

topex GmbH external company policy



In order to prevent accidental injury, fires, environmental and material damage, the following organisational and safety regulations must be observed when carrying out work assigned to you, in addition to compliance with legal requirements and those of the institution for statutory accident insurance and prevention. Please ensure that any employees that enter our company premises have been informed accordingly.

topex contact partner:

Responsible officer: _____ Tel.: _____

Safety Officer: Mr Klaus Wagner Tel.: 85/86

Environmental protection: Mr Ulf Sprung Tel.: 30

Organisational regulations:

- The contractor accepts full responsibility for compliance with the relevant laws, regulations, provisions, rules and guidelines when carrying out their work. The contractor is liable for any consequences resulting from a breach of the above conditions.
- In the case of work where various parties may pose a hazard to one another, the aforementioned officer takes the role of authorising officer for the contractor and their employees (see §6 BGV A1 (German Regulation on Safety and Health at Work)).
- Photographic or recording equipment (including mobile phones with cameras) must not be brought onto the company premises. Access to the company premises outside normal working hours is only permitted with the approval of the aforementioned officer.
- Work involving naked flames, blow torches, welding and cutting torches and grinding machines is only permitted with the written approval of the officer or occupational health and safety.
- Connections to any kind of supply line, such as hydrants, compressed air, gas, electricity, etc. may only be established with the agreement of the aforementioned officer. The approval of the aforementioned officer is required before introducing any liquid or solid materials into the canal system, as well as the disposal of waste on company premises.
- All operative warning signs, access and smoking restrictions must be observed. Existing

signs may only be removed with the approval of the responsible officer.

- Any damage or disruption to our equipment and systems must be reported to the responsible officer immediately.



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- The construction and installation site must be kept in a clean and safe state and is to be tidied after each use. Once work is complete it must be returned to its proper (former) state as agreed with the responsible officer.
- The relevant officer must confirm that the work has been carried out correctly.
- Unless otherwise agreed, any waste is to be disposed of by the contractor in an environmentally sound manner. In the case of waste requiring supervision and waste requiring special supervision, topex must be presented with or sent proof of correct disposal.

Environmental and safety regulations:

- Hazardous work areas must be sealed off.
- Materials to be used must be approved in advanced by the environmental officer or the safety officer.
- Substances hazardous to waters must be handled in such a way that they do not pose a risk to the environment.
- Smoking is only permitted in the designated areas.
- Dangerous substances may only be stored on the company premises with the approval of the relevant officer. The relevant storage regulations apply (maximum amounts, storage compatibility, storage condition requirements).
- Scaffolding, equipment, tools, etc. must comply with the regulations issued by institutions for statutory accident insurance and prevention. We do not assume any liability for tools and equipment brought onto the site.
- Ladders, work platforms, etc. must always be accident-proof and comply with the regulations. When working at height a safety harness and rescue line must always be used.

- Forklift trucks may only be operated by topex employees who possess a driving licence.
- Work on electrical systems and devices may only be carried out by an expert with the approval of the specialist department in consultation with the relevant officer.
- The contractor himself is responsible for ensuring that the electrical devices and equipment used are in good order. The same applies to any devices lent by topex. The area of responsibility of topex extends only to the transition point between fixed installation and structural connection or up to the socket.



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- Trial runs of systems and machines are only permitted in agreement with the relevant officer and the responsible departments.
- The technical safety regulations of the institution for statutory accident insurance and prevention must be followed when using bolt-firing tools (firing tools). In particular, it must be ensured that nobody is in the danger zone next to and behind the impact point.
- Young persons, apprentices, etc. involved in our operations must always be supervised and must never be entrusted with dangerous tasks.
- Our first aider is available to provide first aid. In the event of serious accidents on company premises, management must be informed immediately.
- The premises must be evacuated in the event of a fire alarm. Vehicles must be abandoned.
- If anything is unclear or if you have any questions, please contact the relevant officer, the safety officer or management.
- If foreign workers are employed, the contractor is obligated to ensure that the employees receive and understand these regulations.
- When working under cover (piping, etc.), crane systems must be switched off at the main switch and secured against unintentional restart.

Personal conduct:

- Smoking is forbidden in all the administrative, production and service areas. Please smoke only in the designated areas.
- Alcohol is prohibited at topex. Any employees who appear to be under the influence of alcohol will be removed from the company premises for reasons of safety.
- We ask that you and your employees try to minimise any disruption to our operations when carrying your work.

Acknowledged by:

Company name:

Date: _____ Signature: _____