

A. Principle

Our company highly values occupational safety, environment protection, plant safety and energy efficiency.

As a contractor, it is therefore your duty to comply with all German

- laws, directives and regulations of the German Social Accident Insurance (Deutsche Gesetzliche Unfallversicherung or DGUV), as well as
- the conditions of this information sheet and
- our regulations regarding occupational safety, environment protection, plant safety and energy management.

Offenders may be immediately removed by us from the workplace and/or construction site.

Please note that according to German law only first aider who have received a recognized training in Germany may be employed.

B. Preparation before commencing work

1. Before commencing work, you should contact our representative (the person named in accordance with § 6 of the DGUV, Regulation 1, or the co-ordinator named in accordance with § 3 of the Construction Sites Ordinance), who is responsible for coordinating work on behalf of both parties. This person will henceforth be known as **'the Dyckerhoff representative'**. He can request from you all the documents required for coordinating the respective work. You can also contact him for suggestions and notes concerning safety matters.
2. Before commencing work, the Dyckerhoff representative will instruct you and/or your representative about the provisions defined in this sheet and the attached plant-specific information sheet. You are responsible for complying with these provisions, and this includes your agents too. You yourself or your representative have to instruct all employees and agents employed by you on the construction site and you have to document this instruction. Moreover, you must inform the employees about the Dyckerhoff representative's name and position.
3. You must carry the valid risk assessments for the intended activity with you on site. We support you in accordance with § 5, Paragraph 3 DGUV Regulation 1 in the preparation of risk assessments with regard to plant-specific aspects.
4. For all tasks you must ensure that the employees carrying out the tasks possess the necessary skills and abilities. Dyckerhoff reserves his right to have random examples of the relevant proof sent to us for documentation purposes.
5. Before commencing work you and your agents must obtain authorisation for the respective work from the Dyckerhoff representative by personal application.

C. Rights and duties during the activity

1. The Dyckerhoff representative is authorised as part of his duties to give instructions that he considers necessary to you and your agents, in order to avoid endangering the persons involved in executing the order or project, and to avoid endangering the environment. The Dyckerhoff representative's instructions must be followed unconditionally.
2. Any deviations from the work plan must be reported to the Dyckerhoff representative immediately. If this could result in a hazard, work must be stopped and the Dyckerhoff representative must be informed immediately. The work may only be resumed when the hazard has been dealt with, or the Dyckerhoff representative gives his expressed permission.
3. It is your duty to implement the safety precautions necessary when carrying out your work. You are solely responsible for supervising your agents and are liable for any derelictions of the duty of implementing safety precautions and / or supervision. You have to indemnify us from third party claims for damages which have arisen as a result of a deliberate neglect of these duties by you or your agents.
4. We reserve our right to inspect your work performance and that of your agents at any time. Documents that serve as evidence of work (time sheets for hours or weeks and suchlike) and material evidence are to be signed by the Dyckerhoff representative. There will be no payments for services rendered with unsigned evidence. A carbon copy of this evidence will remain with the contractor and will be applied to the invoice.
5. You are not permitted to make use of information or knowledge of any kind gained during your time on plant premises for your own purposes - exempt from for the purposes of carrying out your contracted work - nor are you permitted to distribute the same to third parties. Sketches, models, plans, construction and assembly instructions to which you have been granted access remain our property, and may only be used for the purpose of fulfilling a contract. You must inform your agents accordingly, and obligate them to confidentiality.
6. Photocopying written documents or reproducing information contained on other storage media (e.g. CD-ROMs, tapes, photographs) of which you have become aware during your time on the plant premises, is forbidden.
7. Conducting private business on plant premises is forbidden to the contractor and their agents.

D. Access to and time spent on plant premises

1. Safety helmets, safety shoes and high-visibility clothing must be worn in all Dyckerhoff GmbH plants. Wearing safety goggles, hearing protection and/or special protective gloves may be required in specially identified areas. You must provide your employees and agents with personal protective equipment.
2. You and your agents can be granted access to the plant premises using your own vehicle, in order to carry out repair and assembly work, and for deliveries to construction sites. You must request the relevant entry permit from the Dyckerhoff representative.

**160a PA-8.1****Appendix A: Information Sheet for Contractors**

3. The driver should provide the Dyckerhoff representative with information about the type and scope of loading. Especially hazardous substances being loaded must be declared without being asked, if planned in advance, and otherwise before entry at the very latest.
4. The maximum speed limit in every plant is 20 km/h. Any regulations which differ from this are identified accordingly. Rail traffic has right of way. Always be considerate of pedestrians. Motor vehicles may only park in the allotted spaces. Vehicles must not delay or endanger plant traffic. Otherwise, the vehicles may be removed at the cost of the owner. Service roads may not be left. You will always drive and park at your own risk on the plant premises.
5. Persons staying on plant premises must identify themselves at any time on request, stating their identity, company and right of residence; social insurance cards should be carried and presented on request. The relevant checks by the representatives and other responsible parties for the plant must be accepted.
6. It is expressly forbidden to enter areas other than those permitted for the purposes of work, or to remain on the plant premises off the designated working times.
7. Taking photographs on plant premises, outside the construction site area, is only permitted with the written permission of the Dyckerhoff representative. The respective permission should be carried at all times and produced on request.
8. Visitors may only enter the plant premises with the agreement of the Dyckerhoff representative, and after having signed in.
9. Warning signs, information signs, safeguards, and other features intended for the protection of people or things should be observed. They may only be altered or removed after consultation with or on the instructions of the Dyckerhoff representative. You are responsible for immediately dealing with all sources of hazards resulting from the work or, if this is not possible, raising enough awareness of them and ensuring the others are safe. All necessary barriers which may affect traffic on the plant premises should be arranged with the Dyckerhoff representative. Requests to redirect traffic, changes to signage, transporting heavy loads and other such issues should be addressed to him early enough. You may only carry out the relevant traffic procedures with his approval.
10. Alcoholic beverages and other intoxicating substances may neither be brought to nor consumed on the plant premises. Persons who have consumed alcohol or other intoxicating substances may not enter the plant premises. The plant Occupational Health Manager and the Dyckerhoff representative reserve the right to carry out the relevant checks, and to expel the persons concerned from the plant premises.
11. After finishing work, you must ensure that your construction site is swept and tidied. If you do not comply with these instructions, we are entitled to bill you for the costs of tidying and cleaning.

E. Tools, aids and materials

1. The materials supplied by you to be charged separately should be reported immediately to the presiding incoming goods authorities, by handing over the delivery note. If you do not report these, we are not obliged to pay you.

You must request for the necessary materials and tools from our stock at the relevant warehouse against a redeemed stock requisition slip.

2. Damages to our systems and equipment caused by you or your agents, as well as damages to your property or that of your agents, which have been caused by our employees or by a third party, must be reported to the Dyckerhoff representative immediately.
3. We hold no liability for the loss of any materials, machinery, tools and other such objects which have been brought onto the plant premises by you or your agents.
4. Use of our machines is only permitted for contracted personnel and their agents who have been trained accordingly and possess the necessary skills. The relevant plant-specific regulations must be observed.
5. Electrical energy and other energy will be provided in accordance with a special agreement. Specialist personnel will inform you of the connection points required for this purpose.

F. Safety Notes

1. Additional conditions apply to particularly hazardous and identified areas, due to the increased risk of fire and explosions.
2. Written permission of the Dyckerhoff representative must be obtained in every instance for working with fire (welding, separating, cutting etc.) in explosive areas and areas where there is a fire hazard. The safety measures set out in form sheet '196a FB-9.1 Permit for Hazardous Tasks' should be obeyed literally. The beginning and end times for work should be provided to the party responsible for the area in which the work is being carried out. Hazard reporting systems (e.g. fire reporting systems) may not be impaired or destroyed in their functional capacity by the work which you are to perform.
3. It is your responsibility to ensure that your employees and agents are provided with 'First Aid' equipment, and that the persons carrying out the work know the most important emergency numbers; if necessary, this should be done by means of a notice in the area of work.
4. Fires, accidents and hazardous situations should be reported immediately via the emergency numbers. The Dyckerhoff representative should also be informed. The work of emergency personnel may not be obstructed by machinery or equipment required for work. Traffic routes for incoming emergency vehicles must be freed up. In case of emergency, the emergency personnel's instructions must be followed immediately.
5. Accidents at work should be reported immediately to the Dyckerhoff representative and the plant Occupational Health Manager.

**G. Environmental protection**

1. You must immediately report any environmental damage on the plant premises caused by you or your agents to the Dyckerhoff representative.
2. The relevant legal requirements should be strictly observed when dealing with substances which are hazardous to water. If these substances are released, this must be reported immediately via the emergency number. Immediate measures should be taken to prevent the emerging substances from entering the drain system and the soil. Covering cushions for street inlets and absorbent materials are available at the relevant points on the plant premises.
3. Discharging waste water into the sewer system or into open water, as well as allowing it to seep in, is not permitted. Exceptions require the previous consent of the Dyckerhoff representative and the water protection representative.
4. You are solely responsible for disposing of any waste created while carrying out your work, e.g. wood, cables, packaging materials. Our troughs and containers must not be used for this purpose. Waste should be temporarily stored in suitable containers so that it cannot cause any environmental hazards or loads.

If you do not comply with these instructions, we are entitled to bill you for the costs of tidying and cleaning.