**Safety Regulations**

**for**

**Contractors**

**Occupational health and safety - Environmental protection**

**Data protection - Site security**

**Applicable to orders placed by
Rolls-Royce Solutions Magdeburg GmbH at the Magdeburg
premises**

**Important telephone numbers**

|  |  |
| --- | --- |
| **Emergency call**  | **0-112 🡪 with telephone** |
| **with mobile phone** | **112** |
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**Table of contents**

 1 General information on safety 10 Water Protection - Waste Disposal
 2 Procedure in case of fire / emergency / accident 11 Hot work - explosion protection

 3 Site security / Security 12 Radiation protection

 4 Testing of facilities 13 Personal protective equipment

 5 Construction and assembly work 14 Works traffic - cranes - lifts

 6 Work equipment 15 Questions on occupational safety / environmental protection

 7 Electrical safety 16 Data protection and information security

 8 Handling of dangerous goods and working materials 17 Non-compliance with these regulations
 9 Asbestos work 18 Branch offices

**These Safety Regulations are an integral part of the Standard Terms and Conditions of Purchase of Rolls-Royce Solutions Magdeburg GmbH.**

**1 General information on safety**

* 1. In our company, we attach particular importance to **occupational safety, fire protection, data protection, environmental protection and site safety.**

	The **Contractor and its subcontractors** (hereinafter referred to as "**Contractor"**) must comply with all **applicable** statutory, official and trade association **regulations and RR SOLUTION MAGDEBURG GMBH provisions** relevant **to the** performance of the contract. The Contractor shall be obliged to ensure safety and health protection during all activities initiated by him.

The instructions in the safety flyer, especially on what to do in an emergency (e.g. fire, assembly points, environmental hazards), must be observed. This flyer is available at reception.

For branch offices, the Contractor shall inform himself in advance about the site-specific emergency planning.

The instructions of the security personnel (plant security or general security service) must be followed without fail.

* 1. The Contractor shall prepare a risk assessment for his employees. Furthermore, the Contractor is obliged to instruct his employees on a regular basis. These documents must be presented on request. A brief risk assessment must be drawn up for unusual work, new hazards and first-time activities.
	2. The **coordinator (Client hereinafter referred to as "Client")** is the contact person named in the order. The **responsible person on site** appointed by the Contractor shall be responsible for instructing his employees in accordance with these provisions. If **subcontractors** are commissioned by the Contractor, the Coordinator must also be informed.
	3. To avoid mutual hazards, the coordinator shall coordinate the work with the person in charge on site. The coordinated safety measures are to be organised by the person responsible on site. He shall instruct his staff on implementation and compliance. The implementation of the agreed safety measures shall be monitored by the person responsible on site.

In the event of deviations that mean that these safety regulations cannot be implemented or complied with, the coordinator must be notified.

* 1. Work under the influence of alcohol or other intoxicating substances is not permitted.
	2. Smoking is absolutely prohibited in buildings, on roofs and energy ducts. Smoking is also prohibited in the vicinity of gas cylinders and in areas marked accordingly, e.g. explosion-proof areas. Smoking is only permitted in designated smoking areas on the factory premises.
	3. Prohibition, instruction and notice signs in our factory must be observed.
	4. Work on Sundays and public holidays must be coordinated with the coordinator and must be reported by the Contractor to the Saxony-Anhalt State Office for Consumer Protection on his own responsibility.
	5. Work on systems such as machines, plants, fixed or mobile equipment containing pressurised media may only be carried out when they are switched off and secured. Commissioning is not affected by this. Troubleshooting may only be carried out with extreme care. Personal locks, possible Locking accessories and information signs must be brought along. When working on systems, the dangers of pressurised media such as hydraulics, hot/cold media, compressed air,
	gases, spring energy, electricity, gravity, other hazardous substances, etc. must be taken into account, assessed and briefly documented. The pressurised media must be switched off and secured against being switched on again.

 Residual energy must be safely dissipated.
be safely dissipated. It must be ensured that no energies can build up.

 A sign of the person authorised to switch with the name, telephone number and company must be attached to the lock in a clearly legible manner. If there are several parties involved, the disconnecting device must be secured with a multiple locking device.
The entire security measure (lock, locking accessories for certain energy disconnections and information sign) is also called Lockout Tag Out.

 Shutdowns and commissioning must be coordinated with the coordinator.

1.10 The use of mobile telephones is prohibited during driving
driving, climbing stairs and operating machinery/plant.
machines/equipment.

1.11 The Contractor shall bring high-visibility waistcoats.

 A high-visibility waistcoat must be worn in loading and handling areas.
worn. The areas will be announced by the coordinator.
announced by the coordinator.

**2 Behaviour in case of fire / emergency / accident**

2.1 In case of **fire or emergency** (fire, gas leakage, open media) as well as in case of **serious accidents** in the plant, the **fire brigade** must be notified immediately via the emergency number with **RR SOLUTION MAGDEBURG GMBH telephone 0-112 or with mobile telephone 112.**

 In addition, the **reception/security service on site** must be informed.

2.2 In the event of a fire or gas leak, go immediately to the marked assembly point and, if possible, take endangered persons with you. See also the information in the safety flyer.

 Try to extinguish the fire immediately if you have caused a fire yourself. When doing so, pay attention to

 on your safety.

2.3 Should the Contractor or one of his employees suffer an accident, our first aiders are at their disposal. First aid material for first aid is available at field offices.

 Nothing may be changed at the accident site if this permits the rescue of persons.

 ­The provisions applicable to the Contractor's own operations ­concerning the reporting of accidents shall remain unaffected.

**3 Site security / Security**

1. Each employee of the Contractor shall sign in personally at the reception desk. When leaving, they also sign out personally. Access to Rolls-Royce Solutions Magdeburg GmbH is always via one and the same gate.

The affiliation of the employees to the respective external company must be clearly recognisable (e.g. company logo on the work clothing, own external company ID cards or general visitor ID cards). Likewise, vehicles, work equipment, scaffolding, ladders and daily accommodation must be clearly marked as the property of the external company. The Contractor's employees may only stay in the area in which they have their workplace on the basis of the contract concluded with us. Entering other parts of the company is not permitted.
2. The Contractor shall inform the Coordinator about the commencement of work, interruption of work, work outside normal working hours (e.g. in the evening, on Saturdays) and the end of work, and shall point out any disruptions to the operational process that may occur.
3. For the protection of property, checks may be carried out at the gates by site security or their representatives. When entering and leaving the site, packages, bags and other containers must be shown open on request. On request, site security shall also be given the opportunity to check the motor vehicle (including sleeper cab in the case of lorries) for objects carried.
4. Within the factory premises, there are safety-relevant sub-areas for which separate regulations apply:

 Specially secured areas have additional mechanical and/or electronic access protection, (these are e.g. test stands, development department, site security, security centre, etc.). Access to areas secured with access terminals is only authorised with the consent of the coordinator.

 Employees of the Contractor who perform work in security-relevant subareas that are subject to secrecy protection shall receive separate instruction from the RR SOLUTION MAGDEBURG GMBH coordinator.

Sensitive areas are subject to a heightened sense of security, but are not secured with additional aids, (these are e.g. auditing, human resources etc.).

 Employees of the Contractor who regularly work here alone must be made known to the coordinator beforehand. The Contractor shall draw up a list of its employees in which the names are assigned to the areas of activity. In case of absence or replacement of an employee of the Contractor, the person in charge on site shall inform the MTU coordinator.

 Employees of the contractor who work in sensitive areas can be instructed separately by the RR SOLUTION MAGDEBURG GMBH coordinator.

Due to the urgency, special reference is made at this point to point 17 - Non-compliance with these provisions.

**4 Facility testing**

 If a facility has to be put into operation on a trial basis, the contractor shall assess and document the hazards. Suitable safety and protective measures shall be taken and coordinated with the coordinator.

**5 Construction and assembly work**

5.1 If a Contractor opens a factory or construction fence, he must ensure that it is immediately closed again and that the factory or construction site is thus secured.

 Road closures must be coordinated in good time with the site security via the coordinator.

5.2 When working with a risk of falling, suitable

suitable safety measures must be taken.
When walking on roofs, a safety distance of
2 m from the edge of the fall
must be
maintained, otherwise personal protective equipment against falls from a height (PPEgA) or scaffolding is required, depending on the work to be carried out.

For roofs without a load-bearing roof cladding, e.g. glass roofs, corrugated sheet roofs, safety measures must be agreed with the coordinator due to the risk of break-through.
z. E.g. only walk on roofs on walkway planks.

Openings in floors, ceilings and roofs as well as depressions on construction sites must be secured during the entire construction period.

5.3 Before the start of civil engineering work (drilling, sawing, pointing, excavating, etc.) as well as drilling and pointing work on buildings, the Contractor must obtain information about the location of live cables, water and gas lines, etc. from the responsible specialist department via the coordinator. The work shall be approved by the specialist department.

5.4 Energy ducts may only be entered with a safety helmet or bump cap and emergency light.

5.5 Working alone is to be avoided if possible.

 If lone working is required, this must be reported to the coordinator. Substitute measures are to be planned and implemented by the Contractor.

5.6 A release certificate must be attached to scaffolding by the erector (competent person) so that it is permanently visible. Only these may be accessed.

 Modifications to scaffolds may only be carried out by the scaffold erector.

Activities on scaffolding are to be avoided while working underneath. In such cases, the extent to which the work can be carried out must be agreed with the
work can be carried out. Exceptions
are completely enclosed scaffolding areas.

5.7 If particularly high noise levels occur during the work, the Contractor shall inform the Coordinator in good time so that the most ­suitable working hours or other appropriate noise protection measures can be determined.

5.8When working in containers and confined spaces, protective measures appropriate to the hazard situation must be taken. This work must be coordinated with the coordinator. Written permission (permit) must be obtained through the coordinator before starting the work.

5.9 If so-called construction containers (day shelters, etc.) are to be erected, the Contractor shall obtain the Coordinator's permission in advance. The legal ­provisions for such buildings (Workplace Ordinance) must be complied with. Connections to the works infrastructure (electricity, water, etc.) must be applied for via the coordinator.

5.10 The use of gas or otherwise heated tar boilers on roof surfaces is not permitted.

Incidentally, fire extinguishers must be kept to hand when using tar kettles. Follow the installation instructions!

5.11 At work/construction sites as well as in storage areas, care must always be taken to ensure order and cleanliness. In the production area, dust protection walls are to be erected or hoovers are to be used for activities that may cause dust to form, for quality reasons. Dust, foreign material and waste must not be allowed to enter RR SOLUTION MAGDEBURG GMBH's production processes!

5.12 After completion of work on buildings, plants or machines, a final inspection shall be carried out with the Client. In this context, particular attention shall be paid to ensuring that the safety equipment concerned is functioning properly again.

The workplace must be left clean.

5.13 Wall penetrations and the opening of fire compartments must be reported immediately to the fire protection coordinator.

5.14 Before starting and after completion of dusty or steaming work**,** notify **Corporate Services -420 or mobile phone 0391/5046420**. The smoke detectors located in the vicinity shall be indicated and set for revision. After completion of the work, the Contractor shall have the smoke detectors reactivated by the security centre.

For supra-regional sites, the corresponding on-site determinations apply.

 See also item 11.1 - Hot work - Explosion protection.

5.15 Before working on systems that are connected to the safety control centre with an alarm (red rhombus with alarm no.)

 coordination with the coordinator is required in advance.

For supra-regional sites, the corresponding on-site determinations apply.

5.16 Work on ladders may only be carried out if the working area around the ladder is secured and the ladder is standing safely on firm, level ground. Do not perform any activities requiring great force on ladders. Persons who are allowed to work on the ladder must not lean out. Other legal and trade association regulations on the use of ladders must be observed.

**6 Work equipment**

6.1 The use of the Employer's own work equipment (machines, lifting platforms, cranes, tools, etc.) is only permitted in exceptional cases. Permission shall be granted by the competent specialist department and shall be obtained via the coordinator.

6. 2The work equipment used by the Contractor on our premises must comply with the current regulations, be in a safe operating condition and be inspected. They must be visually inspected for defects before each use. Defects and damage to work equipment must be reported immediately to the supervisor. Further use is prohibited.

6.3 When handing over working platforms (HAB), the user must be instructed. The operating instructions must be observed (in particular the information on operating the emergency lowering device).
When using articulated telescopic platforms, the required personal protective equipment against falls from a height (PPE) must be worn. A height safety device approved for HAB must be used. This must also be used when moving horizontally.

 In confined spaces, do not use your hands on the

 Hold on to the outside railings, if necessary wear a safety helmet or bump cap.
wear a helmet or bump cap.

A second instructed person must be in the vicinity who can initiate the rescue in case of an emergency
(e.g. operating the emergency lowering device).

 Areas under the working area of HAB are to be
 be cordoned off with a sufficient safety distance.

6.4Single loading bays for electrically operated industrial trucks / lifting platforms may only be set up and operated in agreement with the coordinator (keep a safety distance of 2.5 m from flammable objects and 5 m from potentially explosive areas).

6.5The earth cable of electric welding equipment must be brought up to the work site and fastened appropriately to ­avoid vagrant welding currents that ­can destroy the earthing system of our machines and equipment.

6.6We are continuously improving our energy efficiency. Support us in this and only use energy-efficient equipment. Switch off unneeded consumers during breaks, after work and overnight.

6.7 The use of bolt driving tools is not permitted.

 permitted.
 Bolt pushing tools must comply with the current regulation and may only be used with the consent of the coordinator.
 be used only with the consent of the coordinator.

**7 Electrical safety**

7.1 Live work is not permitted!
If work has to be carried out under voltage in an emergency, special protective measures must be worked out with the coordinator and the electrical engineering department and recorded in specific work instructions.

 Troubleshooting on electrical systems may be carried out under voltage. The appropriate personal protective equipment must be worn for this work, depending on the hazard.

The absence of voltage is to be determined professionally with a two-pole voltage tester according to the current standard DIN EN 61243-3; (VDE 0682-401).

If work is to be carried out in the vicinity of live installations or equipment, the responsible electrical engineering department must always be called in via the coordinator to decide on appropriate measures.

Power cuts must be ­requested well in advance so that timely arrangements can be made.

Power disconnection and connection or installation and dismantling of the protection may only be carried out with the consent of the coordinator. Unauthorised actions are prohibited.

7.2 Fixed electrical connections (without plugs) to our

 Work network may only be carried out with the consent of the coordinator.

7.3Personal protection switches must generally be used when using electrical work equipment. Portable personal protective switches must be equipped with protective conductor monitoring (PRCD-S) with a maximum fault current of 30 mA.

7.4In our factory, the installation of the following heating devices is prohibited for fire protection reasons:
- Coffee machines with heating plates (only coffee machines with thermos jugs are permitted),

- Single hot plates (only single hot plates with induction hob and time cut-off are permitted),

- Fan heaters only after consultation and verification of
necessity.
The installation conditions of heating devices (e.g. cannons, fan heaters, etc.) must be observed,
z. E.g. distance to combustible objects, free air intake, do not place combustible materials on heaters, do not use combustible underlays.

**8 Handling dangerous goods and hazardous substances
 Working materials**

 Before starting work, the coordinator must be notified of the list of hazardous substances to be used.

The Employer has the right to refuse the use of certain hazardous substances.

 The use of carcinogenic substances is strictly prohibited.

 Any danger to persons caused by the ­hazardous substances used or the ­hazardous substances generated ­during the performance of ­the service must be prevented.
If the storage of hazardous substances/pressurised gas cylinders is required, the storage conditions must be clarified and created with the coordinator.

**9 Asbestos work**

 When working on or with substances containing asbestos, separate agreements and protective measures must be
made. This work may only be carried out by companies and persons who are approved according to TRGS 519 depending on the type of work.

Prior to any work on hall floors (drilling, milling, etc.), coordination with the coordinator is required.
Attention: Magnesite screed may contain asbestos.

**10 Water protection - Waste disposal**

10.1 Substances hazardous to water shall be handled in such a way that no contamination of the soil, groundwater ­or a water body can occur.

Should a major soil or water contamination occur due to unforeseen events, the established emergency numbers (see page 1) and the coordinator must be notified immediately.

For field offices with a public emergency call, **Corporate Services -420 or with mobile phone 0391/5046420** must also be informed.

10.2 Any waste generated shall be disposed of properly under the applicant's own responsibility, unless otherwise agreed.

**11 Hot work - Explosion protection**

11.1 If fire- and/or spark-generating work
(e.g. welding, cutting, grinding, cutting-off, soldering and heating work) is required, written approval - welding permit - must be obtained from the coordinator in good time before the work begins.

Work may only be started after the signed permit has been presented, the
specified measures must be implemented before work starts and must be adhered to during the course of the work.

Before the start and after the end of fire- and/or spark-generating work, notification must be given at the **Corporate Services -420** site **or by mobile telephone 0391/5046420. The** smoke detectors located in the vicinity shall be indicated and set for revision. After completion of the work, the Contractor shall have the smoke detectors reactivated by the security centre.

The Contractor shall be fully responsible for fire protection in this area for the duration of the work to be carried out.

For supra-regional sites, the corresponding on-site determinations apply.

All movable flammable objects/substances, dust deposits are to be removed by the contractor from the danger zone (radius 10 m), if necessary also from adjacent rooms.

Immovable combustible objects must be protected with non-combustible materials, e.g. welding blankets.

Ceiling, wall and floor openings leading from the work site into other rooms shall be covered / sealed with non-combustible materials, e.g. welding blankets.
**Fire extinguishers and welding blankets shall be provided by the Contractor.**

If the Contractor cannot carry out the safety precautions himself, the Coordinator shall be informed immediately in order to arrange for them to be carried out.

The safety guard is usually provided by the Contractor when working in hazardous areas. The assigned welding workplace shall be set up in a clean and tidy manner and maintained accordingly.

11.2Transportable oxyacetylene welding equipment must be equipped with a suitable fire extinguisher and a non-return device in accordance with regulations.

**All pressurised gas cylinders must be put outside the buildings every day at the end of work.**

11.3 Before starting fire work, the Contractor must ­obtain knowledge of the respective emergency call possibilities ­and inform ­his employees­ working in the factory accordingly.
If a fire breaks out, the safety centre or rescue control centre
must be notified
immediately using the emergency number
listed on page 1 and appropriate extinguishing measures
must be started.

11.4Explosion hazard areas/plants may only be entered after approval by the coordinator.

All work (cleaning, troubleshooting, maintenance, installation, etc.) may only be carried out after approval by the coordinator. Fire loads and ignition sources must be kept away from these areas/installations. The specified measures from the permit must be implemented before work begins and adhered to during the course of the work. After completion of the work, all site-related monitoring equipment must be reactivated.

For supra-regional sites, the corresponding on-site determinations apply.

**12 Radiation protection**

The following provisions apply to the demonstration, commissioning and operation of X-ray equipment and interference sources, as well as to the handling of radioactive substances, insofar as a notification or licence is required in accordance with the X-ray Ordinance RöV or the Radiation Protection Ordinance StrlSchV:

12.1 Prior to order confirmation, the Contractor shall contact the Client's radiation protection officer (SSBV) and inform him of the planned activities relevant to radiation protection and of any radioactive materials to be carried.

Contact details for the SSBV can be provided by the Corporate Services Department.

12. 2 The Contractor shall coordinate the scheduling and performance of the relevant activities with the SSBV Radiation Protection Measures and submit the documents required for the activities (permits, certificates of expertise, etc.).

12.3 Without the express written consent of the SSBV, COs may not carry out any activities on RR SOLUTION MAGDEBURG GMBH's premises that are associated with ionising radiation; the same shall apply to the carrying and bringing of radioactive substances onto RR SOLUTION MAGDEBURG GMBH's premises.

 The coordinator shall be informed by the SSBV of the radiation protection-related agreements made with the CO.

**13 Personal protective equipment**

13.1 The Contractor shall provide his employees with suitable personal protective equipment. The Contractor and his employees shall be obliged to wear the protective equipment required for the workplace.

 Safety shoes must be worn in production areas.

13.2 When working on test benches (test cell and set-up area), safety shoes, safety goggles and, if required, protective gloves must be worn.

**14 Works traffic - cranes - lifts**

14.1 The traffic guidelines in our factory apply analogously to the road traffic regulations.

The maximum speed indicated on the factory premises must be observed. Vehicles are to be parked in the allocated parking spaces when an entry permit has been issued. The parking permit must be visibly displayed.

 Private vehicles are not allowed to park in the factory.

In the event of non-compliance with these regulations, an expense allowance of EUR 15.00 will be charged, and in the event of a repeat offence, entry will be prohibited.

14.2 Vehicles involved in internal traffic ­as well as cranes and lifting platforms may only be driven or operated by persons who have been instructed to do so in writing by the Contractor. They must be appropriately trained and have proven their ability to drive.

The driving license must be carried and presented during checks.
Riding on vehicles without seats is prohibited.

14.3 When driving onto buildings with forklift trucks, the
the permissible load capacity of the floor of the hall in question.
be taken into account. This is
signaled by prohibition signs at the outer gates of the hall.

 With other vehicles, e.g. lifting platforms, the
maximum load of the ground must be
obtained from
the coordinator
and observed (Attention: unequal wheel load
with articulated telescopic platforms).

Driving into buildings with cars or lorries is not permitted (exceptions must be agreed with the coordinator).

Buildings may be driven over at a maximum speed of 10 km/h. The Contractor shall bring and use suitable means of transport (e.g. hand trolleys) for the transport of equipment, tools, and materials from the parking area of the vehicle to the workplace; load trolleys may not be used.

14.4When working in the travel range of crane systems, the coordinator must be informed of the type and scope of the work. He shall give the go-ahead for the work. Work may only be started after the working area has been secured in agreement with the responsible specialist department (e.g. locking of the main crane switch, mechanical end stops).

14.5 All passenger lifts are equipped with an intercom system to the permanently manned security control centre.

In an emergency, press the emergency call button for at least 3 seconds. The staff of the security centre will then give instructions for the behaviour and further procedure.

 Lifts for passenger transport without car doors have a safety light barrier to prevent people and goods from being crushed or trapped.

 Special care must be taken when driving:

 - People stepping back from the shaft wall

- Transport goods need distance to the shaft wall

- Secure the goods to be transported against rolling away

- Do not transport goods that are longer

 than the lift car.

 If the safety light barrier is interrupted during travel, follow the instructions in the car control:

- Clear safety light barrier

 - Press the reset button

 - Press the floor selection button up or down;

 Lift moves slowly to the next station.

14.6 Bicycles may not be used.

**15 Questions on occupational safety / environmental protection**

If the Contractor has questions regarding occupational safety or environmental protection, he can obtain information from the Corporate Services Department via the Coordinator. This information does not release the Contractor from his own responsibilities as laid down in the statutory provisions.

**16 Data protection and information security**

Working on our premises may result in the Contractor and his employees gaining access to sensitive company data or confidential, personal information. It is therefore strictly forbidden for the Contractor and his employees to look into cupboards and containers, into documents, files, books, card indexes, lists as well as drawings and plans. Should the Contractor or his employees nevertheless obtain knowledge of the Client's affairs or personal data, this information must be treated as strictly confidential. Under no circumstances is the Contractor permitted to take any data or information carriers.

If the aforementioned obligations are violated, the Contractor and the ­employee of his company who violates the obligation shall be obliged to compensate the commissioning company and the affected persons.

Entering the area secured with access terminal

areas is only approved with the consent of the coordinator.

Violations may lead to exclusion from the contract award procedure.

Information on data protection or information security can be obtained from the coordinator

(For more details, see Infonet).

**17 Non-compliance with these provisions**

In the event of infringement of these provisions, we are entitled to issue immediate expulsion from the factory premises and a permanent ban on access.

Furthermore, we reserve the right to take further steps in these cases, such as:

- Immediate termination of contract without notice

- Assertion of further claims.

**18 Outposts**

**regional branch offices at the Magdeburg site:**

* all external warehouses
* as well as other newly developed sites

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