aid boxes and any other emergency devices before starting work





# Guard and security service



- The guard and security service is responsible for the security of the buildings and the access control
- It controls the observance of the entry rights
- It controls the observance of the parking rules
- It has the right to issue directives if applicable rules are violated



Guard duty on location:  
07:00 am up to 19:00 pm  
Tel. 05223 / 77 - 1209  
19:00 pm up to 07:00 am  
Tel. 05223 / 77 - 6000



**The directives of the security service personnel is compulsorily to be followed!**

# Personal protective equipment



- Every contractor has to provide the required personal protective equipment to its employees
- **Wearing of safety shoes is principally mandatory during the stay in the production!**
- In noise areas ear protection must be used
- In danger zones (in construction areas) wear a helmet
- Depending on emerging hazards other personal protective equipment must be used
- People who do not comply, can be expelled from the work area after warnings



- In many areas of the location, there is a **obligation** on wearing personal noise protection. Pay attention to the sign! The sound level here is above 80 – 85 dB(A)
- Personal protective equipment are available in the form of ear plugs
- The **dispenser for ear protection** are placed in the prominent places of the hall mainly in the areas of the entrances
- Ear plugs have to be inserted deeply enough in the ear canal to achieve a sufficient insulating effect!



**Use ear protection! It's about your health! Hearing damages are incurable!**



# Prohibitions



Fundamentally the prohibitions that are applicable to our own employees apply also to the external companies:

- Alcohol-/Drug prohibition
- Prohibition on smoking in the entire working area (Exception: marked smoking zones)
- Entry prohibited for areas that are not related to the work of the external companies
- Prohibition on filming- and photography
- Security, fire alarm and rescue equipment as well as escape and rescue ways must not be blocked
- Prohibition on security contradictory behaviour (violation of accident prevention regulations, no usage of PPE)



**Violations of the prohibitions can lead to expulsion from premises.**

# Hazardous substances



The following substances are prohibited at Hettich:

- **toxic**
- **mutagenic**
- **teratogen**
- **carcinogenic (CMR-substances)**
- If the use of such substances is necessary because of technical reasons, the substances must be announced at Hettich in written form, the safety data sheets must be submitted
- After an assessment Hettich grant a permission as the circumstances require



**Hazardous substances should be used as few as possible.**

# Waste disposal



Oily rags



Waste oil



Construction waste



Styropor



- The external company as a waste polluter has in principle the responsibility to dispose all waste and residual materials
- The fulfilment of this duty has to be proved on request (transport permit, declaration of acceptance, proof of disposal)
- If required coordination with the **waste manager** is to be undertaken (Tel. 05223 / 77-1524)
- The usage of collection containers can be arranged
- Strict garbage separation and compliance with the site related guidelines has to be ensured



**Who do not dispose their waste properly, is liable to pay the costs for the substitute action carried out by Hettich**

# Environmental hazards



- **Water hazardous substances** must not be discharged either into groundwater, land or draining network at site
- For any questions concerning the disposal of hazardous substances the site specific standards must be observed (Environmental coordinator, Tel. 05223 / 77-1524)
- **Environmental-emergency-sets** containing drain covers and oilbinding agents can be found at depositories for hazardous substances (loading roads) and must be used if required. In case of doubt call Hettich employee for help
- **An exposition of hazardous substances or oils** must be reported via the internal emergency number 1000



**Not like  
this!**

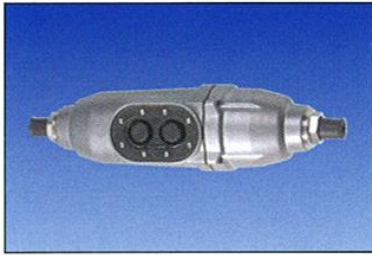
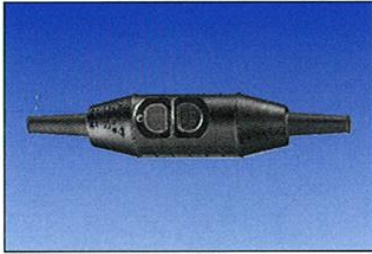
- Use only work appliances for which
  - You have an assignment
  - You received instructions
- Do not misuse work appliances!
- Keep safety devices and emergency stops functional
- Use only safe and flawless work appliances
- Exchange or repair defective work appliances
- It is only allowed to use electrical devices that are checked and confirmed according to „DGUV Vorschrift 3“.



**Use only safe and appropriate work appliances- It's for  
your own good.**



# Mobile circuit breaker devices



- Electrical hand tools and machines should only be used with a circuit breaker (PRCD-S).
- The PRCD-S detects all possible malfunctions in the fixed installation and avoids an activation in case of an error.
- The intact protective earthing conductor functions are checked before activation and monitored during operations. Therefore a protection level increment against dangerous body currents is possible
- A low voltage circuit breaker avoids an independent resetting after voltage recovery



**Mobile circuit breaker devices have to be provided by the contractor. There will be no rental by the employer.**

# Ascertained defects



**If you determine**

- **Occupational safety deficiencies,**
- **Environmental hazards, or**
- **Waste of energy**

**inform your responsible Hettich employee, immediately!**



**If you notice potential for improvements concerning our processes and procedures please feel free to talk to us.**



# Workplace instructions

Please skip the contents  
which are not relevant  
for your operation.

# Risk assessment

Bau- und montagestellenbezogene  
Gefährdungsbeurteilung durch externe Dienstleister

Dokument-Nr: HF 00177.01.DE

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Geltungsbereich: HPH, HMS, HDS, HON, HBL, HUT, HFT

<b>Auftraggeber / Hettich-Gesellschaft:</b>	<b>Datum:</b>
<b>Auftragnehmer:</b>	
<b>Bau- / Montagestelle:</b>	
<b>Tätigkeit/ Maschine/ Anlage:</b>	
<b>Auftragsverantwortlicher vor Ort</b> (mit Weisungsbefugnis zur Arbeitssicherheit):	<b>Telefon:</b>
<b>Abnahme der Arbeit durch den Auftragsverantwortlichen erforderlich?</b> Ja <input type="checkbox"/> Nein <input type="checkbox"/> (hier Kreuz setzen, nach Durchführung der Beurteilung)	

## Mögliche Gefährdungen und Gegenmaßnahmen

<input type="checkbox"/> <b>Organisatorische Mängel</b>		
<b>Bestehende Gefährdungen</b>	<b>Gegenmaßnahmen zur Beseitigung</b>	<b>oder Verminderung der Gefährdung</b>
<input type="checkbox"/> Keine Anweisung der Arbeiten bei der Führungskraft vor Ort <input type="checkbox"/> Unbeabsichtigtes Auslösen der Brandmeldeeinrichtung durch die Tätigkeit <input type="checkbox"/> Fehlende Ortskenntnis <input type="checkbox"/> Ungenügend qualifizierte Mitarbeiter <input type="checkbox"/> Zu wenig Mitarbeiter <input type="checkbox"/> Plan- / Terminabweichungen <input type="checkbox"/> Unbefugte Personen auf der Baustelle	<input type="checkbox"/> Führungskraft vor Ort, vor Beginn der Arbeiten informieren <input type="checkbox"/> Deaktivierung der Brandmeldeeinrichtung im entsprechenden Brandschnitt durch FM <input type="checkbox"/> Vor-Ort-Einweisung <input type="checkbox"/> Mitarbeiter unterweisen <input type="checkbox"/> Zusätzliche Mitarbeiter anfordern <input type="checkbox"/> Abstimmung mit dem Verantwortlichen <input type="checkbox"/> Absicherung gegen unbefugten Zutritt	<input type="checkbox"/> Baustelle vor dem Verlassen sichern <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Besonderheiten / Ergänzungen: .....		
<input type="checkbox"/> <b>mechanische Gefährdungen</b>		
<b>Bestehende Gefährdungen</b>	<b>Gegenmaßnahmen zur Beseitigung</b>	<b>oder Verminderung der Gefährdung</b>
<input type="checkbox"/> Ungeschützt bewegte Maschinenteile (erfasst werden, anstoßen, ...) <input type="checkbox"/> Teile mit gefährlichen Oberflächen (Ecken, Kanten, Grate, Spitzen, ...) <input type="checkbox"/> angefahren / überfahren werden <input type="checkbox"/> unkontrolliert bewegte Teile (Herabfallen, Kippen, rollen, gleiten, ...) <input type="checkbox"/> Ausrutschen, Stolpern, Umknicken, Fehltreten <input type="checkbox"/> Abstürzen und Einknicken (vom Dach, Arbeitsböden, Treppen, offene Schächte, ...)	<input type="checkbox"/> sich bewegende Maschinenteile stillsetzen <input type="checkbox"/> Schutzgitter / -dach erstellen <input type="checkbox"/> Persönliche Schutzausrüstung verwenden (Schutzbrille, Schutzhandschuhe, Sicherheitsschuhe, ...) <input type="checkbox"/> Gefahrenbereich absperren <input type="checkbox"/> Teile vor dem Herabfallen, Kippen, ... sichern <input type="checkbox"/> Stolperstellen und Rutschgefahren beseitigen <input type="checkbox"/> Absturzstellen sichern	<input type="checkbox"/> Mitarbeiter auf besondere Gefahren hinweisen <input type="checkbox"/> Ausrüstung für Höhensicherung verwenden <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Besonderheiten / Ergänzungen: .....		

Dokumenteigner: Thorausch, HPH

Seite 1 von 5

Erstellt am: 01.10.2015

- For building activities and assembling work on site the a risk assessment must be done by the contractor
- Therefore an own template or the Hettich template can be used (HF 00177 „Bau- und montagestellenbezogene Gefährdungsbeurteilung durch externe Dienstleister“ --> Download via Hettich Homepage, only available in German)
- An explanation how to use the Hettich template can be found at the last page of the document
- If permits are necessary (e.g. fire permit, driving forklift or lifting platform) involve Hettich employees into the creation of risk assessment
- The employees must be instructed on site by the contractor on the basis of the risk assessment
- A copy of the risk assessment together with verifications of instruction must available for the employer

# Permission for driving industrial trucks

**Scope of the appointment:**  
Company's name site location

**Appointment industrial truck driver**  
(according to § 7, BGV D27 „Industrial trucks“)

Mr/Ms:	First name, last name	Date of birth:	dd.mm.yyyy	Pers No	
Executive / Employer:	First name, last name				

Is hereby appointed for the above mentioned company to drive industrial trucks in internal traffic and for employers.

**The assignment is applicable for the following industrial trucks:**

Manufacturer:	Type of industrial truck:

He/she has proved his/her capabilities to the company in driving the above mentioned industrial trucks according to BGV D27 §7 Para 1 "Industrial trucks".

**The driver has been instructed about the features of the truck.**

**Refresher training would be done in a yearly cycle within the framework of technical safety instructions (BGV A1 § 4).**

**The instruction on the industrial trucks of the employer takes place on site and will be documented by the written permission of the employer.**

**The following points would once again be brought to attention:**

1. Before starting to work you have to be convinced about the servicing condition of the truck. Eventual obvious defects are in your own interest to be brought to the attention of the employer before takeover. When leaving the truck make sure that it is safeguarded against accidental and unauthorized movement. After the work is finished you are responsible to park adequately and properly on its designated area to enable a later serviceability.
2. When loading the vehicle it has to be taken care that during movement of the truck the driveway is sufficiently visible and a proper securing of the cargo is ensured. The way of driving and the speed limit has to comply with the local standards to avoid hurting people, property and vehicles.
3. For the use of industrial trucks UVV BGV D27 is applicable.

dd.mm.yyyy


Date

HF 3506.00.EN

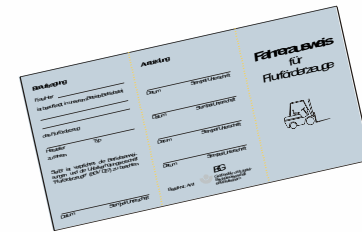
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Signature

ee



- Besides a driving license a written permit (HF 3507, only available in German) is necessary to drive industrial trucks (fork lifts) on site
- This permit can be issued by the employer upon submission of truck driving license and assignment (HF 3506), which is issued by the contractor
- The permission must be carried along on site!



- The appliance specific training and instruction on operating conditions is carried out is carried out by the owner of the truck
- The rules mentioned in the assignment and the instruction of the lender must be observed compulsorily

# Permit for the handling of lifting platforms

**Geltungsbereich der Beauftragung:**  
Name Unternehmen Standort Standort

**Beauftragung zum Bedienen von Hubarbeitsbühnen**  
(gemäß Kapitel 2.10 BGR 500)

Herr/Frau:	Vorname, Nachname	geb.:	dd.mm.yyyy	Pers.Nr.:	
Führungskraft:	Vorname, Nachname				

wird in vorstehend genanntem Unternehmen als Bediener/in mit dem selbständigen Führen von Hubarbeitsbühnen im innerbetrieblichen Einsatz und bei Auftraggebern beauftragt.

Die Beauftragung gilt für folgende Hubarbeitsbühnen:

Hersteller:	Hubarbeitsbühnentyp:

Er/Sie hat seine/ihre Befähigung zum Führen der vorstehend genannten Hubarbeitsbühnen gemäß Kapitel 2.10, Abs. 2.1 BGR 500, BGG 966 und BGI 720 gegenüber dem Unternehmer nachgewiesen.

Der/Die Bediener/in wurde in den Besonderheiten und den Gefährdungen der Hubarbeitsbühnen unterwiesen.

Eine Nachschulung wird im jährlichen Zyklus, im Rahmen der sicherheitstechnischen Unterweisungen (BGV A1 §4) durchgeführt.

Eine Einweisung auf die Hubarbeitsbühne beim Auftraggeber erfolgt vor Ort und wird in der schriftlichen Erlaubnis des Auftraggebers dokumentiert.

Auf folgende Punkte wird nochmals ausdrücklich hingewiesen:

1. Der Bediener hat vor Arbeitsbeginn die Hubarbeitsbühne auf äußere Beschädigungen zu prüfen.
2. Bei Loslassen aller Steuerelemente muss jede Bewegung der Hubarbeitsbühne zum Stillstand kommen.
3. Der Untergrund muss auf Tragfähigkeit (Unebenheiten, Kanäle, Schächte) geprüft werden.
4. Der Bediener hat bei Mängeln, die die Sicherheit gefährden, den Betrieb der Hubarbeitsbühne einzustellen und die zuständige Führungskraft zu informieren.

dd.mm.yyyy		
Datum	Unterschrift	Unterschrift
	Führungskraft / Unternehmer	Mitarbeiter/in

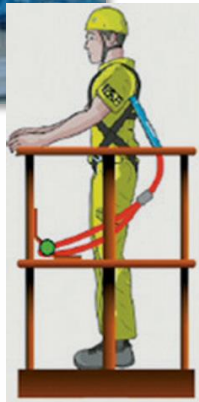
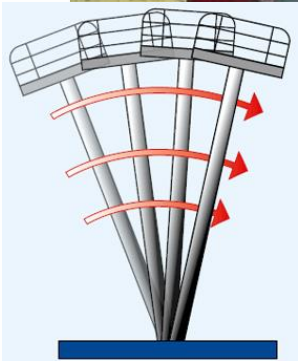
HF 10021.01.DE.

- Besides a driving license a written permit is necessary (HF 10022, only available in German) for the handling of lifting platforms on site
- This permit can be issued by the employer upon submission of lifting platform license and assignment (HF 10022), which is issued by the contractor
- The permission must be carried along on site!



- The appliance specific training and instruction on operating conditions is carried out by the owner of the lifting platform
- The rules mentioned in the assignment and the instruction of the lender must be observed compulsorily

# Ladders, scaffoldings and lifting platforms



- Use only appropriate scaffoldings, working platforms and ladders – pay attention to the usage limitations
- **Ensure stability** - Set up on a load-bearing surface that is as level as possible and secured against slipping or sinking
- Regard the permissible loading capacity
- If the catapult effect on aerial work platforms cannot be safely excluded, PPE against falls from a height must be used (harness with fall absorber).
- Ensure that the **fall protection device** is intact and the anchorage point is approved.
- Pay attention to construction, usage and operating instruction of the manufacturer
- **Enter the scaffold only after it is approved – scaffold labelling**
- **Safeguard scaffolds against unauthorised entry!**

# Ladders, scaffoldings and lifting platforms on transport routes



- **Safeguard** contiguous areas or areas lying under the work spot. The barrier has to be explicit and correspond to the type (delineator, safety barriers, foils, partitions, etc.)
- Special care during placement on or near **the transport routes** and **work areas**



# Height safety to prevent falling



Facilities that prevent a person from falling (**fall protection**) must in place:

- In case of more than **1.00 m drop height**
- In case of more than **3.00 m drop height** when doing construction work;
- Personal protective equipment against falling must be provided by the contractor and he has to instruct the staff before starting to work in the proper use of the equipment



# Roof work



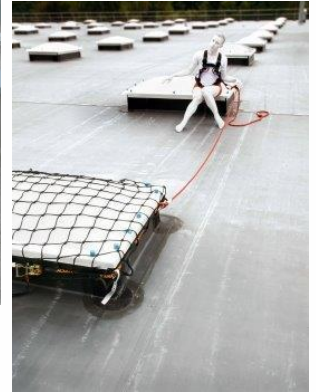
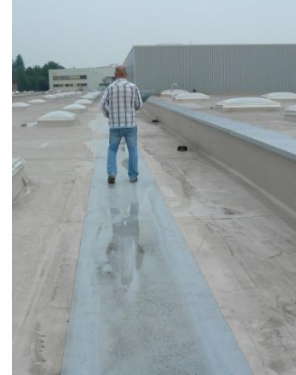
- Entering roofs without request and doing any kind of roof work is only permitted according to procurement
- Information about access possibilities and bearing capacities can be obtained at the employer (Facility Management)

- Protective measures **against** slipping off and falling as well as against falling off of building materials and tools externally and internally
- Fire prevention measures for fire-, cutting- welding work
  - A fire permit must be obtained by the client
  - Keep fire extinguisher at the workplace
  - Organise a fireguard



# Fall protection during roof work

- Wherever there are NO marked paths on the roofs, people can move freely WITHOUT fall protection on the entire roof up to a distance of 2.5 m from the point of fall. (Exception building A10)
- Persons approaching a fall edge closer than 2.5 m must secure themselves against falling by means of a safety system
- On the roofs there are anchor points for the safety equipment of a fall protection system



# Drilling, fastening, demolition work



- Work execution only by authorised persons
- **Drilling- and demolition work are only allowed according to procurement**
- In area of hall A3 and A5 drilling work in grounds are only allowed with permitted machines for asbestos processing. This is to be done only through a special trained personnel
- **In hall C3 and B3, a maximum drilling depth of 150 mm is permitted in the hall floor.** Deviations from this are only permitted after approval by the Facility Management.
- Drilling into load-bearing elements or components is prohibited or only permitted after approval by Facility Management
- The work area has to be marked clearly and protected against unauthorised entry

# Underground work

- Before starting work inform yourself about location and protective distances of buried conductions and coordinate the procedure with the Facility Management
- To detect conductions use investigative trenches or detection devices
- Safeguard **potholes** and **trench wall**, keep protection strips (0.6 m) load free
- Safeguard danger zones from earth moving machines and do not allow any entry



- **Mark the way of conductions** and maintain protective distances
- In case of danger regard the order of measures (get devices out of danger zone, warn third persons, disconnect conduction from power)
- Do not cover, shift or remove signboards or other markings without permission from Hettich



# Risks of working alone



- Intend to have at least a second person present
- Work in visual range of another person
- Evaluate dangers of working alone with the help of the operating instruction “PNG-Risk evaluation”(only available in German) according to DGUV Rule 112-139
- Installation of a time co-ordinated reporting system
- Wearing of an emergency device which activates an alarm if the alone working person falls to the ground. Registration at the Hettich reception (security service) Tel. 05223/ 77-1209



**Avoid working alone!**

# Working in crane areas



- **All works on cranes and in crane areas** require a **permission** from Hettich
- It is prohibited to stand under suspended load!
- Operating a crane is only allowed for trained and written authorised employees
- Take care of risk of crushing during working in crane areas. If work has to be carried out in the coloured areas the crane must be disconnected via the main switch
- Safeguard main switch with a lock and mark it with the sign “Do not switch on! Maintenance work” (Available in service technology, Tel. 05223 / 77-1271)



# Working in potentially explosive areas



- **Entry for authorised persons only**
- Working areas must always be well ventilated; **open ignition sources, open flames** and smoking is prohibited
- Inform the person responsible for the plant about start and end time of work
- Use spark suppressing or explosion-proof equipment
- If sparking is expected an explosion can not be excluded and the work has to be coordinated with the Hettich employee.
- If you have to inactivate prevention measures within an explosion area you have to coordinate this with your Hettich employee.





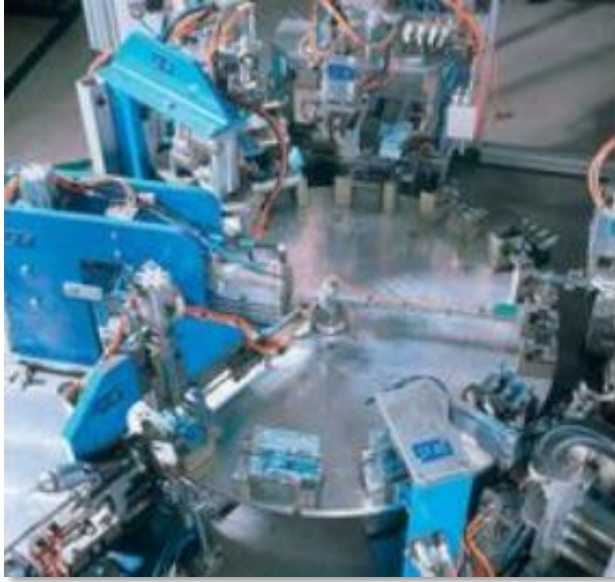
**The following aspects have been discussed with the employer:**

- Workflows
- Possible hazards
- Correct use of safety measures
- Facilities for environmental protection
- Procedures for a safe troubleshooting (e.g. residual energy, buried conductions etc.)



**It is prohibited to manipulate or override safety devices!**

# Maintenance / Cleaning / Repair



## For maintenance-, cleaning and repair works:

- Plan safety measures
- Only perform work in which you are instructed
- Safeguard working area
- Use correct equipment
- Comply with the work plans
- Perform a final check including documentation



**Pay attention to residual energy in case of troubleshooting!**

# Fire prevention

# Smoking ban and smoking places



- **Smoking** is totally **banned** on the Hettich site Kirch lengern/Bünde
- As an exception there are places identified as smoking zones

# Welding / Cutting / Fire activities



- A **fire permit** is obligatory and must be obtained from the fire prevention officer (Tel. 05223 / 77-1040) before start of work
- Get information about smoke detectors sprinkler systems
- Cordon off risk areas
- Take care of sufficient ventilation
- Remove flammable objects or liquids or cover them otherwise
- Keep appropriate extinguishing agents for fire fighting
- Separate welding work space by placing protection shields
- Safeguard electrical conductions from mechanical damages
- A firewatch is to be determined by the fire prevention officer



**Lack of precaution for welding work often results in severe fires with devastating consequences!**



# Fire prevention



- Only keep the amount of flammable liquids which is sufficient for one day at the workplace
- In case of fire or severe smoke development activate the **evacuation alarm** immediately
- **Firefighting**, if it is possible without self-endangerment
- In case of activated evacuation alarm stop working immediately and seek assembly point
- Inform in advance about the course of escape and rescue routes (see notices).



**Bear in mind that inhalation of smoke from fire and gas leads faster to death than the effect of flames on the human body.**



# First aid organisation

# Who must be informed in case of emergency?



- Environmental accident
- Occupational accident
- Fire

**Please keep two telephone numbers in mind!**

In case of severe emergencies always call

**112!**

first

**AND**

then afterwards the Hettich internal emergency number

**1000**

**or. 05223/77-1000 via mobile phone**

**Attention:** Even minor accidents must always be reported to the Hettich internal emergency number „*Thanks for calling 1000*“

# Slight accidents



- First aiders are available in the halls (see notices on Safety-Excellence boards or on first aid boxes)
- For minor injuries an own first aid box must be provided
- Minor injuries do not have to be recorded in the Hettich accident book but in the own one

# Contact Person

# Who must be informed in case of emergency?

- You have to contact your responsible Hettich contact person first when you are on site to coordinate the proceeding.
- Agree upon some contact details with your Hettich employee.

# Who must be informed in case of emergency?

- You can find the emergency boards with all relevant telephone numbers at all internal telephones!
- Quote when making an emergency call:
  - **Where** it happened?
  - **What** happened?
  - **How many** injured?
  - **What kind** of injury?
  - **Wait** for requests?

**NOTRUFTAFEL** HI 00001.04.DE Seite 1/1

Eigener Standort, Gebäude: Eingangstür/-tor:  
Standort des nächsten Telefons:

Hinweis: Bei Handynutzung Vorwahl Kirchlingern/Bünde 05223 bzw. Vorwahl Hettich 05223-77 beachten!

**Polizei** 0 - 110  
**Feuerwehr, Notarzt** 0 - 112  
**Notrufnummer (intern)** 1000

Lange Klingeln lassen → automatische Rufweiterleitung

**Taxi Kirchlingern** Bei leichten Verletzungen Transport durch Taxi!  
Diese Fahrt ist für den Verletzten kostenlos. Sie wird nur durch Unterschrift dem Taxifahrer quittiert.  
0 - 76330  
interne Kurzwahl \*2395

**Taxi Bünde** 0 - 6666  
interne Kurzwahl \*2396

**Krankenhaus** **Bünde (Zentrale)** 0 - 1670  
**Unfallarzt** **Dr. Mellage/Dr. Leder, Bünde** 0 - 9909030  
**Dr. Beckmann, Bünde** 0 - 4055  
**Augenarzt** **Dr. Krüger, Bünde** 0 - 13320  
**Dr. Erlinghagen, Bünde** 0 - 3180  
**Kassenärztlicher Notdienst** außerhalb der ärztlichen Öffnungszeiten 0 - 116117

**Giftnotruf** 0 - 0228/19240

**Zentrale A1** 1209  
**HLS C1** 1335

HLS: Info an Operative Steuerung, da diese weitere Maßnahmen nach Notfallmeldekarte einleitet.

**Wachdienst Mo. – So.** von 00:00 bis 24:00 Uhr 6000

**EWB Gas- und Wasserversorgung, Bünde** 0 - 967100

Herausgeber: HPH/UWR-ASB/ D.Thorausch      Geltungsbereich: HPH, HHO, HMV, HMS, HMT, HLS      Erstellt am: 01.01.2015

## Further contact persons on site:

Gas, Water, Heater Mr. Vollbring  
Tel. 05223 / 77 - 3303 or 0151 / 54412488  
Electrical Mr. Kammann  
Tel. 05223 / 77 - 1177 or 0151 / 55112533  
Fire protection Mr. Ortmann  
Tel. 05223 / 77 - 1040 or 0151 / 12047473  
Environmental protection Mr. Kott  
Tel. 05223 / 77 - 1524 or 0151 / 12047388  
Occ. health and safety Mr. Thorausch  
Tel. 05223 / 77 - 1427 or 0151 / 55112403



# Documentation of instructions!

Instruction Protocol for External Companies		Hettich
Document-No: HF 00110.05.EN		Regard Proprietary notice ISO 16016!
Valid for HEB, HOB, HFT, HHE, HLB, HMB, HMT, HON, HPH, HVT		
<b>1 Access control (unauthorised persons) / Secrecy</b>		(continued)
The access identity card is a personal document. Wear the card always on the body and do not let anybody access your card.		<input type="checkbox"/>
Make sure that no outsider or unauthorised person enters along with you in the company premises or in our buildings.		<input type="checkbox"/>
Obligation to maintain secrecy of all information of and on Hettich according to the secrecy agreement done between my employer and Hettich.		<input type="checkbox"/>
Ban on photography on the whole premises. If required obtain an approval from Hettich and carry it with you while photographing.		<input type="checkbox"/>
<b>2 General Information</b>		
Discussed driveways, entries and factory traffic.		<input type="checkbox"/>
Pedestrians use only doors. Gates are reserved for industrial trucks and transport vehicles.		<input type="checkbox"/>
Vehicles and fork lifts must be expected on the whole premises and in the halls.		<input type="checkbox"/>
Safety instructions and regulations for the respective operating site must be gathered from the responsible Hettich employee (e.g. escape routes, first aid kits, sanitary facilities, security service).		<input type="checkbox"/>
Appropriate personal protective equipment must be provided by the contractor and must be used (safety shoes, ear protection, fall protection, protective gloves, safety glasses, breathing mask etc.). Obligation to wear PPE was discussed.		<input type="checkbox"/>
Specific prohibitions on site were discussed.		<input type="checkbox"/>
Prohibition of using hazardous substances (for toxic and carcinogenic substances) was discussed. If the use of such substances is required, obtain approval from Hettich.		<input type="checkbox"/>
Selective sorting of garbage scrap, cardboard, residual waste, hazardous waste and their proper disposal.		<input type="checkbox"/>
Emergency measures for incidents with environmental risks were discussed.		<input type="checkbox"/>
Mentioned the safe use of electrical use and visual inspection before starting work. Only use tested tools.		<input type="checkbox"/>
A mobile circuit-protection device is mandatory for all operations with electrical equipment.		<input type="checkbox"/>
Identified deficiencies (occupational safety, environment, energy efficiency) must be reported to the responsible Hettich employee immediately.		<input type="checkbox"/>
<b>3 Work place related instruction</b>		
Risk assessments must be performed before construction and installation work, a copy must be delivered to Hettich and the own employees must be instructed according to risk assessment.		<input type="checkbox"/>
Usage of fork lifts and lifting platforms only after submitting the driver license, assignment from the contractor and the permission from Hettich (compulsory wearing!).		<input type="checkbox"/>
Safety regulations for lifting platforms, fork lifts, ladders and scaffoldings were discussed.		<input type="checkbox"/>
Working areas are to be protected with barriers and warning instructions in such a way that nobody is endangered. This also applies to mobile working areas.		<input type="checkbox"/>
Fall protection for danger of falling according to DGUV-V 33, PPE must be provided by the contractor.		<input type="checkbox"/>
Drilling, demolition, roof and underground working are only allowed after approval from the Facility Management.		<input type="checkbox"/>
Hazardous work must preferably be done with two people. Otherwise use emergency device for working alone. Available at the Hettich reception, according to the location.		<input type="checkbox"/>
Explanation on work on cranes and in crane areas. Approval from Hettich necessary.		<input type="checkbox"/>
Working in explosive areas only after notification to the responsible Hettich employee.		<input type="checkbox"/>
Explanation on workdays, possible risks, proper use of safety precautions and environmental protection.		<input type="checkbox"/>
No override or manipulation of safety devices (e.g. override guard doors, wedging of fire doors and others).		<input type="checkbox"/>
Instructing on the behaviour during maintenance, cleaning and servicing.		<input type="checkbox"/>
Communicating processes on safe and secure troubleshooting (e.g. residual energy, concealed pipes or others).		<input type="checkbox"/>
<b>4 Fire prevention</b>		
General ban on smoking, only exception in special signed smoking areas.		<input type="checkbox"/>
Welding, cutting, and fire operations with sparking are only allowed with fire permit from Hettich!		<input type="checkbox"/>
Explanation on fire prevention in general and in special areas.		<input type="checkbox"/>
In case of fire or smoke emission activate the evacuation alarm immediately and if possible try to extinguish, otherwise seek assembly point immediately. Consider emergency routes on site before starting to work.		<input type="checkbox"/>
<b>5 First aid organisation</b>		
Information on reporting obligation to Hettich, how to behave in case of occupational accidents, especially transmission of an emergency call.		<input type="checkbox"/>
After an accident was caused the responsible Hettich employee has to be informed in order to direct the ambulance to the injured person.		<input type="checkbox"/>
The names of people responsible for first aid are known in the respective areas (see first aid boxes). Minor injuries are to be entered only in the own accident book.		<input type="checkbox"/>
<b>6 Contact person</b>		
I know Hettich's contact person (especially for occupational health and safety, fire and environment protection).		<input type="checkbox"/>
Internal emergency number available <input type="checkbox"/> yes <input type="checkbox"/> no if yes, telephone number: _____		
<p>This content was explained to me in a personal discussion. Furthermore, I was trained with the help of the Hettich document "Standard Instructions for external companies". I was explicitly instructed on the necessity of the measures for preventing accidents. I have understood them and they will be followed by me as they mainly aim at my health and also avoid unnecessary loss and costs. Non-observance can lead to an expulsion from the location!</p> <p>I was instructed to carry a copy of this instruction protocol every time within Hettich premises and the copy should not be older than 12 months.</p> <p>Instruction according to the Hettich standard instruction for external companies for the following site: _____</p> <p>Instruction carried out on: _____</p> <p>Instructor, Name: _____ Company: _____ Signature: _____</p> <p>Employee, Name: _____ Company: _____ Signature: _____</p>		
<p>Publisher: HHO/URAS/ S. Patzold Page 1 of 1 Applicable from: 19.04.2016</p>		

- The implementation and participation of this instruction has to be documented in the given form HF 0110
- The instructed persons confirm by signing that the content of these instructions has been explained to them personally in a meeting
- The instructed person confirms with the signature the understanding of the contents and the readiness to observe the necessary measures for preventing accidents
- A copy of the signed **protocol (not older than 12 months)** is to be carried all the time on Hettich site and must be shown upon request
- **Non-observance of the guidelines can lead to an expulsion from the location!**

# What do I need at Hettich?

- **Principally for your stay**
  - Instruction protocol (HF 00110 from employer)
  - Service partner card (available at Hettich reception)
  - Appropriate PPE
- **Forklifts / Lifting platforms**
  - Driving licence for forklifts or lifting platforms
  - Assignment from the own employer
  - Permission from Hettich
- **Construction- and assembly work**
  - Risk assessment referred to the respective work (from employer e.g. on the basis of HF 00177)
- **Photographing**
  - Permission to take photos (from Hettich)
- **Use of hazardous substances**
  - Permission for toxic and cancerogen substances (from Hettich)
- **Minor injuries**
  - Own first aid kit (bringing yourself)
  - Own accident book (bringing yourself)
- **Welding/Cutting/Soldering/Sparks**
  - Fire permit (from Hettich)
  - Appropriate extinguishing agent (bringing yourself)
  - In explosion-risk areas explosion measurement device (bringing yourself)
- **Dangerous lone working**
  - Emergency device for working alone (bringing yourself, upon request you can get it from Hettich)
- **Height works**
  - Fall protection for work in 1,2,3 or 5 m fall heights (bringing yourself)
- **Electrical work**
  - Mobile circuit breaker „PRCD-S“ (bringing yourself)

Looking forward to a good cooperation!

