

# Rules of behaviour for external companies

## 1. Instruction for contractors

The contractor responsible undertakes to pass on the contents of the instruction within the company to his employees (employed here at Maximator Hydrogen GmbH) or subcontractors who are deployed! This information is a support for you to prepare your application-related risk assessments at Maximator Hydrogen GmbH. Appropriate evidence must be presented to the coordinator on request!

## 2. Access control

For external companies, the access to the premises of Maximator Hydrogen GmbH is via the company access road "Petriblick 2". At the entrance, the registration or the verification of the access permit and the issuance of external company or visitor passes take place.

Unregistered persons are not allowed to enter the factory premises (exception: imminent danger). Registration or deregistration must take place every time you enter and leave the factory premises. The external company or visitor id card must always be worn clearly visible.

## 3. Prohibition of alcohol and intoxicants

Entering the plant:

- under the influence of alcohol or other intoxicating substances, and
- their importation and
- their intake on the factory premises

is prohibited!

## 4. Non-smoking protection

There is a general and absolute smoking ban in all buildings of Maximator Hydrogen GmbH, excluding areas are:

- designated smoking areas

## 5. Personal protective equipment

The PPE is provided by the contractor on the basis of the risk assessment prepared by him.

Obligation to wear:

- Safety shoes at least S2, On construction site S3 (ankle-high)

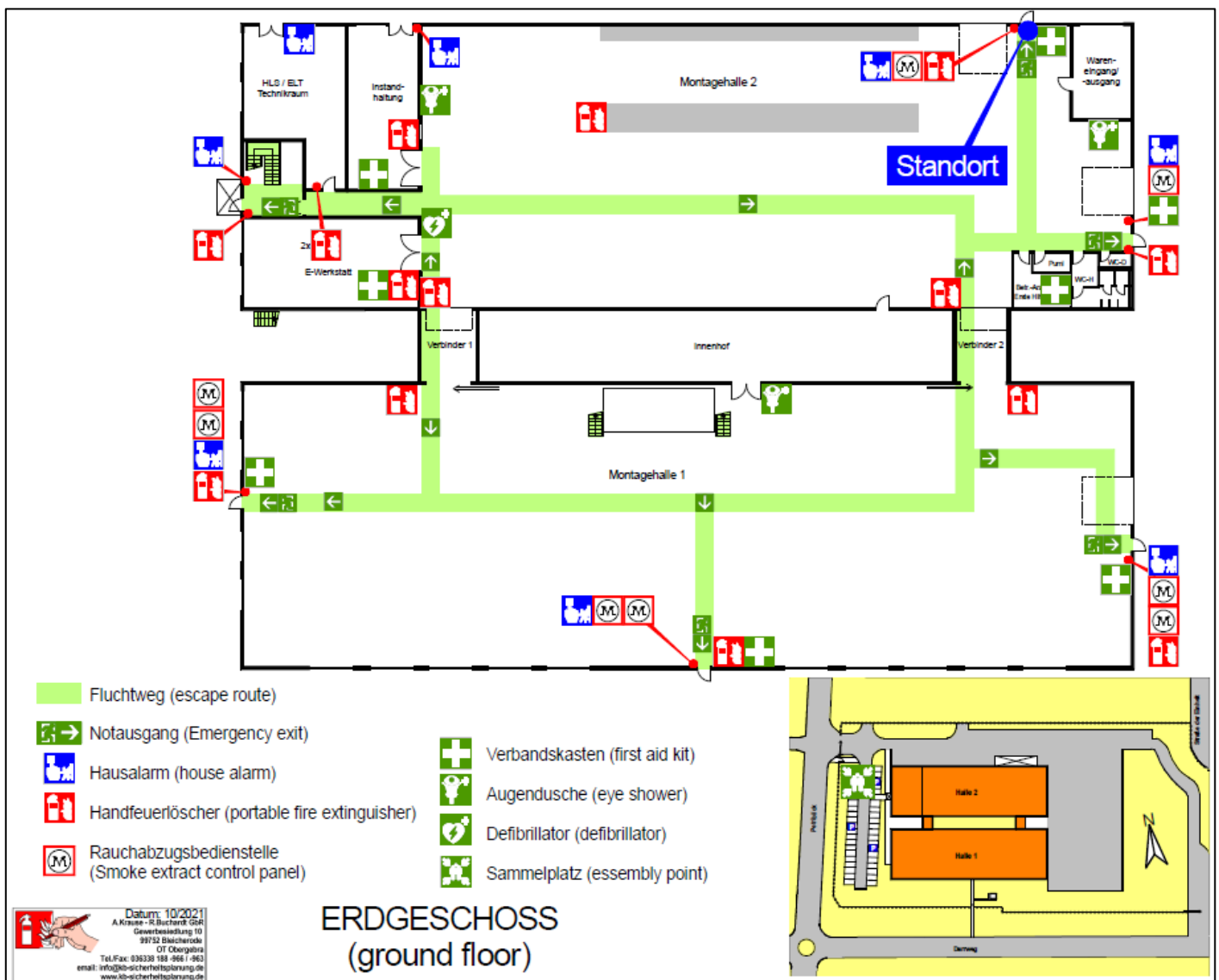
For customers and visitors:

They may only be accompanied by instructed persons.

If the official traffic routes (yellow marked lines) are left, protective shoes are mandatory!

## 6. Escape and escape routes

The escape route plan hangs in all corridors and shows the escape routes and collection points. Recognizable here is the location of the viewer.



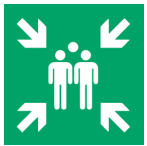
## 7. Behaviour when clearing buildings

1. Alarm signal → 3-fold, 12-second swelling and decongestant beep
2. Keep calm
3. Bring to safety → Leave your workplace calmly and without hectic.



Leave the building via the marked escape and rescue routes.

- Do not use elevators.
- Close doors.
- Take care of people in need, for example disabled people.



At the meeting point, contact your coordinator so that he can check the completeness of his employees including visitors and external companies. Should you notice that a colleagues is not present, inform your coordinator immediately.

# VERHALTEN BEI UNFÄLLEN (CONDUCT DURING AN EMERGENCY)

Ruhe bewahren (Keep calm)

1. Unfall melden  
(Report the  
emergency)



**Notruf 112 (emergency call 112)**

WER meldet? (WHO reports?)  
WAS ist passiert? (WHAT has happened?)  
WO ist es passiert? (WHERE did it happen?)  
WIEVIEL Verletzte? (HOW MANY injured?)

2. Erste Hilfe  
(first Aid)

**Absicherung des Unfallortes  
(Secure the dangerous area)**

**Versorgung der Verletzten  
(Care for the injured)**

**Anweisungen beachten  
(Follow instructions carefully)**

3. Weitere  
Maßnahmen  
(Next steps)

Rettungsdienste einweisen  
(Introduce emergency services)

Schaulustige entfernen  
(Remove onlookers)

4. Notfalltelefon  
(emergency phone)

Polizei (Police)

110

Rettungsleitstelle (rescue services)

112

# BRÄNDE VERHÜTEN (PREVENT FIRES)



Keine offene Flamme und Feuer; offene Zündquelle und Rauchen verboten  
(No open Flame and Fire; banned open Ignition Source and Smoking)

## Verhalten im Brandfall (In case of fire)

Ruhe bewahren (Keep calm)

Brand melden  
(Report fire)



Notruf 112 (emergency call 112)

und (and)



Hausalarm auslösen (trigger house alarm)

In Sicherheit bringen  
(Get out of danger)

Geschäftsleitung informieren!  
(Inform the management!)

Gefährdete warnen (warn endangered)

Hilflose mitnehmen (take helpless)

Türen schließen (Shut the doors)



Gekennzeichneten Fluchtwegen folgen  
(Follow emergency exit signs)



Sammelstelle aufsuchen  
(Go to the assembly point)

Anweisungen beachten  
(Follow instructions)

Löschversuch unternehmen  
(Try to extinguish fire)



Feuerlöscher benutzen  
(use fire extinguishers)

BRANDSCHUTZORDNUNG Teil A nach DIN 14096

## 8. On the premises of Maximator Hydrogen GmbH, the StVO applies

On the roads of the factory premises, the maximum speed is set at **10 km/h (6 mph)**. Fire brigade access roads, access roads to extinguishing equipment, marked areas and hydrants must be kept free at all times!

## 9. Avoidance of hazards

Each employee/contractor is obliged to:

- for the safety of oneself and
- for the safety of third parties affected by his acts or omissions in the work concerned are to be taken care of according to his possibilities as well as according to the instructions and instructions of the employer.
- support Maximator Hydrogen GmbH in the implementation of the measures for occupational safety, safety and health and environmentprotection.

## 10. Corona Infection Protection Act – Protective measures

AHA + LA – Rules (operational recommendations – no obligation):

- Keep a distance of at least 1.5 m, if possible avoid larger groups of people.
- Avoid unnecessary skin contact, handshakes and body contact.
- Observe hygiene rules – regularly wash your hands thoroughly, keep your hands out of your face, sneeze into the crook of your arm (use hand sanitizer)
- If distance less than 1.5m => please wear a mask (not mandatory)
- Ventilation – ventilate work areas several times a day with the window wide open.

Behavior when coughing or sneezing:

If possible, cough or sneeze into paper handkerchiefs or hold the crook of your arm in front of your mouth and nose. Dispose of tissues or paper towels.

## 11. Barriers and markings

- Danger areas are marked on the premises of Maximator Hydrogen GmbH.
- Separate protective measures apply in the areas (e.g. commissioning field => EX zone => ATEX clothing, tools, EX protection measures).
- Entering hazardous areas is only permitted after approval of your contact person.
- If hazards/risks arise from their work, they must be avoided by means of integrated protective measures.
- Construction site areas must be marked and cordoned off.
- Barriers can be formed, for example by railings, chains or ropes.
- Prohibition and warning signs illustrate the danger.
- Flutter tapes are markings and not suitable shut-off agents!
- In the case of short-term hazardous areas, the securing of a danger point may also be carried out by warning posts.
- If your construction measure lasts longer than 1 day, the area must be secured with protective fences.
- For working durations less than a day barrier grilles can be used.

## 12. Hazard from falling objects

A danger always exists when higher objects fall down and can meet people present. An unwanted fall can be caused by:

- release of latches, brackets, fortifications
- vibrations, bumps
- get stuck and get carried away
- holes, missing boundaries
- unsecured tools
- material breakage

If people are hit, the consequences can be serious (for example skull injuries).

Helmet requirement on construction sites!



## 13. Working at heights

According to statistics, most serious accidents occur when working on ladders/steps – therefore here again the obligation to comply with **DGUV Information 208-016** is binding.

- from 1.8 m triding height use PSAgA or working scaffolding/lifting capacity.

For the erection of a scaffolding => release and scaffolding certification fixed on scaffolding.

## 14. Evacuation of the workplace

The contractor must keep the workplace free, including the access roads from debris, impurities and waste caused by his work. The client determines the deadline for vacating the job after completion of the work. If the contractor does not fulfil these contractually stipulated obligations, the client may put him in default.

If this is unsuccessful, the client can vacate or have cleaned the workplace himself or by third parties and pass on the resulting costs to the contractor.

## 15. Environmental protection

Regularly clean and clean workplaces:

- no blowing off of dusts with compressed air
- wet cleaning or use of industrial vacuum cleaners
- keep traffic and rescue routes constantly clear (yellow lines)

Waste separation:

- dispose of residual materials properly
- in the case of small waste, in the containers provided for this purpose
- clean dirty work equipment and equipment
- remove spilled and spilled hazardous substances immediately
  - Please inform our Hazardous Substances Officer.
- provide intended means for disposal before activity and use them in the event of damage
- side-by-side waste & disposal is theresponsibility of the contractor

## 16. PTW activities (work permit)

For work with special hazards, an additional written permit in the form of a large work permit is required, this applies in particular to the following work:

- welding, soldering, heating, grinding and separating work with open flame or spark formation and the handling of fire-hazardous substances ( solvents, floor adhesives, etc.)
- walking narrow spaces, pits, shafts, containers, supply and disposal channels
- work on fire extinguishing, fire detection and warning systems
- work in rooms that are protected with automatic extinguishing systems or have fire alarm systems.
- removal of protective devices on machines, devices and systems
- work in radiation, fire and explosion-prone areas
- use of hazardous substances, hazardous equipment and equipment, such as chemicals, concrete mixers, crane systems, etc.
- earthworks, such as excavation of excavation pits and shafts, etc.
- working with mobile cranes and heavy-duty means of transport (ground load)
- work on automatically controlled systems and elevators
- work on supply systems (electrical, heating, water or waste water, compressed air, heat transfer oil, etc.)
- work on or near live systems or equipment (cable systems, transformer houses, control cabinets etc.)

## 17. Petition

Trainer:

Contractor:

Date:

Students:

No.	Forename	Name	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Remarks: