



Instruction for external companies

Registration

Every visitor receives a visitor's pass when they start work, which must be worn in a clearly visible place. In exceptional cases (e.g. in the case of services outside of opening hours), the registration and issue of the visitor pass is carried out by the responsible coordinator and must be coordinated with reception beforehand.

The pass has an identification number and is assigned to the respective visitor upon registration. When leaving the company, the ID must be handed in at reception. This is necessary in order to be able to completely document the presence and absence of external employees and is for your own security.

A notice:

At our Weber Plauen and Weber Saarbrücken locations, registration takes place directly with the coordinator or client, currently without a visitor pass!

Activities on our premises (service provider)


You are obliged to carry out the work to be carried out by you in our company in accordance with the applicable legal requirements.

It is imperative that you get in touch with your Weber contact person/coordinator **before starting work**, so that all safety and environmental protection-related points can be discussed and coordinated again.

We expect you to leave your workplace as clean and tidy as you found it. The waste generated during your work must be taken back with you and properly disposed of in accordance with legal requirements.

If you have further questions on the topics of occupational safety, fire protection or environmental protection after the coordination meeting with the responsible contact person / coordinator, please contact the external company coordinator of the respective location (telephone number on pages 5-6).





If necessary, additional, activity-related instructions and/or documents are required, e.g. in the case of additional hazards from hot and fire work, a permit for hot work must be issued.

	<p>Before starting work, find out about the escape and rescue routes as well as the locations of the nearest fire extinguishing equipment, fire alarms and first aid facilities/first responders.</p> <p>In the event of an alarm from the fire alarm system (warning tone), the building must be left immediately using the escape routes and the assembly points must be sought. The contents of the fire protection regulations must be observed.</p> <p>The pictograms of the safety and health protection signs in the company must be observed.</p> <p>an emergency call according to the 5W scheme, ie who reports what happened, where it happened , how many people are injured, waiting for queries.</p> <hr/> <p>Fire: activate the manual alarm! Phone: (0)112 Accident: Emergency doctor Telephone: (0)112 Internal first aiders: see page 5-6</p>
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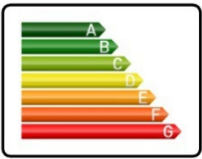


	<p>You may not enter work or work areas other than those assigned to you without authorization or without a companion. Only stay where you have your workplace / work area based on the contract concluded with us.</p> <p>The execution of the work must always be organized in such a way that both your own safety and the safety of all other employees is guaranteed.</p>
 	<p>Filming and photography on the company premises is strictly prohibited. The management or plant management of the respective location issues special permits. Permissions must be obtained in writing.</p> <p>No external data carriers may be connected to the company's own IT systems. (e.g. USB sticks, external hard drive, etc.) A connection may only be established in exceptional cases for business-related exchange of information and only after consultation with the IT department.</p> <p>Objects (including files, documents, drawings, etc.) may not be taken out of the business premises, duplicated or made accessible to unauthorized persons without the permission of the contact person/coordinator.</p> <p>You are obliged to maintain secrecy about all trade and business secrets both during your visit and after it has ended.</p>
 	<p>If, in the course of the work to be carried out by you, the use of open flames (welding, cutting, soldering, etc.), i.e. so-called hot work, is required, a welding permit for hot work must be completed beforehand. To do this, please contact our fire protection officer.</p> <p>Portable welding machines must be equipped with a fire extinguisher. This applies both to welding work on and in related buildings.</p> <p>Our company is equipped with modern fire alarm technology in many areas. Before starting work, clarify whether fire alarms in the area need to be deactivated to avoid false alarms.</p> <p>All activities that can trigger a fire alarm must be confirmed in writing by the client before work begins. In the event of non-compliance, the external company is liable for all costs incurred, e.g. the use of the fire brigade and rescue services.</p> <p>Smoking is not permitted on the premises except in designated smoking areas.</p> <p>We would be happy to draw your attention to the signposted smoking areas at the location.</p>



	<p>The tools, machines and equipment used must comply with the applicable health and safety regulations and standards, have been properly tested and may only be used as intended.</p> <p>The use of the company's own machines, work equipment, materials, etc. is only permitted with the approval of the responsible coordinator and only if the employee is suitable, ie has the appropriate training, assignment and training, eg cranes, forklifts, aerial work platforms.</p> <p>Instruction on the company's own resources must be given using the associated operating instructions.</p>
	<p>A shutdown of power grids or circuits must be applied for at an early stage --> failures caused by negligence can be punished!</p> <p>When working on electrical systems, the "5 safety rules" apply: 1. Disconnect, 2. Secure against being switched on again, 3. Ensure that there is no voltage, 4. Earth and short-circuit, 5. Cover or fence off neighboring live parts.</p> <p>Electrical connections may only be made after consultation with the electrician or the Weber coordinator.</p> <p>Only tested and undamaged electrical equipment may be used.</p>
	<p>When working with a risk of falling at high work/assembly sites, fall protection must be provided depending on the type, scope and risk, e.g. scaffolding, aerial work platform, PPE against falls. The working area below higher workplaces must be kept free of material. Climbing over from aerial work platforms, mobile scaffolding or work baskets on forklifts is prohibited.</p> <p>Most accidents during construction and assembly work are caused by faulty scaffolding and improperly used ladders. Only tested work equipment may be used according to its purpose, e.g. leaning ladders for ascent/crossover. Scaffolding must be secured against moving away and may only be moved "empty".</p>
	<p>When handling hazardous substances, the contents of the associated safety data sheets and the hazardous substance operating instructions must be observed and presented on request, regardless of their hazard potential.</p> <p>The use of hazardous substances that are toxic, very toxic, highly flammable or explosive must be coordinated with the specialist for occupational safety and/or the fire protection officer, as additional protective measures may have to be defined.</p> <p>In the case of hazardous substances that pose an increased environmental hazard (hazard warnings such as H400, H410 or H411), the environmental expert should also be informed. Additional protective measures such as collection containers and/or binding agents may be required.</p> <p>Opened hazardous material containers must be kept closed, taken away after use and properly disposed of in accordance with legal requirements.</p>







 	<p>Eating in the entire production area is prohibited. Beverages may only be consumed from lockable containers. Food and drinks in open cups and mugs are only allowed in the break rooms and at the smoking area.</p> <p>The consumption of alcohol or other intoxicating substances is prohibited during the stay, including breaks.</p>
  	<p>Our company is certified according to ISO DIN 45001. The occupational health and safety of our employees and external company employees is very important to us and should be guaranteed at all times. This requires technical, organizational and personal protective measures.</p> <p>Depending on the type and scope of the work to be carried out, the prescribed personal protective equipment (PPE) must be worn. E.g. hearing protection, protective helmet or bump cap, protective gloves, safety goggles or face protection, PPE against falls, safety shoes.</p> <p>Safety shoes must be worn on the entire company premises!</p>
	<p>Our companies are certified in energy and environmental management according to ISO 50001 and ISO 14001!</p> <p>We expect your employees to use energy and raw materials sparingly.</p> <ul style="list-style-type: none">- Turn off the light when leaving the room!- Switch on electrical devices only when necessary, e.g. screens, laptops, etc.!- Close windows and doors during the cold season!- Please report leaks in compressed air and equipment lines !



	<p>The avoidance of waste is our top priority and also obliges our service providers to keep the proportion of packaging and waste as low as possible.</p> <p>When disposing of waste, care must be taken to ensure that it is separated according to type.</p> <p>You can get support from the environmental and/or waste officer at the site.</p>
	<p>General hygiene guidelines:</p> <p>Please note and follow current notices, notices and instructions that may be necessary due to increased hygiene measures and are for your own safety and the safety of our employees.</p>
	<p>important phone number in Markdorf :</p> <p>Fire: (0)112, code dial *7112</p> <p>Police: (0)110, code dial *7110</p> <p>Emergency doctor (0)112, code dial *7112</p> <p>Internal First Responders: Level 2: 5552 / Level 5: 5555</p> <p>Reception: +49 7544 -963- 0</p> <p>External company coordinator : +49 7544-963-5510</p>
	<p>important phone number in Bernau :</p> <p>Fire: (0)112</p> <p>Police: (0)110</p> <p>Emergency doctor (0)112</p> <p>Internal first responders: - 1555</p> <p>Reception: +49 3338-6151-0</p> <p>External company coordinator: +49 3338 6151 1550</p>



	<p>important phone number in Magdeburg : Fire: (0)112, Police: (0)110, emergency doctor (0)112, Internal first aiders: Notice at the first aid stations</p> <p>Reception: +49 391 4096 100 External company coordinator : +49 391 4096 131</p>
	<p>important phone number in Neuenburg : Fire: (0)112, code dialing Police: (0)110, code dialing Ambulance (0)112, code dialing Internal first aiders: Notice at the first aid stations</p> <p>Reception: +49 7082 4909-0 External company coordinator : +49 7082 4909-4950</p>

	<p>important phone number in Roding : Fire: (0)112, Police: (0)110, emergency doctor (0)112, Internal first aiders: Notice at the first aid stations</p> <p>Reception: +49 9461 8098 973 External company coordinator : +49 9461 8098 960</p>
	<p>important phone number in Plauen : Fire: (0)112, code dialing Police: (0)110, code dialing Ambulance (0)112, code dialing Internal first aiders: Notice on the information board/notice board</p> <p>External company coordinator : +49 3741 4045 741 or +49 151 18882 826</p>



important phone number in Saarbrücken

Fire: (0)112, code dialing

Police: (0)110, code dialing

Ambulance (0)112, code dialing

Internal first aiders: Notice on the information board

Reception: +49 6806 939 7720

External company coordinator : +49 6806 939 7737



Visitor / external company :

We hereby confirm that all employees who have to be on the company premises to carry out the order have been instructed by us in accordance with your external company instructions and the information security guideline "AA-FP-G-03" (www.a-weber.com) and we have prepared a risk assessment for the possible risks within the scope of the activity.

Company: Date:

Company stamp / signature :

Employees of the commissioned external company:

Date	Surname	Signature	position

Please note:

If there is no written confirmation from the commissioned company when the order begins, all external company employees must be instructed by the customer / coordinator before starting work. Written confirmation is to be made up for!

Weber contact person / coordinator:

The instruction is valid for a maximum of 12 months, proof will then be destroyed in accordance with the Data Protection Act!