



BLANCO

BLANCO
PROFESSIONAL

Site rules

For visitors, contractors and their employees

Introduction

- As a visitor or contractor to the companies BLANCO and BLANCO Professional, you are obliged to observe all employment, health, environmental and fire protection measures in order to avoid personal and material damage as well as other dangers.
- You must observe the general guidelines and instructions of this code of practice as well as the specific operating, testing, procedural and safety rules and the relevant legal regulations. You are obliged to follow the instructions of your contact or client.
- Contractors must employ suitable staff, supervise and, if necessary, provide additional training to carry out the work. Contractors are responsible for ensuring that their employees' behaviour respects the safety regulations, is environmentally safe and energy efficient. Before their first working day, the staff must be informed to the plant rules, by any changes and receive regular training (at least once a year) by the employer using the site rules.
- The contact partner/client can immediately refuse violators access to the work place, building site or business premises.
- Before commencing work, the instruction checklist is to be worked through together with the coordinator and the manager of the area where the work is to be carried out.

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Refuse

- Packaging waste is to be disposed of by the contractor in accordance with the packaging ordinance.
- In the event of violation, the client will be entitled to charge the contractor with the resulting costs.
- Should there be additional waste, its disposal must be agreed in advance with the client and, if necessary, with the environment officer.

Alcohol and other intoxicating substances

- Persons who, as the result of consuming alcohol or other intoxicating substances are not capable of carrying out their work without being a hazard to themselves or others, shall not be permitted to enter the business premises or will be denied access to the business premises.
- Alcohol and other intoxicating substances may not be consumed on the premises of BLANCO or BLANCO Professional.

Sign-in/sign-out

- When entering or leaving the company premises, you must sign-in or out at the gate/reception. Access through side doors or side entrances is not permitted. Visitor passes and/or visitor IDs must be clearly visible. At the end of the event, visitor passes (if issued) must be handed back signed.
- Visits to areas that have not been approved by the client are not permitted.

Work permits

- The contractor is obliged only to employ staff who are in possession of a valid work permit. Violations of this may result in legal action by BLANCO or BLANCO Professional.

Occupational safety, safety regulations

- The accident prevention regulations of the Berufsgenossenschaft Holz und Metall [Employer's liability insurance association wood and metal] and the Berufsgenossenschaft Handel und Warendistribution [Employer's liability insurance association for trade and goods distribution] apply on our premises. Operational safety regulations must be observed.
- Markings and signs such as prohibitive and danger signs, warning signs, rescue and first aid signs must be observed and are not to be removed.
- Personal protective equipment (e.g. eye, hand or foot protection) required for the safe execution of the activities is to be provided by the client and must be worn in the designated areas or as instructed by the coordinators.
- Safety vests are to be worn when working outdoors and where designated for the duration of your stay (your coordinator will inform you).
- Safety shoes are compulsory in all production areas and warehouses. Exceptions require the approval of the plant/production manager and may apply e.g. for visitor groups. No exceptions can be made in Bruchsal. A limited number of steel-capped overshoes are available here.
- Working devices, machines and tools must comply with the valid requirements and be checked to BGV A 3, be in an appropriate condition and must be used for their intended purpose. A PRCD (Portable Residual Current Device), provided by the contractor, is to be used for additional personal protection. If your equipment does not comply with the requirements, you may not use it on our premises.

- Only qualified persons are permitted to use BLANCO and BLANCO Professional devices and machines or systems with the prior agreement of the technical department. Protectors must not be disabled. Each device must be checked before it is used to ensure it is safe.
- Work on or in systems or system components that is not included in your area of work requires the prior consent of a person responsible for the system. This applies in particular to electrical systems.
- Switching operations (including test switches) when restarting any technical systems may only be carried out with the approval of the BLANCO or BLANCO Professional member of staff responsible.

Sites, servicing and cleaning work

- The storage of construction materials and the erection of temporary structures, building site trailers, toilets or containers require the prior consent of the client. They must be in accordance with the relevant safety regulations and may only be set up in assigned areas.
- Work in containers, dumps, drains, sewers etc. must be carried out in accordance with the previously specified safety measures.
- Before commencing any earth work, the conditions must be discussed with the construction management or our coordinator (to be asked for when accepting the contract) due to the possible risk of damage to underground supply and waste disposal pipelines or facilities. Unexpected drawbacks discovered during the work are to be reported immediately.
- Extracting site water, compressed air and electricity is only permitted with the prior consent of the construction management or other manager. The media must be handled responsibly. Unnecessary waste is prohibited.
- Sites, dumps, drains, holes in the ground and suchlike are to be constantly protected so that nobody is injured. This applies in particular when leaving the place of work. The hazardous area must be covered, made inaccessible or protected in another way. The sole use of cones is only permitted temporarily and if the workforce is permanently present.
- Only bring materials, machines and tools with you which you require to carry out your job. These items should be labelled in your own interest.
- Ladders, working platforms, scaffolding etc. must be in a perfect technical condition when purchased, and may only be used for their purposes and in accordance with regulations. Proof of the last safety-related test must be attached to work equipment. The period for review must not be exceeded.
- When working in situations where there is a risk of falling, special safety precautions are to be taken such as the use of retention systems and fall protection. The areas around high level work stations must be protected. The contractor has a legal duty to maintain safety. Work on external facades and high level work stations must be carried out with mobile working platforms or scaffolding. The use of ladders is permitted to a limited extent.
- Leaning or climbing out of windows is forbidden.
- All the relevant safety precautions must be observed when using cartridge-firing studders. It is essential to ensure that nobody stops in the danger area, especially not next to or behind the actual working area.
- Crane systems, industrial trucks, mobile working platforms and other similar facilities may only be operated by authorised

personnel with the appropriate proof of qualification (driving licence) and at the instruction of their employer. If any equipment of BLANCO or BLANCO Professional is used, then the appropriate instruction is to be given by the member of BLANCO or BLANCO Professional staff responsible for it, and this recorded in writing (instruction checklist). Suitable restraint systems are to be used with industrial trucks and lifting platforms/lifting mast platforms.

- The heating of working areas and lounges is only permitted by prior agreement with the client. The use of heating devices with open spirals is forbidden.

Fire protection / fire alarm and sprinkler systems

- Before commencing work with an open fire (e.g. welding, cutting, separating, soldering, grinding, moulding, melting, thawing, heating, flame and tarring work), a written release (permit) must be obtained from the relevant coordinator (supervising official) or from the construction management. Open fires must never be left unattended.
- Our works are monitored by a fire alarm system. The coordinator must therefore be informed of any activities that will produce dust, smoke, damp or sparks before commencing work. In the event of fire alarms being set off due to negligence, we reserve the right to charge the individual responsible for damages.
- The contractor must read up on any possible explosion hazards before commencing work. Only approved devices may be used in explosion protection zones. In Sinsheim, work in explosion protection zones may only be carried out after measurement with an EX-OX meter. Mobile telephones must be switched off in these areas.

Vehicles and objects on the industrial premises / StVO [Road Traffic Act]

- Any vehicles, tools, equipment, materials etc. that are brought onto the premises must comply with current legal requirements.
- Objects which are stored or set down on a surface must be secured against falling.
- Road traffic regulations apply on our industrial premises, sites and parking areas. Everyone must be cautious and considerate.
- Internal traffic must not be obstructed at any time. Marked parking areas are to be used. Parking vehicles and placing down objects of any type at fire service access roads and escape routes is prohibited. Other routes must be kept clear.
- Parking in front of hydrants, entrances, gates and other narrow routes is prohibited.
- In the event of a traffic accident, the client's coordinator is to be notified immediately.

Taking photographs

- The use of recording devices, including cameras on mobile telephones, for image and sound is prohibited. Recordings by customers and suppliers must be approved by the business management (represented by the site manager). Recordings as a basis for tender preparations by fitters or maintenance staff may only be made with the prior consent of the client and in the presence of a person named by ourselves.
- Recordings of our staff require their explicit personal agreement.

Hazardous substances

- Hazardous substances may only be used and stored with the prior consent of the client or the environment officer. Safety data sheets are to be given to the coordinator for approval before commencing activities.
- Hazardous substances must be handled as little as possible. Specified protective measures for humans and the environment must be strictly observed. BLANCO and BLANCO Professional reserve the right to demand the use of harmless substances or to impose a ban on the use of a hazardous substance.
- Read up on the hazardous substances you might come into contact with at BLANCO and BLANCO Professional before commencing work. Use the instruction checklist and complete it with the coordinator and department manager.

Canteen/meals

- You are welcome to use our catering facilities such as canteens, drinks and snack machines for the duration of your activity in our works.

Coordinators (supervising officials)

- In order to avoid endangering both the contractor's and client's staff, all activities must be agreed with our coordinator before commencement. Our coordinator is authorised to instruct you in matters concerning occupational, health, environmental and fire protection. If your coordinator has not yet been named, then you must contact your client. Before beginning employment, the contractor must provide the client with the details of his coordinator.

Management systems

- BLANCO and BLANCO Professional are committed to observing ethical, ecological and economical values. The sustainability guidelines (available online) are the guiding principle. Careful use of resources – electricity, fuels, compressed air, water and so on - is an important factor in our environmental and energy policy. The works of BLANCO and BLANCO Professional are certified, or will shortly be certified, to DIN EN ISO standards 9001, 14001 and 50001.

Emergency measures / evacuation / escape routes

- There are visible signs in all buildings showing what to do in an emergency.
- The contractor must inform his staff of emergency escape routes, assembly points and emergency signals.
- When the evacuation signal has sounded or when instructed to do so by department managers, any individuals in the works are to go straight to the assembly points. This also applies in the event of evacuation exercises.
- The working area and any equipment used are to be secured as far as is safely possible (switch off machines and equipment, close any gas bottles).

Order and cleanliness

- The workplace or building site must always be kept in a clean condition and be tidied on completion of all activities. Do not leave any tools, waste materials or other refuse lying around.
- Lock up your work equipment and put away your materials. BLANCO and BLANCO Professional accept no responsibility for loss.

Personal and vehicle spot checks

- Our gatekeepers/security staff are instructed to carry out checks at the entrances and exits, including vehicle loading areas and boots. In the light of recent events, staff and vehicle spot checks are also carried out on bags and containers being carried in and out. In the event of specific suspicion, an individual's clothing may also be checked, possibly with the involvement of the police.

Persons under 18 years old

- Regardless of their age, all trainees must be supervised when working on our industrial premises.
- Other persons under 18 years of age are not permitted on the business premises. If this cannot be avoided, the form "Presence of persons under 18 years on the premises" must be signed.
- This is only possible after prior release from and under the exclusion of liability of BLANCO or BLANCO Professional.

Smoking ban

- There is a total ban on smoking in all indoor and outdoor areas at BLANCO and BLANCO Professional. The only exceptions are the designated smoking zones.

Material damage – reporting material damage

- Any damage to property and facilities of BLANCO or BLANCO Professional caused on our business premises must be immediately reported to your coordinator, the construction management or your contact partner. The form must be completed in full. In this respect, it is irrelevant who caused the damage.

Sanctions list check

- BLANCO and BLANCO Professional are certified Authorized Economic Operators [AEO], and are committed to checking any members of staff who have access to safety-relevant areas such as despatch areas against the sanctions list of EU Council Regulation Nos. 2580/2001 and 881/2002 ("Terrorism blacklist").
- In order to prevent a break in our delivery chain, we ask you to check your staff against this list and provide the relevant confirmation on request.

Environmental protection

- Legal requirements such as those stipulated in the Water Resources Act, in the Recycling Management and Waste Disposal Act and in the Federal Immission Control Act with their rules and regulations must, of course, be observed without restrictions.
- The individual who causes them will be liable in the event of violations and the resulting civil and criminal consequences.
- Water-polluting substances must not enter the sewage system. The environment officer must be informed if any such substances are used. This also applies to work in which emissions such as hazardous dust, gases or noise can occur.
- Please ensure that, as far as possible, any machinery and equipment, energy supply systems, lighting and other consumers are switched off after use or when leaving your working area.

Accidents

- In the event of an accident on our premises that requires medical attention, our safety specialist and the client's coordinator must be informed immediately. Our first-aid rooms, first-aiders, medics and the medical service are available on request.

Access authorisation

- Entering industrial premises where work is not necessary in the framework of the work order is prohibited.
- Ultra sensitive areas are secured e.g. by electronic access controls, and may only be entered with permission and accompanied by authorised employees.

Important internal numbers

Occupational safety	0151 / 125 426 31
Fire protection	0151 / 125 426 78
Medical services	07045 / 45 61200
Emergency call	112
Environmental protection	0151 / 125 426 35