

Guideline for external contractors working on the premise of MANN+HUMMEL

1 Purpose

MHG-HS-I-0011 describes the regulations for health, safety and environment for external contractors working on the premise of MANN+HUMMEL.

2 Scope of application

This Instruction is binding for all locations and business units worldwide according to the scope defined in the Corporate Business Manual ([MHG-QU-M-0001](#)).

This document is binding for all external contractors like craftsmen and technical service providers working on the premise of MANN+HUMMEL.

The document is applicable for single activities (e.g. construction activities, installation activities, repair or maintenance services) and frame work contracts like general services (e.g. cleaning service, IT-service, gardening service).

The standard MHG-HS-I-0011 is not applicable for visitors and consultants, who do not perform work with a specific HSE-related risk.

The HSE-regulations for general cargo deliveries (e.g. truck deliveries and parcel service) are defined locally and not in the scope of this procedure.

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	Issue
Substitutes	---
Previous	Revision 0, Issue 08/2018

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3 Definitions / Terms / Abbreviations

HSE: Health, Safety and Environment

External Contractor: Company, which is not part of the MANN+HUMMEL.

Subcontractor: Contractor of the external contractor.

M+H Coordinator:

The M+H Coordinator is the contact person for the external contractor and responsible for the work related requirements which arise in due to the activities of the external contractor. Depending on local legal requirements, it could be required that HSE-relevant coordination tasks are performed by an additionally appointed HSE Coordinator.

Hazardous Substances:

Chemicals, supply and operating materials and other materials which have been marked with a hazardous substance symbol by the manufacturer.

4 HSE-regulations of MANN+HUMMEL

4.1 Compliance regulations

Contractors are responsible and liable for the proper execution of the work entrusted to them. Additionally, the contractor is responsible for complying with the statutory regulations and the HSE-regulations of MANN+HUMMEL.

The external company is obliged to hold a business liability insurance which compensates for material damage and operational failures caused by their employees. A copy of the valid insurance policy must be made available to MANN+HUMMEL as part of the offer documents.

The contractor is not allowed to assign subcontractor with activities carried out at a MANN+HUMMEL premise without a written approval from MANN+HUMMEL.

The contractor commissioned by MANN+HUMMEL is obliged to oblige its subcontractors to comply with the requirements described in this guideline.

The contractor commissioned by MANN+HUMMEL shall also be liable for violations and damage caused by the subcontractor.

4.2 Risk Assessment

The external company is obliged to plan the execution of the work in such a way that fire, accident risks and impairments by noise, dust and odors are avoided as far as possible. Prior start of a new work, the contractor prepares a documented HSE-risk assessment for the planned activities. The target of this risk assessment is to identify the risks which may cause to the staff of the contractor or to the staff of MANN+HUMMEL, resulting from the project activities. The contractor informs the M+H Coordinator about the results of the risk assessment.

Additionally the M+H Coordinator performs a risk assessment to identify the risks which may cause to the staff of the contractor, resulting from MANN+HUMMEL activities.

When indicated, the M+H Coordinator prepares a safety & protection concept based on the results of the risk assessments in which the defined safety measures are documented and which needs to be considered by the contractor to avoid mutual hazards. Depending on local legal requirements, it could be required that the HSE-Coordinator supports the preparation of the safety & protection concept.

The contractor only carries out work that is defined within the scope of the order and for which the corresponding risk assessment has been prepared.

4.3 Registration

A daily registration of the contractor's employees at the gate of the MANN+HUMMEL site is mandatory. Here MANN+HUMMEL provides an information sheet with the most important local HSE-regulations and a visitor card to each contractor's employee.

The contractor's employee shall wear the visitor card visible. Alternative registrations are possible for employees of external companies working on the company premises on a long-term or permanent basis. Before leaving the MANN+HUMMEL premise, the visitor card shall be returned to the gate. If the usage of vehicles is required, an additional vehicle registration is necessary. Each external company is assigned to an M+H Coordinator. The M+H Coordinator must always be contacted before start of work.

4.4 Smoking, medication, alcohol and drug policy

Consumption of drugs and alcohol may influence unsafe behavior. Therefore the consumption of drugs and alcohol is not permitted at the premise of MANN+HUMMEL. Smoking is not permitted outside the designated smoking areas. This also applies to so-called e-cigarettes. If employees have to take medication that impairs their ability to react or their perception, this must be reported to the M+H Coordinator.

4.5 Instruction

Prior start of a new project, the responsible person of the contractor (e.g. supervisor / project leader) will be instructed about the relevant MANN+HUMMEL regulations, based on the results of the HSE risk assessments resp. the safety & protection concept. The contractor must comply with the HSE-instructions. The compliance with these regulations should be confirmed by signature of the project leader of the contractor. Work may not start without this instruction performed by the M+H Coordinator. Depending on local legal requirements, it could be required that the HSE-Specialist supports HSE relevant instruction topics.

The contractor's project leader so instructed shall instruct all relevant contractor's personnel dealing with the project as well as the staff of any subcontractor about such regulations before the work is started. This instruction must be documented in writing. The proof of instruction must be handed over to the M+H Coordinator without being asked. For long-term work, the instruction must be carried out at least once a year. The contractor's project leader is responsible to ensure compliance according to the HSE-regulations.

4.6 Evidence of competence

The contractor is obligated to appoint only employees, who meet the job related legally required competence requirements. If for an activity a specific evidence of competence is necessary by statutory regulations, the contractor is responsible to provide this evidence of competence as part of the tender documents. Otherwise the project leader of the contractor has to provide a copy of the relevant documents to the M+H Coordinator prior start of work. The contractor is obligated to have the conformation of qualification available on site during the entire activity.

4.7 Requirements to equipment

The equipment of the contractor (e.g. machines, tools, ladders, scaffolding, adjustable-height working platforms) and the related PPE for contractor's employees must be in proper and safe conditions, must be obtained in accordance with the relevant rules for construction, inspection, maintenance and must be used for their intended purpose only. Unused equipment must be secured in such a way that it do not pose any danger.

The equipment should enable an environment-friendly and hazardless and ergonomic work. The contractor is not allowed to use any equipment of MANN+HUMMEL without an approval.

4.8 Use of hazardous substances

The contractor shall ensure that substances and preparations with the lowest possible hazard potential are used on the MANN+HUMMEL premises. If the use of hazardous substances on MANN+HUMMEL's premises is necessary, the contractor is obliged to submit the intended use, the quantities used and the material safety data sheet for approval. If the corresponding information and material safety data sheets have not been submitted as part of the tender documents or if material safety data sheets have been changed, the contractor is obliged to hand over a copy of the current material safety data sheets to the M+H Coordinator for release before they are transferred to the MANN+HUMMEL premises.

Hazardous substances classified as carcinogenic, mutagenic or reprotoxic (CMR) may not be used by contractors on the MANN+HUMMEL premises without a deviation permit, released by the local HSE Specialist.

If it is necessary to store hazardous substances on MANN+HUMMEL's premises, a suitable storage location must be determined together with the M+H Coordinator. If MANN+HUMMEL cannot provide a suitable storage location within the company premises, the contractor is obliged to ensure suitable and legally compliant storage of the hazardous substances outside the company premises.

4.9 Waste / Waste Water

The contractor remains exclusive owner of waste / waste water arising during the work, incl. packaging materials. The contractor is responsible for the proper storage, treatment and correct disposal of the generated waste / waste water external from MANN+HUMMEL.

The total waste management must be in accordance with the statutory provisions. Disposal routes which ensure a recovery / recycling of the waste shall be preferred.

In the case of services provided on a regular basis (e.g. cleaning of buildings), storage / disposal of waste and waste water via MANN+HUMMEL's existing

infrastructure is possible, provided the relevant conditions and regulations are defined, e.g. in a framework agreement.

4.10 High risk activities

In case of high risk activities (e.g. work in confined space, working at heights, hot works) additional approvals are required according to the local MANN+HUMMEL regulations.

Lone Working with high risk activities are not permitted. Therefore high risk activities shall be overserved of a 2nd qualified employee of the contractor.

Additional approvals by MANN+HUMMEL are required, if it is necessary to deactivate safety devices or alarm systems or to block emergency devices.

4.11 Civil engineering works

For civil engineering works the contractor is responsible to be informed about relevant pipes and power supply lines in the underground or inside of walls to avoid damages and accidents.

For demolition waste (e.g. concrete, brick) and soil an analytical classification is necessary according to the local legal regulations to evaluate the opportunity for a recovery / recycling of the material.

Areas with a risk of falling (e.g. excavations, open shafts) must be adequately secured. Escape and rescue routes as well as emergency facilities must always be kept free.

4.12 Requirements to Personal Protection Equipment (PPE)

The contractor must provide their employees with the necessary personal protection equipment (e.g. PPE against falls from a height, safety footwear, safety glasses, ear plugs) based on the results of the performed risk assessment and based on the legal regulations.

The provided PPE must be in proper and safe conditions, must be obtained in accordance with the relevant rules for inspections and must meet the local legal requirements.

For safety reasons, a high-visibility jacket must be worn during a stay on the plant premises within and in the vicinity of production and traffic areas and comparable risk areas. Alternative regulations are possible for employees of contractors who work on the company premises on a long-term or permanent basis.

4.13 Incidents, accidents, near misses, fire and material damages

The contractor is obliged to inform the MANN+HUMMEL Coordinator(s) immediately about any HSE-related incidents and emergencies like accidents, injuries, fire, leakages, spills and about material damages as well. If the M+H coordinator cannot be reached in emergencies, the gate must be notified.

In case of emergencies, external companies are permitted to use MANN+HUMMEL's local emergency facilities (e.g. fire extinguishers). If emergency equipment from MANN+HUMMEL (first aid material, fire extinguishers, etc.) is used, this must be reported to the M+H coordinator subsequently.

The contractor is obliged to perform a root cause analyses, based on the requirements of MANN+HUMMEL.

4.14 Leaving the MANN+HUMMEL property

The contractor ensures that the working area is clean and tidy at the end of each working day. If necessary to keep safety and protection measures established at the end of the working day, at night time or weekend, the contractor establishes the required protective measures (e.g. fall protection, signaling device,...). Escape and rescue routes as well as emergency facilities must always be kept free. The M+H coordinator must always be contacted at the end of the work.

4.15 Final remarks

MANN+HUMMEL performs periodically supervisions and HSE-related inspections of the contractor's activities. In the event of any identified unsafe behavior or in case of a violation against the MANN+HUMMEL HSE-regulations MANN+HUMMEL is authorized to stop immediately the contractor's work and to banish from the MANN+HUMMEL site all personnel of the contractor violating the HSE-rules of MANN+HUMMEL. A violation of the HSE-regulations of MANN+HUMMEL may also have the consequence that the contractor will be excluded from any future MANN+HUMMEL contracts.

Independent of MANN+HUMMEL requirements, compliance with applicable regulatory requirements is mandatory. In the event of any contradictions, local legal requirements must be followed first and additionally.

5 Further documents

5.1 Referenced and applicable documents

Further or more detailed regulations for external contractors are described in local site-specific documents. These site-specific requirements must also be observed as applicable documents.

5.2 Additional information

[MHG-HS-P-0010 Management of external contractors working on the premise of MANN+HUMMEL](#)

6 History / participating departments

Changes to previous issue	chapter 3, 4.2 and 4.5: Adding HSE Coordinator chapter 4.6: Adaption of qualification evidence chapter 4.8: Adaptation of approval for CMR substances		
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Send change requests to	The author of the document	Revision cycle:	5 Years

7 Supplementary sheets

8 Appendix
