

Operating regulations for external companies and suppliers of Buchholz Hydraulik GmbH

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Foreword

We want to contribute to the prevention of personal, material and environmental damage by implementing the guidelines for occupational, environmental, fire, data and plant safety. As this is in our common interest, we count on your active co-operation.

These company regulations apply to all external companies and suppliers of Buchholz Hydraulik GmbH as well as at all current and future locations. In our company, occupational safety and environmental protection have the same priority as production and work processes. Our company regulations for external companies and suppliers serve the occupational safety of your and our employees as well as environmental protection.

Please also note the provisions of our General Terms and Conditions of Purchase, which can also be found on our homepage at www.buchholz-hydraulik.de.

1. Introduction

All relevant occupational health and safety regulations, accident prevention regulations, data protection regulations, environmental regulations and the generally recognised safety and occupational health regulations, including the accident prevention regulations applicable to our company, must be observed by you, your employees and the subcontractors you have appointed or subcontracted when carrying out the order placed.

The managers appointed to carry out the work are responsible for instructing your employees. No employee may commence work on our company's premises unless they have received clear and appropriate instruction and have the necessary personal protective equipment.

2. Consequences of non-compliance

In the event of violations of safety and environmental regulations, our authorised representatives are entitled to

- order the cessation of work until the defect has been remedied and
- exclude offending employees from further work.

It is imperative that you follow the orders and instructions of our authorised representatives, our and your and the environmental officer. Instructions issued by our authorised representatives do not release your managers and supervisors from their own management duties and responsibility towards their employees.

3. Entrance

In principle, employees of all external companies and suppliers must sign in at the reception desk each time they enter via the main entrance. Your contact person will collect you from there and instruct you. Exceptions for external companies regularly employed by us or stays lasting several days must be agreed with those responsible at Buchholz.

4. Important telephone numbers

The telephone numbers known to you can be reached via the extension number of any company telephone and should be known to your employees. A leading "0" must be added for an outside line. This is particularly important if an emergency call is to be made from internal telephones to the fire brigade or police. In this case, the emergency numbers are 0112 or 0110.

5. Behaviour in the event of accidents, fire or other emergencies

Report all accidents at work involving your employees to us immediately. Irrespective of this, you are obliged to fulfil the statutory reporting obligations in the event of an accident at work (employers' liability insurance association, trade supervisory office).

If a fire breaks out, the nearest push-button alarm (connection to the fire brigade control centre) and, as with all other emergencies, one of your Buchholz contact persons must be informed immediately, who will then arrange everything else.

6. Occupational safety

Our occupational safety specialist will assist you in all matters relating to occupational safety.

7. Behaviour

Inform the head of the department in whose area you are working and your Buchholz contact person of the start and end of your work.

It is essential that you inform us of any disruptions to the operational process. Notify us immediately of any disruptions and irregularities that occur during the execution of the order.

The tools, equipment and aids you use, in particular ladders and scaffolding, must be in a tested and safe working condition. When leaving the workplace, they must be locked up or otherwise secured so that they do not pose any danger to persons or property.

Employees who operate industrial trucks, cranes and aerial work platforms must be in possession of an appropriate certificate of competence and a driving licence issued by you and must be able to produce these documents at all times during their work. Only deploy specially qualified employees for hazardous work.

Make sure that your employees not only have the necessary personal protective equipment with them, but that they also wear it.

Smoking is strictly prohibited in the buildings and halls. Smoking areas are labelled separately.

The consumption of alcoholic beverages and the abuse of drugs or medication is prohibited.

In our company, you may also come into contact with people with mental and/or physical and psychological disabilities. We expect empathetic and respectful behaviour towards all our staff at all times.

Many of our employees have a migration background. We will not tolerate racist, insulting or similarly inappropriate comments from our own employees, external companies or suppliers. This may result in the immediate termination of business relations.

8. Internal safety regulations

Please observe our special internal safety regulations: Tools, equipment, facilities and installations belonging to our company may not be used without our authorisation.

Excavations, trenches, open channels, floor openings, etc. must be adequately secured everywhere.

The provisions of the road traffic regulations apply on our company's premises/traffic areas; industrial trucks, lorries and reversing vehicles have priority over all other vehicles. Particular attention must be paid to pedestrians. Vehicles may only drive at walking speed on the entire company premises.

Mandatory, prohibition and warning signs must be observed. Craftsmen's vehicles in particular may only be parked in designated parking areas or in consultation with the Buchholz contact person. Illegal parking may result in the vehicle being removed from the company premises.

Escape routes and escape doors are marked and must be kept clear at all times.

Fire doors must not be restricted in their function (e.g. blocking with wedges).

Fire extinguishing equipment and corresponding signs must not be covered, blocked or otherwise rendered unusable.

9. Environmental protection

Our environmental management officer will assist you in all matters relating to environmental protection.

In order to protect the environment (ground, air, water), the following regulations must be strictly observed, as non-compliance may constitute a criminal offence:

Discharging water-polluting substances and liquids into the sewage system is prohibited.

In the event of leaks of any kind, the environmental management officer/water protection officer must be informed immediately; leaking liquids must be collected using suitable means and disposed of after consultation with the environmental management officer.

The workplace must be kept and left in a clean and tidy condition during and after the work to be carried out.

Waste and residual materials must be disposed of by you and may only be disposed of in the containers provided for this purpose with the express permission of the responsible head of department.

10. Working on or in the vicinity of energised installations/equipment

When working on or in the vicinity of live systems or equipment, the building management or, alternatively, the maintenance department must be contacted.

Electrical energy may only be drawn from the supply points explicitly assigned to you.

11. Work involving a fire hazard

If it is necessary to work with open flames in the course of completing the order, our Head of Maintenance must be informed before work commences. This also applies to the use of welding equipment etc. special measures must therefore be defined. This includes filling out the hot work certificate BF-242.

12. Instruction

Your supervisor will be trained by us in accordance with the BF-133 instruction protocol (valid for 12 months). You are obliged to instruct your employees about the content of our instruction and the company regulations for external companies and suppliers before they start working for us and must ensure that your employees comply with the requirements and prohibitions of these company regulations.

13. Personal protective equipment/work equipment

Personal protective equipment must be provided by you. Work equipment (e.g. machines, cranes, etc.), tools, devices, materials, etc. may only be brought onto the company premises if they comply with the applicable regulations, are in perfect technical condition and are guaranteed to be used as intended in accordance with the operating instructions. Test books must be presented on request. The contractor is solely responsible for his property; Buchholz Hydraulik GmbH accepts no responsibility for loss or damage.

14. Prohibition of photography, filming and sound recording

Photography, filming and sound recording are prohibited on our entire company premises. This also includes recordings with mobile phones with a camera function. Exceptions to this must be authorised by the management or your Buchholz contact person.

15. Minimum conditions for awarding contracts

By accepting the order, the contractor undertakes to guarantee the state of the art in the execution, delivery and installation of a system. In particular, the relevant regulations, rules of technology and the associated guidelines must be complied with and observed in addition to the terms of the contract. The work must always be carried out in an environmentally friendly and energy-saving manner.

16. Data protection

As a matter of principle, the following applies: entry to the company premises by persons outside the company is not permitted due to data protection rights, the personal rights of our employees and for reasons of operational safety.

The following therefore applies: entering parts of the company that are not specified in the work order is prohibited. In the event of a longer stay in our facility, the use of social rooms provided for this purpose must be agreed with the contact person on site.

The workplaces must be entered and exited by the shortest route before starting and after finishing work.

The use of computers not in the inventory of Buchholz Hydraulik GmbH (usually notebooks) is only permitted with the prior authorisation of the IT management. The respective Buchholz contact person will establish contact. There is a special guest access for contact to the Internet, the access data for which will be provided on request.

Before commencing work, the contractor must enquire about the data protection regulations and agreements of Buchholz Hydraulik GmbH and sign the respective contracts/regulations and submit these together with the confirmation declaration.

The contractor must ensure that the data to be processed on behalf of Buchholz Hydraulik GmbH is only processed in accordance with our instructions. If the service constitutes so-called commissioned data processing in accordance with national or EU legislation, the necessary contracts must be signed in advance.

Copies or queries from the Buchholz Hydraulik GmbH network, the installation of software or data storage (also temporarily locally on the external computer) may only be made with the prior, express authorisation of the respective contact person in the IT department.

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Status: 12/2023

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