

Table of Contents

1 Purpose and scope2

2 Definitions.....2

3 General information2

4 Hazardous interaction.....4

5 Safety instructions5

6 General requirements on using electrical systems and work equipment on construction sites8

7 First aid, acting in emergencies.....9

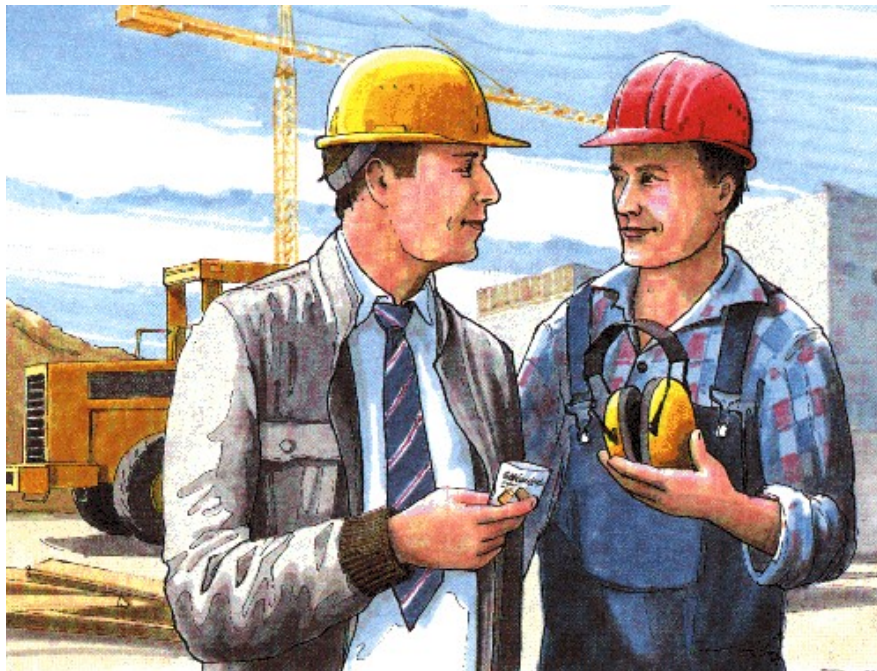
8 Other safety instructions10

9 Acknowledgment:10

10 Source:10

Annex A – Appointment of a coordinator11

Annex B – Contract amendment Contractor12



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1 Purpose and scope

This operating policy applies to all divisions of Hella KGaA and to all Hella companies with a majority shareholding in Germany. It regulates the protective measures required for cooperation with external companies, including subcontractors, in accordance with state and occupational health and safety regulations and provides technical safety information as well as information on responsibility, the appointment of coordinators and first aid.

2 Definitions

Construction work includes all work involved in the manufacture, maintenance, repair, modification and removal of building structures, including preparatory and final work

Construction and installation sites are areas in which construction work is performed.

3 General information

3.1 Legal Compliance

When executing his order, the Contractor shall observe and comply with all state and trade association statutory provisions on occupational health and safety as well as the technical regulations on the state of the art.

Note: If work is carried out on the premises of HELLA KGaA, the accident prevention regulations and professional association rules of the BGETEM "Berufsgenossenschaft Energie Textil Elektro Medienerzeugnisse" apply.

3.2 Construction site regulations

For larger sites, Hella issues construction site regulations which are binding on all construction site workers and must be complied with by all external companies, contractors and subcontractors.



3.3 Order acceptance agreed Operating guidelines

When the contractor accepts the order, the protective measures for occupational health and safety specified in these operating guidelines shall be deemed to have been agreed.

This HELLA operating guideline "External companies and their employees" including the appendices must therefore be complied with bindingly by all contractors.

3.4 Risk assessments

The Contractor shall prepare and document in writing a risk assessment for the workplaces of its employees, including any temporary workers, in accordance with the German Occupational Health and Safety Act and other applicable regulations. The risk assessment shall determine all risk factors - preferably in accordance with the GDA guidelines for risk assessment -, define and implement the protective measures and check their effectiveness. In addition, the risk assessment must always be kept up to date and, in particular, updated following significant changes. A copy of the risk assessment must be handed over to HELLA before the start of the contract.

3.5 Operating instructions

For all machines and work processes in his work areas that involve potential hazards or residual risks, the Contractor shall instruct his employees in writing in accordance with the hazard factors identified by the risk assessment in protective measures and rules of conduct in the form of rule-compliant operating instructions. This applies in particular to machinery and plant, but also to other work processes and to activities involving hazardous substances. A copy of the operating instructions must be handed over to HELLA upon request.

3.6 Instruction of employees

The Contractor shall instruct its employees on the contents of the operating instructions and the provisions of this operating guideline and ensure compliance with the provisions contained therein in order to prevent accident injuries and damage to health and possible mutual hazards and to prevent fires and damage to property before they commence work. The instructions must be documented in writing, a copy of the instruction documents must be handed over to HELLA upon request.

3.7 Subcontractors

The Contractor shall be required to ensure that any subcontractors and their employees engaged by the Contractor also comply with the provisions of this Operating Policy. The contractor assumes responsibility for this. The contractor must therefore ensure that all subcontractors engaged by him also carry out and document risk assessments, issue operating instructions and instruct their contents and carry out instructions for employees in accordance with the law. A copy of the risk assessments must also be handed over to HELLA by subcontractors before the start of the contract. Copies of operating instructions and instruction documents are to be handed over to HELLA on request.

3.8 Aptitude tests and occupational health precautions

If aptitude tests are required for certain activities such as driving industrial trucks or aerial work platforms or using cranes, the contractor must prove the corresponding aptitude by means of an occupational medical examination. This also applies to the implementation of offer and obligatory precautions in accordance with the Occupational Medicine Precautionary Ordinance.



Persons who do not have a positively certified aptitude test according to G25 may not use or move any industrial trucks or aerial work platforms on the HELLA premises.

3.9 Information of the HELLA Divisions

The HELLA coordinator must inform the responsible HELLA managers of the organisational units affected by the construction project before the start of the contract or before a construction site is set up, so that appropriate precautions can be taken. This applies in particular to all production areas, where the factory managers should preferably be informed, but also to logistics, administration, research and development, etc.

3.10 self-disclosure

HELLA as client demands the confirmation of the contractor. The self-disclosure must be submitted to HELLA before the start of the order.

4 Hazardous interaction

4.1 Coordination and appointment of coordinators

HELLA appoints a coordinator (Annex A) by the responsible department / site management, as far as this is necessary to avoid a possible mutual hazard, to coordinate the work.

4.2 Information and coordination with the coordinator

The coordinator shall be made known in writing to all employees of the contracting authority and contractor involved.

The contractor must consult with our coordinator before starting work and regularly during the execution of the work.

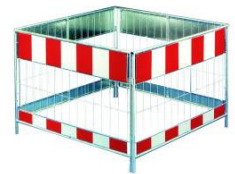
4.3 Coordinators' authority to issue instructions

Each coordinator is authorized to issue instructions to the contractor and its employees in matters of occupational safety and health protection. His instructions must be followed at all costs. However, the authority of our coordinator to issue instructions does not release the contractor's superiors from their responsibility for the safety and health of their own employees. The responsible HELLA specialist department / construction management and the coordinator are entitled in the event of safety violations to

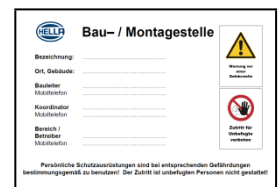
- to instruct the discontinuation of work until the defect has been rectified,
- to exclude employees who act contrary to the Code from further activities.
- to withdraw the order from the contractor in the event of repeated violations.

4.4 Construction site protection and marking

Each construction site shall be demarcated and secured by the contractor prior to commencement of the work by clearly separating the construction or assembly site area from the other work areas, either by a construction fence in the case of larger construction measures or by a suitable construction site securing system in the case of smaller construction measures.



A label must be affixed to the construction site safety device indicating the company name and the name as well as the availability of a contact person. In addition, the notice "Access prohibited for unauthorized persons" must be affixed.



If construction and assembly sites are operated in high areas, the area of the so-called rubble shadow must also be secured and marked with barriers.

Within the demarcated construction site area, the contractor assumes all tasks to ensure occupational safety and health protection and is fully responsible for these.

5 Safety instructions

Without claiming to be exhaustive, the following information provides important information, the observance of which is of particular importance for safety and health:

5.1 Road traffic regulations

Road traffic regulations apply on our industrial premises including associated construction sites and parking lots. Everyone must behave cautiously and considerately.



5.2 Traffic routes, escape and emergency routes

Traffic routes, escape and rescue routes, access routes for the stairwells, emergency exits, hydrants and other fire extinguishing equipment, first aid equipment and electrical distribution equipment must be kept clear at all times.



5.3 Health and safety protection marking

All mandatory, prohibition, warning and information signs at HELLA must be observed and followed. These signs may not be removed, concealed or made unrecognizable without the consent of our coordinator.



5.4 Inflammable work, welding permit

If welding, cutting, soldering, defrosting, abrasive cutting and other flammable work is to be carried out by employees of external companies outside workshops set up for this purpose, the coordinator must obtain a HELLA welding permit in advance from the local plant or company fire brigade or the fire protection officers at locations



without plant or company fire brigade in all cases. The operating instructions for welding and other fire work as well as the associated welding permit must be observed.

5.5 prohibitions of access

It is generally forbidden to enter parts of the plant in which no work is to be carried out within the scope of the work order.

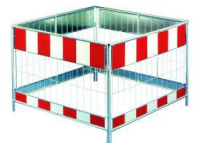


5.6 Inspection of the construction site and work equipment

The responsible persons of the contractor and the HELLA construction management as well as the coordinator must regularly ensure that the construction site, premises, traffic routes, operating and means of transport, equipment, tools, work equipment, machines and plants, protective equipment and equipment as well as their use are in a safe condition.

5.7 Pits, shafts, crash sites

Pits, shafts, floor openings and other fall places must be secured in such a way that no one can come to any harm. This also applies and in particular before leaving the workplace.



5.8 Ladders

In principle, only tested and faultless conductors may be used. The test must be proven by a valid test badge on the ladder or equivalent. For all work on ladders, the operating instructions visibly attached to each ladder must be observed. Maximum working height on the ladder: 7 metres. Maximum duration of work on the ladder: 2 hours.



5.9 Scaffolding

Small frameworks and scaffolds must be assembled and used in accordance with the instructions for assembly and use. After erection, scaffolds must be accepted in accordance with the intended activity and released by means of a release form to be attached to the scaffold. Scaffolds not approved for the intended use must not be used. Small scaffolds may only be used if all four castors are braked.



5.10 Danger of falling

If there is a risk of falling for employees, protective measures must be taken against falls from a height. Preferably, technical protective measures, such as the installation of protective scaffolding, safety nets, mobile defences, etc. must be implemented. If no technical protective measures are possible, personal protective equipment against falls from a height must be used. In doing so, it must be ensured that suitable attachment points are used. If no suitable attachment points are available, these must first be installed.



Working without fall protection is prohibited in all cases!

If there is a danger of falling for working material, the danger area must be secured accordingly.



5.11 Entering roof areas

When entering roof areas, it must first be ensured that the statics of the roof areas allow safe access. Under no circumstances should wavy roofs and skylight domes be walked on unsecured! On corrugated eternite roofs, it may be necessary to install walkable platform walkways with railings first, but be careful: These roofs must also not be walked on during installation work!



Dangers of falling at the edges of the roof must be protected against falling by protective scaffolding, mobile guards or PPE.

5.12 Order and cleanliness

Construction and installation sites must always be kept in an orderly and clean condition and properly cleared on completion of work.

5.13 Site installations and construction material

Site installations and the storage of building materials require the agreement of our coordinator and must be discussed with him.

5.14 Use of personal protective equipment

Personal protective equipment must be used as directed in accordance with the relevant hazard, e.g. safety goggles, protective gloves, safety helmet, safety boots and PPE against falling. Hella does not provide any personal protective equipment for employees of external companies. External companies must provide their own employees with the required personal protective equipment at their own cost.

On all HELLA construction sites there is a basic obligation to wear S3 safety shoes with puncture-resistant soles. Protective helmets must also be worn if there is a corresponding potential danger!



5.15 Ban on alcohol

On all HELLA construction sites there is a fundamental and strict ban on alcohol.

5.16 Ban on smoking

Smoking is prohibited on the HELLA premises and in the HELLA buildings. Smoking is only permitted in designated and appropriately marked outdoor smoking shelters and places.



5.17 Fire alarm systems

Work in rooms with fire alarm systems must be coordinated by the contractor with the coordinator and the works or works fire brigade or the fire protection officer before work begins.

5.18 Automatic extinguishers

If work is carried out in rooms with automatic extinguishing systems (in particular with oxygen-displacing nitrogen and CO2 extinguishing systems), the relevant operating instructions must be observed, as these systems present considerable, even lethal, potential hazards!

5.19 Working with dangerous substances

If work is carried out in rooms where hazards may arise from hazardous substances (e.g. paint shop, electroplating shop), the operating instructions for work with hazardous substances must be observed and the employees instructed accordingly.

As a matter of principle, the contractor must carry the current safety data sheets and operating instructions for all hazardous substances used by him.



5.20 Working with carcinogens, mutagens and substances toxic to reproduction

Activities with so-called CMR hazardous substances, i.e. with carcinogenic, mutagenic or reprotoxic hazardous substances, may not initially be carried out by the contractor. If such activities are to be carried out, the HELLA construction management or the coordinator must obtain prior written approval. In such cases, all appropriate protective measures according to the Hazardous Substances Ordinance must be observed.



5.21 Damage or disturbance

Damage or malfunctions to our facilities or installations must be reported immediately to our construction management or the coordinator.

5.22 Working alone

For solo work, the relevant provisions of the Workplace Ordinance and the accident prevention regulations as well as our operating instructions, if applicable, must be observed.

5.23 Rotary elevators

The use of so-called passenger lifts (only in HELLA Plant 1) is only permitted after prior instruction by our coordinator. The provisions of the operating instructions must be observed. Any material transport by means of passenger lifts is prohibited!

6 General requirements on using electrical systems and work equipment on construction sites



6.1 Use of Hella power connections

The contractor may only use power connections with the consent of the supervising HELLA specialist department/construction management. Unauthorized connections are not permitted. Connectors existing on site in buildings or fixed installations may only be used by the contractor as feeding points if secured protective distributors equipped with personal protection devices (so-called RCD's) for construction sites or mobile protective devices are connected in between.

6.2 Electrical systems and work equipment

The contractor shall only operate such electrical systems and work equipment on construction sites that are approved for the European market (CE marking) and correspond to the state of the art and whose testing has been carried out in accordance with the Ordinance on Industrial Safety and Health and with a positive test result. The tests must be proven by a valid test badge or equivalent affixed to the device.

6.3 Qualified electricians

Electrical systems and work equipment may only be installed, modified, repaired, repaired and tested by qualified electricians who have successfully completed appropriate vocational training and are in a position to assess the work assigned and identify possible hazards on the basis of their technical training, knowledge and experience as well as knowledge of the relevant regulations.

6.4 Site power distributor

The HELLA specialist department/construction management must be notified separately in writing of the installation of site power distributors. Only site power distributors according to DIN/VDE 0660-501 may be used. If the customer provides a site power distributor, this must be inspected by the contractor in accordance with the regulations. HELLA shall be responsible for the connection and initial commissioning of the Contractor's site power distributors. However, HELLA's liability towards third parties cannot be derived from this.



7 First aid, acting in emergencies

7.1 Hella health units

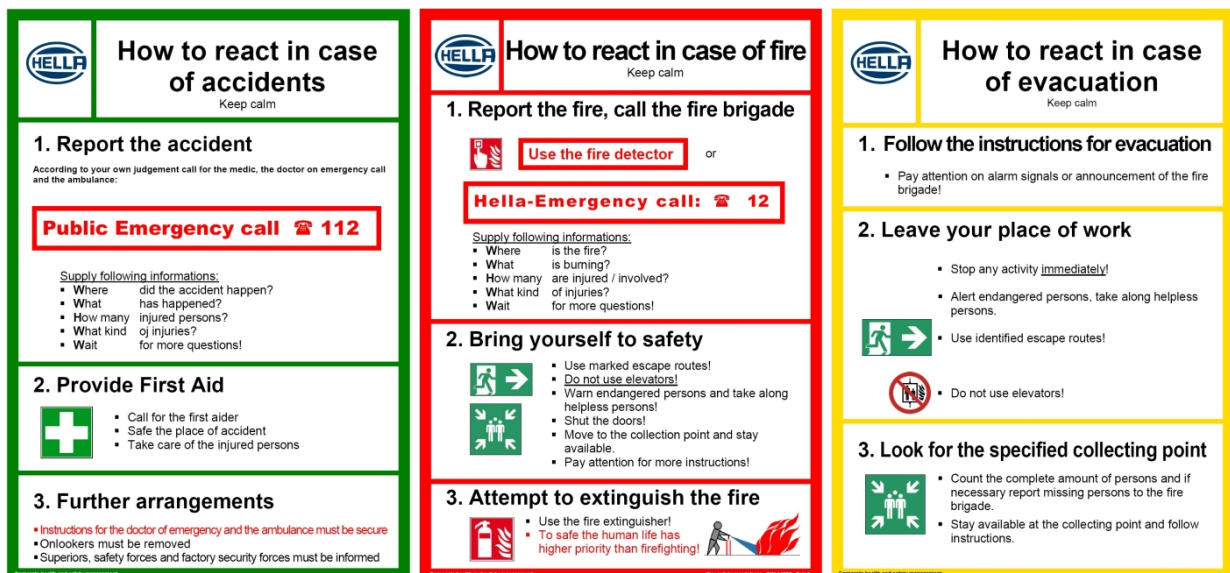
At some locations, HELLA maintains first aid stations which are staffed by company paramedics. In the event of injuries or accidents, this first aid service is also available to contractors if such an offer is available on the construction site or assembly site. The site manager and / or coordinator can provide information on this.

7.2 First responders / first aid material

Every external company must ensure that its employees include a number of trained first responders who comply with the regulations of the trade association responsible for them, as well as a sufficient quantity of first-aid material.

7.3 Acting in emergencies

If employees of outside companies are involved in emergencies, they must follow our emergency procedures:



The internal **Hella emergency call ☎12** , which can also be reached with the **cellphone number +49-2941-38-12** provides assistance and is manned around the clock.

Outside Lippstadt, it is often better to use the **public emergency call ☎112**.

7.4 Environmental emergencies

In the event of environmental accidents, the HELLA emergency call number can be used to call environmental management and the works or company fire brigade for assistance.

7.5 Reporting accidents at work

Every accident at work must be reported to the HELLA construction management and the coordinator and by them to the responsible safety specialist.

8 Other safety instructions

Use separate sheet if necessary.

9 Acknowledgment:

Coordinator according to DGUV regulation1, § 6*
Coordinator according to construction site ordinance*
*) delete where inapplicable

Place, date	Coordinator name, organizational unit	Signature

Place, date	Contractor's responsible party	Signature

10 Source:

All occupational safety documents are available via the Hella Intranet and Lotus Notes.

Annex A – Appointment of a coordinator

Appointment of a coordinator in accordance with

- **DGUV Regulation 1 Basics of Prevention****
- **Construction Site Ordinance***

*) delete where inapplicable

to ensure occupational safety for the project

The contractor is obliged to carry out the order in compliance with all national and professional association legislation and regulations pertaining to occupational health and safety, and adhere to company directives, release procedures and safety instructions provided by the project sponsor, to ensure a level of safety corresponding to the state of the art.

To prevent any potential hazardous interactions, the following person is appointed as coordinator by Hella for the planned works:

Mr./Ms. _____ Dept.: _____

Responsible party of the contractor is

Mr./Ms. _____

The coordinator has the authority to issue instructions to the contractor's employees who will work at Hella, insofar as this is required for a safe workflow.

The coordinator's authority to issue instructions is limited to the coordination of the planned works. The contractor's superiors remain responsible for their employees.

Prior to the start of works, the coordinator and the responsible party designated by the contractor shall coordinate to ensure occupational health and safety requirements. During the performance of work, they shall also work together on issues of occupational health and safety. Prior to starting work, the employees shall be instructed accordingly by the contractor's responsible party. The coordinator shall monitor the progress of work. He is also the contact on safety issues for the contractor's employees.

Place, date

Hella

Place, date

Contractor

Annex B – Contract amendment Contractor

Standard text for supplements to agreements Section: other agreements

1. The contractor shall carry out the works in compliance with all national and professional association legislation and regulations pertaining to occupational health and safety. The project sponsor shall make the contractor aware of any special sources of danger.

If, while performing work, the contractor or its employees should notice other sources of danger on the project sponsor's premises, they shall immediately inform the project sponsor and together with him take suitable actions to prevent any risk to employees.

The contractor shall draw up and document in writing a risk assessment in accordance with the industrial safety act and related regulations for the workplaces of its employees, including any agency workers. The risk assessment must make it possible to determine all risk factors, set out and implement protective measures and monitor their effectiveness. The risk assessment must also always be kept up to date and updated above all when fundamental changes occur. The completed risk assessment, documented in writing, must be provided to the project sponsor on request.

The contractor shall instruct its employees who enter the project sponsor's premises for the purpose of carrying out work in all dangers and protective measures to avert them, and keep written records of this instruction. The instruction records must be provided to the project sponsor on request.

If necessary, Hella shall appoint a coordinator in accordance with BGV A1 "Basics of prevention" and / or the Construction Site Ordinance to prevent hazardous interaction.

2. The project sponsor is entitled to reject the use of individual employees of the contractor, if they violate health or safety regulations.

A violation of applicable health and safety regulations or the duties agreed in section 1 by the contractor constitutes a breach of contract and authorizes the project sponsor, in serious or repeated cases, to terminate the agreement without notice. In such an event, the contractor is obliged to pay compensation in damages for non-fulfillment.



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