



**Rules and regulations
for contractors on site
MEU (Germany)
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These rules and regulations form an integral part of the contract for work and services.

The contractor undertakes to ensure that the employees and subcontractors he deploys follow these regulations.

1.0 Plant security measures and occupational safety and health regulations

1.1 Entering and staying on the plant premises



- Arrival at and departure from the workplaces at the start and end of work must be direct, without visiting any other plant facilities. (Break times?). All persons and vehicles may be inspected by the principle or his authorized agent. All contractor employees and vehicles entering and leaving our premises are subject to the usual checks. Contractor employees must be identifiable (e.g. visitor badge, company clothing, company emblem).

- Access to plant premises outside normal working hours (Mon. – Fri. 07:00 – 16:00) is only permitted with permission of the MUSASHI coordinator. Instructions issued by Plant Security personnel must be complied with.

- Road traffic regulations apply when driving and parking on the plant premises.



- Observe the speed limit of 20 km/h.
Note: On the Hann.-Münden, Leinefelde plant premises the speed limit is limited to 6 km/h ("walking pace").
- Immediately report damage to vehicles, accidents, other damages and incidents to the MUSASHI coordinator. Use designated parking spaces.
We do not accept any liability for tire damage
- Use only designated traffic routes and crossings, observe signage. Pedestrians must use doors only. The use of hall gates is reserved for forklift trucks.

1.2 Obligation to register

- Before beginning with the work, the contractor must report to the requesting department. This department will give him the name of the MUSASHI coordinator.

1.3 Confidentiality obligation



- Confidentiality towards third parties regarding all transactions of the MUSASHI Group and its business partners is to be maintained even after termination of the activity.
The MUSASHI coordinator must approve the bringing along of equipment suitable for picture and sound recording.
Photography and filming are only permitted with the written consent of the MUSASHI coordinator.

1.4 Occupational health and safety

The contractor undertakes to observe company regulations regarding occupational safety, fire and environmental protection and to monitor and ensure that these are observed by the employees deployed by him.

In accordance with the German Occupational Safety and Health Act (ArbSchG), the contractor is required to take accident prevention measures compliant with the provisions of the accident prevention regulations and the generally recognized rules of safety and occupational medicine.

The contractor assumes full responsibility for compliance with the relevant laws, ordinances, regulations, rules and guidelines when executing the order.

The contractor shall be solely liable for all consequences resulting from any violation of the aforementioned provisions.

All contractor's employees must comply with the principal's operational guidelines, monitoring policies and regulations. In case of work with possible mutual danger, the principal's coordinator (MUSASHI coordinator) is authorized to issue instructions to the contractors and contractors' employees (see German OSH Act - Section 8 and General Principles - Section 6).

All work and operating equipment used for the fulfilment of the contract must comply with these regulations and may only be used in the prescribed manner.

- Where the wearing of personal protective equipment is necessary or prescribed for the intended work, the contractor must make this available to his employees in sufficient quantities. Employees are obliged to use this personal protective equipment as intended.
- On the plant premises, wearing protective shoes is compulsory!
- In these areas wearing hearing protection is compulsory!
- These areas are prohibited for persons with pacemakers.
- Do not walk or stand under suspended loads.
- Exercise extreme care and attention when walking past forklifts.
- Do not eat at the workplace.
- Report accident hazards and safety shortcomings to the coordinator without delay.
- Trial commissioning of equipment and machines is only permitted in agreement with the MUSASHI coordinator and the relevant departments.



1.5 Building materials, other materials

- Storage of building materials and other materials, installation of building and service containers and selection of space for such storage requires the consent of the MUSASHI coordinator.

1.6 Special precautions for civil engineering works

- Before beginning with civil engineering work, the contractor must obtain a digging permit from the responsible MUSASHI coordinator. This permit contains information on the location of live cables, water, gas and other pipelines. It is imperative that the instructions are followed.

1.7 Work on static components

- Work, in particular welding work, on load-bearing structural parts requires the prior approval of the responsible specialist department.

1.8 Securing earthworks

- For earthworks and work in containers, ducts, shafts and pits, the safety measures must be agreed with the MUSASHI coordinator. Pits, shafts, etc. must be adequately secured before leaving the workplace and illuminated in the dark.

1.9 Roof work

- Before starting work, the contractor must consult the MUSASHI coordinator regarding the load-bearing capacity of the roofs.

1.10 Work on energy supply systems

- Work on or in the vicinity of such systems may only be carried out with prior approval of the responsible specialist department.

1.11 Connections

- Connections to supply lines of any kind, e.g. hydrants, compressed air, gas, electricity, etc., may only be established with the consent of the MUSASHI coordinator. The discharge of liquid and solid substances of any kind into the sewer system requires the consent of the MUSASHI coordinator in consultation with the environmental department.

1.12 Working in confined spaces

- Access to and work in confined spaces and containers (boilers, furnaces, ducts, shafts, etc.) may only be carried out with the consent of the MUSASHI coordinator.

1.13 Operational disturbances

- Disturbances, e.g. due to construction noise, dust must be kept to a minimum. The MUSASHI coordinator must be informed in good time before work begins.

2.0 Machinery, equipment, installations

2.1 Items brought onto the premises

- Items, tools and materials brought onto the premises must be secured against damage, unauthorized use and theft.
- Responsibility of the MUSASHI Group / Site only extends to the transfer point between the fixed installation and the building connection or to the power outlet.

2.3 Tidiness at the workplace

- Workstations, tools and equipment must be kept clean and properly stored in the areas allocated by the MUSASHI coordinator. Highly flammable waste, such as paper, plastic foils, etc., must be removed from the premises before the end of work.

2.4 Electrical installations

- Before switching off the electrical current, the MUSASHI coordinator must ensure that the necessary measures for maintaining operation have been taken. Work on electrical equipment may only be performed by specially trained personnel instructed by the MUSASHI Group / Site.
- Residual current circuit-breakers (FI circuit-breakers) in construction site distribution boxes must be checked every working day for faultless functioning by actuating the test device.
- When carrying out repair work, the relevant machines, systems and equipment must be switched off and prevented from being switched on unintentionally by closing and attaching the "Work in progress! Removal of sign only by: >name of the company and the coordinator<". If more than one repair group is working on the same object at the same time, a responsible coordinator must be appointed. Do not switch on the unit again until the responsible person ensures that nobody is in the danger zone.



3.0 Fire protection / "First aid"

3.1 Fire extinguishers / Escape routes / Meeting point

Every employee must inform himself/ herself about the location of the nearest fire and accident detector, the fire extinguishing equipment, stretchers, first aid kits and first aid stations and how to handle the fire extinguishers.



- The use of fire extinguishers must be reported to the MUSASHI coordinator!
- In the event of a fire, the contractor must go to the meeting point marked in the emergency plan.



- The emergency plans are posted on information boards in all departments. The contractor must inform himself about the locations of the information boards.

3.2 Hot work operations

- The MUSASHI coordinator must be contacted and a permit for hot work must be obtained before starting any welding work or working with open flames, e.g. cutting, soldering, firing, etc. Work must not begin until the permit has been issued.

3.3 Smoking ban



- Smoking is prohibited at various points of operation (e.g. blasting systems, battery charging stations, hazardous material storage facilities, working with hazardous substances that produce gases and vapors).
Note: Smoking is prohibited on all Metallumform premises. Smoking is only permitted in designated areas.

An unrestricted smoking ban applies to:

- training rooms, toilets and changing rooms
- all break rooms
- all areas, where the management has provided appropriate smoking prohibition markings (prohibition signs) on the basis of legal and fire department stipulations.

3.4 Accidents



- In accordance with "DGUV Regulation 1" (Principles of Prevention), an accident emergency plan (In case of emergency) is posted to ensure the accident reporting procedure and immediate first aid.
- All accidents must be reported to the responsible MUSASHI coordinator.

4.0 Environmental protection

4.1 Approval of hazardous substances

- The consent of the MUSASHI coordinator must be obtained if environmentally hazardous working materials or hazardous substances are used in the execution of work. Safety data sheets and operating instructions must be available for these substances.

4.2 Flammable liquids

- Flammable liquids may only be present in unbreakable containers in the quantities required for the progress of the work. The use of highly flammable working materials (e.g. floor adhesive) may only be carried out with the consent of the MUSASHI coordinator.

4.3 Waste disposal

- All waste resulting from the work, in particular transport packaging, hazardous and water-polluting work materials must be recycled or disposed of by the contractor.
The storage of waste on the plant premises requires the consent of the MUSASHI coordinator in consultation with the environmental department.

4.4 Behavior in the event of incidents

- The MUSASHI coordinator must be notified in the event of incidents involving hazardous or environmentally hazardous substances. Further persons to be notified can be found in the emergency plan (In case of emergency).

5.0 Other regulations

- Traffic, escape and rescue routes as well as emergency exits and access points to safety equipment and electrical installations must not be obstructed.
- It is forbidden to access rooms and facilities as well as to operate machines and equipment, unless this is necessary to fulfil the order and has been agreed with the MUSASHI coordinator.

Prohibited by principle:

- The bringing along and consumption of alcohol is strictly forbidden.
- Employees under the influence of alcohol may neither access nor stay on the plant premises

Any violation is a serious violation of the company regulations and will result in immediate removal from the premises.

5.1 Consequences of violations against the MUSASHI Group / Site – Company regulations

In case of violations of these regulations, the contract for work and services may be terminated without notice and the contractor may be held liable for damages.

Important telephone numbers are found in the emergency plan (In case of emergency).